

**SOUTH CAROLINA STATE UNIVERSITY  
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: Holidays and Leave	Section: IV
	Subject: M
SUBJECT: Organ Donor Leave	Effective: 01/01/06
	Established: 12/01/05

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**ORGAN DONOR LEAVE**

South Carolina State University employees are entitled to leave of absence to engage in the donation of their organs without loss of pay, time, leave, or efficiency rating. The following guidelines apply to organ donor leave.

- A. The employee must accrue annual or sick leave as part of their employment.
- B. Leave can be for one or more periods not exceeding an aggregate of 30 regularly scheduled workdays in any one fiscal year. Saturdays, Sundays, and State holidays may not be included in the 30 days unless the particular Saturday, Sunday, or holiday to be included is a regularly scheduled workday for the employee involved.
- C. The employee must show documentation from the attending physician of the proposed organ donation before leave is approved that confirms that the employee is the donor.