

PROPOSED LANGUAGE – CITY OF MANITOWOC EMPLOYEE POLICY MANUAL

Wisconsin Bone Marrow and Organ Donation Leave Act

The Wisconsin Bone Marrow and Organ Donation Leave Act (Section 103.11 Wis. Stats) provides qualifying employees with up to six (6) weeks of job-protected leave in a 12-month period for the purpose of undergoing a bone marrow or organ donation procedure and to recover from the procedure.

To qualify for leave an employee must have worked for the City for at least 52 consecutive weeks and have worked at least 1,000 hours during the 52 week period prior to the start of the leave.

Employees intending to take leave for the purpose of serving as a bone marrow or organ donor must make a reasonable effort to schedule the donation procedure so that it does not unduly disrupt the City's operations, subject to the approval of the health care provider of the bone marrow or organ donor recipient. Employees must submit a written request to their supervisor and Human Resources at least 30 days in advance of the leave when possible. In addition, the employee must submit written documentation from the health care provider to Human Resources at least 15 days prior to the commencement of the leave certifying:

- The donor recipient has a serious health condition that necessitates a bone marrow or organ transplant;
- The employee is under the health care provider's care, is eligible, and has agreed to serve as a bone marrow or organ donor for the donor recipient; and
- The amount of time expected to be necessary for the employee to be off work for the procedure and to recover from the procedure.

Leave taken under the Wisconsin Bone Marrow and Organ Donation Leave Act will be unpaid, unless the employee chooses to substitute sick, vacation, or other accrued leave time. Bone Marrow and Organ Donation Leave will run concurrent with Federal and State FMLA. Employees enrolled in the City's group health and dental plans will maintain their coverage during the leave under the same terms as if the employee continued to work. The employee will be required to pay their regular portion of insurance premiums.

Employees returning from leave must provide a "Fitness for Duty" statement signed by their health care provider.