



United States Department of the Interior

OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240

March 25, 1993

PERSONNEL MANAGEMENT LETTER NO. 93-4 (630)

SUBJECT: Excused Absence for Bone Marrow/Organ/Tissue Donations

The Department has had a longstanding policy of encouraging excused absence of employees for purposes of blood donation and other public service activities. Because of strides being made in medical technology, new situations are arising which may also merit the use of excused absence for employees to participate as donors.

Excused absence may be approved for employees undergoing medical preparation and procedures in connection with bone marrow and organ and tissue donations for life threatening medical conditions. Recipients of such donations who are employees would not receive excused absence but continue to use sick leave or other leave to their credit while undergoing treatment.

The excused absence credit for donors may be used in conjunction with other types of employee leave, dependent on circumstances such as the nature of a procedure and customary length for recuperation. However, excused absence for these purposes should generally not exceed five workdays in a calendar year.

The Department's Medical Director, Office of the Secretary, may be contacted for professional advice needed on such matters and as to whether a type of donation could be considered as being necessary for a life threatening medical condition.

The decision to approve or disapprove excused absence or other forms of leave remains the responsibility of local management which is in the best position to determine if mission requirements can be met during an employee's absence.

This policy will be included in 370 DM 630 at its next scheduled revision.

Director of Personnel

INQUIRIES: Division of Employee Relations, Mail Stop 5203