



CITY OF BOSTON • MASSACHUSETTS

OFFICE OF THE MAYOR
THOMAS M. MENINO

EXECUTIVE ORDER

October 3, 2006

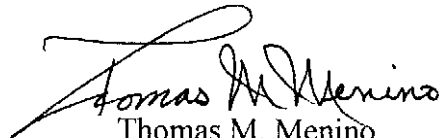
WHEREAS, the City of Boston seeks to adopt the provisions St. 2005, c. 99 – M.G.L. c. 149, s. 33E in order to ensure that its employees have the protections and the resources to donate an organ to a patient in need; and

WHEREAS, lack of available medical leave or vacation time should not be deterrent for anyone generously seeking to donate an organ, to a patient with an urgent medical need;

NOW THEREFORE, pursuant to the authority vested in me as chief executive officer of the City of Boston by St. 1948, c. 452, §11, and every other power hereto enabling, I hereby order and direct as follows:

- 1) The Office of Human Resources shall notify all City of Boston employees that any employee who donates an organ, to a patient with an urgent medical need, shall be entitled to 30 days of paid leave for said organ donation. This grant of 30 days of paid leave shall not be deducted from an employees sick, personal, or vacation banks.
- 2) Employees must submit to their Department Heads a signed medical letter and documentation stating that he/she will be donating an organ.
- 3) The Office of Human Resources will be responsible for evaluating the medical documentation and approving the grant. The approval process shall be done in a manner that is neither arbitrary nor capricious.

I further direct all Cabinet Officers, Department Heads and City Employees to render such aid and assistance as is required for the implementation of the foregoing policy.


Thomas M. Menino
Mayor of Boston



CITY OF BOSTON

Organ Donor Leave w/Pay

This form must be submitted to OHR for approval

Name: _____

EMPL. I.D.: _____ RCD.#: _____

Department: _____

TIME AND LABOR REPORTING

The following Time Reporting Codes **must be used** to record Organ Donor Leave w/Pay

Organ Donor Leave **with** Pay (Non-Salaried) TRC : **CWO1D**

Organ Donor Leave **with** Pay (Salaried) TRC : **CSO1D**

Day Leave Begins: _____ Pay Period Ending: _____

Duration of Leave (If undetermined, give an approximation) : _____

I hereby request that the above named employee be granted Organ Donor Leave w/Pay, as noted above and due to the stated reasons. I understand that the final approval is determined by the Office of Human Resources.

Appointing Authority

Date

Office of Human Resources

Approved: _____
Director



CITY OF BOSTON
OFFICE OF HUMAN RESOURCES
Room 612, Boston City Hall

VIVIAN LEONARD
Director

MEMORANDUM

To: All Department Heads
Personnel Officers
Payroll Clerks

PLEASE POST

From: Vivian Leonard, Director
Office of Human Resources

Date: October 26, 2006

RE: PAID LEAVE FOR LIVING ORGAN DONATION

Please be advised that Mayor Thomas M. Menino has issued an Executive Order adopting An Act Relative to Living Organ Donation (St.2005,c 99 – M.G.L.c 149, s. 33E), which grants Leave of Absence without Loss of Pay for Living Organ Donation.

What does the Executive Order do?

It allows City of Boston employees a maximum total of **30 days** of **Paid Leave** in a calendar year in order to donate an organ. This time only covers days taken for the medical procedure and the recovery from it. Specific health insurance coverage questions should be directed to Health Benefits and Insurance @ 635-4950 or to your health insurance provider.

When is it effective?

The Executive Order takes effect on October 3, 2006.

Who does it apply to?

All City of Boston Employees are eligible for this leave. It applies to full-time, part-time, seasonal and temporary employees eligible for paid leave benefits. **It does not include** Dependent Contractors, intermittent, or any other employees who are not eligible for paid leave benefits. Part-time employees will receive a prorated portion of the 30 days based on their part-time schedule.

What types of donations does it apply to?

It applies to leave taken by an employee to provide live organ donation to be transplanted into another individual. Live organ donation includes donation of kidney, liver, pancreas, lung, intestine or heart*.

***A domino transplant makes some heart-lung recipients living heart donors. When a patient receives a heart-lung “bloc” from a deceased donor, his or her healthy heart may be given to an individual waiting for a heart transplant. This procedure is used when physicians determine that the deceased donor lungs will function best if they are used in conjunction with the deceased donor heart.**

More information about live organ donation may be found at the following link:

<http://www.optn.org/about/donation/livingDonation.asp>

Are benefits protected while on Organ Donor Leave?

Yes, the time in position, creditable service, pay, leave and health benefits are all protected while on this type of leave. There is also **no impact** to service/longevity date while on this type of leave. It is also considered regular compensation for retirement purposes.

Can this leave be used intermittently?

Yes, once approved by the physician as an actual donor, and all the necessary documents are provided to the Personnel Officer, and the leave is approved by OHR, then the leave can be used intermittently.

How much notice must be given?

If the need is foreseeable, at least 7 days advance notice must be provided. If not foreseeable, then notice must be provided as soon as possible.

What documents are required for approval of this leave?

Employee/Donor

- The employee must obtain a letter on a physician’s letterhead disclosing that the employee is approved to be a live organ donor and the type of organ being donated.
- A completed Certificate of Health Care Provider (available on COBi), which includes the anticipated date of return to work.

Personnel Officer

- An **Organ Donor Leave w/Pay Form** (attached and on COBi) must be submitted to OHR along with the two above mentioned documents. An Absence and Termination Notice (Form B56) **is not necessary**.

How is this absence reported on BAIS HCM?

Use the Time Reporting Code **CWO1D** for Hourly & Exception Hourly Employees (Non-Salaried)
 CSO1D for Salaried Employees

The Time Reporting Code will map to Earn Code: **SLN:** (Special Pay Leave - Non Salaried)
 SLS: (Special Pay Leave - Salaried)

The Earn Code and Earn Code Description will appear on the employee’s pay advice.

If you have any questions, please call Frank Firicano @ 635-3013 or Richard Driscoll @ 635-3374.