

TITLE

LIVING ORGAN DONOR WAGE REPLACEMENT

SCOPE

Provincial

DOCUMENT

1182

APPROVAL AUTHORITY

People Executive Committee

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SPONSOR

Vice President, People, Health Professions & Information Technology

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Not applicable

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NOTE: The first appearance of terms in bold in the body of this document (except titles) are defined terms – please refer to the Definitions section.

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OBJECTIVES

- To support living organ and **surgical bone marrow donation** for purposes of transplant.
- To shield **eligible employees** from potential income loss for the period of their post-operative recovery after living organ or surgical bone marrow donation.
- To promote a safe, healthy and inclusive workplace in accordance with Alberta Health Services' (AHS) *Our People Strategy*.

PRINCIPLES

AHS provides support to eligible employees who volunteer to be **living organ donors** or surgical bone marrow donors through the provision of a paid leave of absence.

APPLICABILITY

Compliance with this document is required by all Alberta Health Services employees. Applicable collective agreements, *Non-Union Exempt Employees Terms and Conditions of Employment*, or written employment contracts take precedence in the case of a conflict with this Policy.

ELEMENTS**1. Criteria for Living Donor Wage Replacement Leave**

- 1.1 AHS shall grant a paid leave of absence up to a maximum of twelve (12) consecutive weeks to any eligible employee who becomes a living organ donor.

- 1.2 AHS shall grant a paid leave of absence up to a maximum of seven (7) consecutive days to any eligible employee who becomes a surgical bone marrow donor.
- 1.3 An employee shall be benefit eligible with a minimum of one (1) year continuous employment with AHS prior to being considered for leaves of absence pertaining to living organ and surgical bone marrow donation.
- 1.4 Eligible employees who request time off to serve as a living organ or surgical bone marrow donor, are eligible for this paid leave of absence in accordance with this Policy.
- 1.5 Medical confirmation of the donation procedure shall be required to grant leave in accordance with this Policy.
- 1.6 An eligible employee who has been assessed and who is going to participate in living organ or surgical bone marrow donation shall submit, in writing, a request for leave to serve as a living organ donor to their **manager**.
- 1.7 Applications for leave shall be submitted at least thirty (30) days prior to the scheduled procedure date. Under limited and exceptional circumstances, an arrangement may be made between the manager and the employee whereby the thirty (30) day notice period may be reduced.
- 1.8 Wage replacement in accordance with this Policy will not apply to time lost in association with pre-procedure or donor assessment testing and/or appointments.

2. Conditions and Requirements of Living Donor Wage Replacement

- 2.1 Once the living organ donation or surgical bone marrow procedure has been confirmed and the application has been approved, the eligible employee shall be notified, in writing, that they will be eligible for a paid leave of absence in accordance with Section 1.1 or 1.2.
- 2.2 A leave of absence incurred from living organ donation or surgical bone marrow donation shall include the eligible employee's full salary and continuation of benefits, if applicable at the normal cost share, for paid leave for surgery and post-operative recovery.
 - a) Paid leave under this Policy shall not decrease the eligible employee's vacation and sick leave balances as a result of being off for a living organ donor or surgical bone marrow procedure.
 - b) Wage replacement is paid at 100% of an employee's wages for a maximum of twelve (12) weeks total for any one (1) living organ donor procedure or a maximum of seven (7) days for any one (1) surgical bone marrow donation procedure. Any additional time off due to medical reasons that exceed the maximum leave, shall require additional approval. Medical confirmation shall be required to grant additional leave.

- c) Additional leave may be available as sick time, flex time or other leave as stated under the particular conditions in the *Non-union Exempt Employees Terms and Conditions of Employment* or applicable *Collective Agreements*.
- 2.3 All approved paid leaves of absence for living organ donation and surgical bone marrow donation shall be tracked and measured by AHS.
- 2.4 In order to facilitate the donor assessment process, the manager shall accommodate work schedules for medical appointments as much as is reasonably practicable.
- a) Any requirements for medical appointments or sick leave required prior to the living organ donation or surgical bone marrow donation would be available as sick time, flex time or other leave as stated under the particular conditions in the *Non-union Exempt Employees Terms and Conditions of Employment* or applicable *Collective Agreements*.
- 2.5 Once an eligible employee's paid leave has ended and the eligible employee returns to work after recovery from the living organ donation procedure or surgical bone marrow procedure, the *Non-union Exempt Employees Terms and Conditions of Employment* or applicable *Collective Agreements* shall apply to any future medical appointments.

DEFINITIONS

Eligible employee means individual who qualifies to receive benefit coverage (short and long term disability coverage) as defined in an applicable collective agreement, terms and conditions of employment, other employment contract, or benefit plan administration contracts.

Living organ donor means one who willingly donates a kidney, a portion of their lung or a portion of their liver; the organ is removed in a surgery and then it is transplanted into a recipient in need.

Manager means the individual(s) who has the delegated human resource authority for directly planning, monitoring, and supervising direct (employee) reports.

Surgical bone marrow donation means one who willingly donates a portion of their bone marrow and then it is transplanted into a recipient in need.

REFERENCES

- Alberta Health Services Governance Documents:
 - *Delegation of Approval Authority Policy* (#1168)
 - *Leave of Absence Policy* (#1110)
- Alberta Health Services Resources:
 - Delegation of Human Resources Authority Matrix
 - Collective Agreements
 - Non-Union Exempt Employees Terms and Conditions of Employment

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- Non-Alberta Health Services Documents:
 - Employment Standards Code (Alberta)

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