

## **SERENITY BEHAVIORAL HEALTH SYSTEMS**

**SUBJECT:** MISCELLANEOUS LEAVE  
**POLICY NUMBER:** HR-7.04  
**EFFECTIVE DATE:** January 2009  
**SUPERSEDES:** N/A  
**LAST REVISION DATE:** January 2011

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### **POLICY:**

It is the policy of Serenity Behavioral Health Systems (SBHS) to allow eligible employees off to assist as a disaster volunteer, to donate an organ or bone marrow or to donate blood.

### **DISASTER VOLUNTEER LEAVE:**

- I. SBHS recognizes that cooperation among government agencies and volunteer service agencies is vital in coping with natural disasters and other emergencies. To help prevent the loss and destruction of life and property, SBHS believes that employees who are trained and experienced in disaster relief should be able to provide assistance for brief periods without loss of pay and benefits.
- II. To be eligible for paid disaster volunteer leave, an employee must be a certified disaster service volunteer of the American Red Cross and their services must have been requested by the American Red Cross. The request for leave must be approved by SBHS and must be coordinated through the Director of Emergency Management.
- III. An eligible employee may be granted leave with pay to participate in specialized disaster relief services for the American Red Cross. Paid leave under this section cannot exceed 15 workdays in any 12-month period and can only be granted for services related to a disaster occurring within the State or in a contiguous state which has a reciprocal statutory provision.

Leave granted will be without loss of seniority, pay, leave, compensatory time, or earned overtime accumulation. The employee will be compensated at the regular rate of pay for the regularly scheduled hours during which the employee is absent from work as a result of disaster volunteer leave.

**NOTE:** Employees who do not qualify for disaster volunteer leave, but want to participate in disaster relief activities, may request to use leave or leave without pay.

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**ORGAN AND BONE MARROW DONATION LEAVE:**

An employee who donates his/her organ or bone marrow for transplant will receive a paid leave of absence as follows:

- A. Thirty days for organ donation. The term “organ” means any human organ, including an eye, which is capable of being transferred from the body of one person to another.
- B. Seven days for bone marrow donation
- C. The amount of leave will not be deducted from any accrued annual or sick leave balance and must be included as service time for purposes of computing any retirement or pension benefits. To receive pay, the employee must provide SBHS with a written statement from a medical practitioner who will be performing the transplant procedure or a hospital administrator indicating that the employee is making an organ donation. If the donation does not occur, the provisions of this paragraph are not applicable.

**BLOOD DONATION:**

- I. Employees are permitted to take up to two hours of paid time off to donate blood, up to four times each calendar year. Employees who donate blood platelets or granulocytes through the plasmapheresis process may take up to four hours of paid time off, up to four times a year.

SBHS may specify the hours during which an employee may be absent in order to donate blood. An employee who does not use the entire time allowed at the time of each donation does not accrue any right to any subsequent paid or unpaid leave.

**VOTING TIME:**

- I. Employees are encouraged to vote. If employees work schedules do not allow at least two (2) hours either before or after work to vote, the difference in time may be granted to employees for voting purposes. This time is not charged to leave or leave without pay.
- II. Employees not eligible for voting time may request to use accrued leave or without pay to vote.

**REFERENCES:**

- I. Rules of the State Personnel Board Rule 16 Leave

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**APPROVAL SECTION:**

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Chief Executive Officer

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Date

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Committee Chairperson

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Date

**RESCISSION SECTION:**

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Chief Executive Officer

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Date

**REVIEW SECTION:**

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Committee Chairperson

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Date

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Committee Chairperson

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Committee Chairperson

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