

DATE: February 5, 2026

MEMO TO: Gina Roberts, Chair
Finance Committee

FROM: Mary E. Kann
Director of Administration

RECOMMENDATION: Approve amendments to the Procedure Section of the District’s Personnel Policies & Procedures 4.14 – Organ Donation Leave.

STRATEGIC DIRECTION SUPPORTED: Leadership

FINANCIAL DATA: There is no immediate direct financial impact to this change.

BACKGROUND: The Illinois Employee Blood and Organ Donation Leave Act, 820 ILCS 149, (the “Act”) allows eligible employees to use paid leave to donate blood or an organ, subject to certain limitations. Effective January 1, 2026, the Act was amended to extend paid leave benefits to part-time employees for organ donation.

Staff recommends that the Procedure section of the District’s Personnel Policy 4.14 – Organ Donation Leave be amended as attached to this memo to align with the recent statutory changes. The proposed Procedure amendments address the eligibility of part-time employees for paid organ donation leave and further define how pay is calculated for both full- and part-time employees taking organ donation leave.

REVIEW BY OTHERS: Director of Finance, Deputy Director of Human Resources & Risk, Manager of Board Operations, Corporate Counsel.

MOTION: Motion to approve an amendment to the Procedure section of the District’s Personnel Policies & Procedures 4.14 – Organ Donation Leave in the form attached to staff’s memo dated February 5, 2026.

APPROVAL:

Date: _____ Roll Call Vote: Ayes: ____ Nays: ____
 Voice Vote Majority Ayes; Nays: ____



4.14 Organ Donation Leave

Effective Date: June 12, 2024

Revision Date: [February 5, 2026](#)

Procedure

1. To be eligible for this leave, full-time [and part-time](#) employees must have completed at least six months of employment.
2. Organ Donation Leave may only be used after obtaining approval from the District. The District will require medical documentation of the proposed organ donation and completion of the Organ Donation Leave Request Form before leave is approved.
3. The Organ Donor's leave will run concurrently with the Family Medical Leave Act (FMLA); thus, any leave for organ donation taken under this policy will be counted toward the 12-weeks of available FMLA leave. All other requirements and provisions under the FMLA will apply. Please refer to Policy 4.8 – Leave of Absence for further guidance on FMLA.
4. Employees will not be required to use accumulated sick or vacation time before being eligible for organ donation leave.
5. Employees shall only be eligible for organ donation leave for days they are normally scheduled to work. [Full-time employees will be compensated at their regular rate of pay and part-time employees at their average daily rate, based on the two \(2\) months preceding the leave.](#) Organ Donation Leave will not apply retroactively to time already taken off.