



Superintendent's Circular

School Year 2011 - 2012

NUMBER:
HRS-PP14

DATE:
September 1, 2011

PAID LEAVE FOR CANCER SCREENING AND/OR LIVING ORGAN DONATION

Two additional paid leave benefits are available to City of Boston employees for annual cancer screenings and living organ donations.

Annual Cancer Screening

The Mayor has signed an Executive Order that allows all City of Boston employees to use up to four (4) hours of leave per calendar year for various types of cancer screening. (Types of cancer screening that fall under the four hours off per year policy are as follows: breast, prostate, colon, skin, thyroid, oral cavity, lymph nodes, reproductive organs, and lungs).

The following procedure is in effect in the Boston Public Schools:

- Employees will be allowed **one (1) four (4) hour period** that **cannot** be broken into hourly units.
- Employee must make request through his/her responsibility center manager.
- A signed copy of a medical document verifying the date that the employee was given a cancer screening must be filed with the responsibility center manager.
- **THIS TIME IS NOT CHARGED TO ANY ACCUMULATED SICK LEAVE.**

For Time and Labor (Attendance) reporting purposes, please use **time reporting code S1200** to report time taken under this provision.

Living Organ Donation

Effective October 3, 2006, the Mayor has issued an Executive Order adopting An Act Relative to Living Organ Donation which grants Leave of Absence without Loss of Pay for Living Organ Donation. 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 (domino transplants).

All City of Boston Employees are eligible for this leave which includes full-time, part-time, seasonal and temporary employees eligible for paid leave benefits. It does not include Dependent Contractors, substitutes, cab monitors, transportation attendants, intermittent, or any other employees who are not eligible for paid leave benefits.

The following procedure is in effect in the Boston Public Schools:

- Employees will be allowed 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.
 - ✓ Part-time employees will receive a prorated portion of the 30 days based on their part-time schedule.
 - ✓ Leave can be used intermittently
- 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 signed copy of a medical document verifying the date of the living organ donation procedure that the employee has undergone must be submitted to Human Resources through their Responsibility Center manager (e.g. principal or department head).
- There is no impact to service/longevity dates.
- This time is not charged to any accumulated sick leave and time in position, creditable service, pay, leave and health benefits are all protected while on this type of leave.

For Time and Labor (Attendance) reporting purposes, please use the following time reporting codes to report time taken under this provision:

- Time Reporting Code:
 - CWO1D** for Hourly & Exception Hourly Employees (Non-Salaried)
 - CSO1D** for Salaried Employees
- Earn Code:
 - SLN**: Special Pay Leave Non Salaried)
 - SLS**: Special Pay Leave Salaried)

For more information on specific health insurance coverage questions should be directed to Health Benefits and Insurance at 617-635-4950 or to your health insurance provider.

More information about live organ donation may be found at the following link:
www.optn.org/about/donation/livingDonation.asp

For more information about this circular, contact:

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