

Blood, Organ, and Bone Marrow Donation Leave

AAMI will grant an employee who works an average of at least 20 hours a week the following unpaid leaves of absence for the purpose of blood, bone marrow, or organ donation:

- A leave of absence of up to three hours in any one-year period for the purpose of donating blood.
- A leave of absence of up to 24 work hours for the purpose of donating the employee's bone marrow to another person.
- A leave of absence of up to 15 days in any one-year period for the purpose of the employee donating his or her organ to another person.

Leave provided under this policy may be taken in one or more periods.

AAMI will grant a leave of absence for the purpose of blood, organ, or bone marrow donation without pay. However, if an employee has accrued sick leave or paid time off (PTO) available, the employee may substitute paid sick leave or PTO for an organ donation. Employees utilizing blood and bone marrow donation leave are not required to substitute their available accrued leave time.

Employees requesting a leave of absence to serve as an organ donor pursuant to this policy must provide reasonable notice of the planned leave and written verification to the President that he or she intends to serve as an organ donor and that there is a medical necessity for the donation of the organ. Employees requesting a leave of absence to donate blood must provide three working days' notice of the planned leave. Upon return from an approved leave to donate blood, the employer may require the employee to show proof of his or her blood donation in the form of a notice of blood donation or a good faith effort at blood donation from the blood bank or other sufficient proof. An employee making a scheduled bone marrow donation should notify his or her employer at the time the procedure is scheduled, and must provide notice at least twenty-four hours prior to the day of the scheduled donation. If the employee's bone marrow donation is unscheduled, the employee should notify the employer as soon as possible after the employee receives notice of the donation. The employer may require the employee to provide verification by a physician indicating the need for leave to donate bone marrow and the amount of leave time needed.

Any leave taken for the donation of blood, an organ, or bone marrow will not constitute a break in service for purposes of the employee's right to salary adjustments, sick leave, PTO, or seniority. During any leave taken under this policy, with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

Leave taken under this policy will not run concurrently with any leave taken pursuant to the federal Family and Medical Leave Act.

Upon expiration of a leave of absence authorized by this policy, AAMI will restore the employee to the position held by the employee when the leave began or to a position with equivalent seniority status, employee benefits, pay, and other terms and conditions of employment. AAMI may decline to restore an employee because of reasons unrelated to the exercise of rights under this policy by the employee.

AAMI prohibits retaliation against an employee for requesting or obtaining leave under the policy.