



# OLD DOMINION UNIVERSITY

## University Policy Template

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### Policy #6301

### BONE MARROW AND ORGAN DONATION LEAVE (INTERIM POLICY REVISIONS)

#### Responsible Oversight Executive:

#### Date of Current Revision or Creation:

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#### A. PURPOSE

This policy authorizes eligible employees to use up to 30 workdays of paid leave in any calendar year, in addition to other paid leave, to donate bone marrow or organs.

#### B. AUTHORITY

[Virginia Code Section 23.1-1301, as amended](#), grants authority to the Board of Visitors to make rules and policies concerning institution. Section 7.01(a)(6) of the [Board of Visitors Bylaws](#) grants authority to the President to implement the policies and procedures of the Board relating to University operations.

[Virginia Department of Human Resource Management Policy 4.37 - Leave to Donate Bone Marrow or Organs](#)

#### C. DEFINITIONS

Administrative and Professional (A/P) Faculty - Employees who perform work directly related to the management of the educational and general activities of the institution, department or subdivision or whose professional positions serve the educational, research, athletic, medical, student affairs, and development functions or activities of the institution.

Administrative and Professional (AP) Medical Faculty – Employees who have administrative or professional duties directly related to the management or administration of, or patient care services in, a clinical care setting on behalf of EVMS Medical Group.

Administrative and Professional (AP) Medical Restricted Faculty – Employees who have been accepted in the Eastern Virginia Medical School Graduate Medical Education (GME) Program and have the title of Resident, Chief Resident, or Fellow.

Catalog of Federal Domestic Assistance - Defines project grants to include fellowships, scholarships, research grants, trainee grants, traineeships, experimental and demonstration grants, evaluation grants, survey grants, construction grants, and unsolicited contractual agreements. (Available at [www.cfda.gov](http://www.cfda.gov).)



## F. PROCEDURES

1. Eligible employees must request leave according to University and departmental procedures prior to the effective date of the leave.
2. Employees must submit medical certification to support the use and expected duration of the leave.
3. Family and Medical Leave (FMLA) - BMOD leave will not be considered FMLA.
4. Virginia Sickness and Disability Program (VSDP) - Because BMOD leave continues an employees' full pay, BMOD leave will not be considered VSDP leave. Therefore, employees who participate in VSDP must not contact the third-party administrator for the VSDP program regarding BMOD-related absences and will not receive VSDP benefits during periods that are certified for BMOD leave.
  - a. When BMOD leave is anticipated to extend beyond 30 days, employees who participate in VSDP should contact the third-party administrator for the VSDP program according to program guidelines. In these cases, VSDP eligibility including the applicable waiting period would begin following the 30 days of BMOD leave.
5. Worker's Compensation - If employees are receiving Workers' Compensation (WC) benefits when they decide to donate bone marrow or an organ, the WC benefits will be suspended during the time certified for BMOD leave. When the BMOD period ends, WC benefits will continue, as appropriate.
6. Return from BMOD Leave - Employees returning from BMOD leave will be returned to the positions they held when the leave began.
7. Extension of BMOD Leave - If it becomes m0t20.84 )-a07 (u) e0nD (d) (p) #435.0Trd-48) a016Q (W) (e) T) -06.00T)

[University Policy 6302 - Civil and Administrative Leave for Administrative and Professional Faculty, Classified Staff, and Wage Employees](#)

[University Policy 6303 - Emergency Disaster Leave](#)

[University Policy 6304 - Military Leave](#)

[University Policy 6305 - School Assistance and Volunteer Service Leave](#)

[University Policy 6306 – Immediate Recognition](#)

**POLICY HISTORY**

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**Policy Formulation Committee (PFC) & Responsible Officer Approval to Proceed:**

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**Policy Review Committee (PRC) Approval to Proceed:**

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**Executive Policy Review Committee (EPRC) Approval to Proceed:**

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**University Counsel Approval to Proceed:**

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**Presidential Approval:**

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**Policy Revision Dates:**

**Scheduled Review Date:**