



**DATE:** June 3, 2024

**MEMO TO:** Gina Roberts, Chair  
Finance Committee

**FROM:** Mary E. Kann  
Director of Administration

**Agenda Item #** 10.3

**RECOMMENDATION:** (1) Recommend approval of an Ordinance adding Personnel Policy 4.14 – Organ Donation Leave; and (2) approve the Procedures Section for Personnel Policy 4.14.

**STRATEGIC DIRECTION SUPPORTED:** Organizational Sustainability

**FINANCIAL DATA:** There is no immediate direct financial impact.

**BACKGROUND:** Effective January 1, 2024, the Illinois Employee Blood Donation Leave Act was amended to rename it the Employee Blood and Organ Donation Leave Act and to add paid leave entitlements for organ donation. As amended, the Employee Blood and Organ Donation Leave Act requires Illinois employers to provide up to ten (10) consecutive workdays off with pay to eligible full-time employees, to allow them to donate an organ. The Employee Blood and Organ Donation Leave Act went into effect on January 1, 2024.

Therefore, staff recommends that Policy 4.14 – Organ Donation Leave be added to the District's Personnel Policies & Procedures, as provided in the attached Ordinance.

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

**MOTION:** Motion to (1) recommend approval of an Ordinance adding Personnel Policy 4.14 – Organ Donation Leave to the District's Personnel Policies & Procedures; and (2) approve the Procedures Section for Personnel Policy 4.14, in the form attached to staff's June 6, 2024, memorandum.

STATE OF ILLINOIS)  
  ) SS  
COUNTY OF LAKE )

**BOARD OF COMMISSIONERS  
LAKE COUNTY FOREST PRESERVE DISTRICT  
REGULAR JUNE MEETING  
JUNE 12, 2024**

**MISTER PRESIDENT AND MEMBERS OF THE BOARD OF COMMISSIONERS:**

Your **FINANCE COMMITTEE** presents herewith "An Ordinance Adding Policy 4.14 – Organ Donation Leave to the District’s Personnel Policies & Procedures" and requests its approval.

**FINANCE COMMITTEE:**

Date: 6-3-2024  Roll Call Vote: Ayes:\_\_\_\_ Nays:\_\_\_\_

Voice Vote Majority Ayes: Nays: 0

**LAKE COUNTY FOREST PRESERVE DISTRICT  
LAKE COUNTY, ILLINOIS**

**AN ORDINANCE ADDING POLICY 4.14 – ORGAN DONATION LEAVE  
TO THE DISTRICT’S PERSONNEL POLICIES & PROCEDURES**

**WHEREAS**, on March 19, 1976, the Lake County Forest Preserve District (the “District”) passed and approved certain Personnel Policies & Procedures, which have been amended from time to time (the “Policies”); and

**WHEREAS**, the Illinois Employee Blood and Organ Donation Leave Act was recently amended with respect to paid leave entitlements for eligible employees who donate an organ; and

**WHEREAS**, it is in the best interests of the District to add a new Policy (Policy 4.14 – Organ Donation Leave) related to compliance with the Employee Blood and Organ Donation Leave Act; and

**WHEREAS**, the new Policy shall be in the form of Exhibit A attached to this Ordinance and incorporated herein by this reference (the “New Policy”);

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Commissioners of the Lake County Forest Preserve District, Lake County, Illinois, **THAT**:

**Section 1: Recitals.** The recitals set forth above are incorporated as a part of this Ordinance by this reference.

**Section 2: Approval of New Policy.** The New Policy is hereby approved, and the Policies are hereby amended to include the New Policy.

**Section 3: Effective Date.** This Ordinance shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED this \_\_\_\_ day of \_\_\_\_\_, 2024

AYES:

NAYS:

APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2024

\_\_\_\_\_  
Angelo D. Kyle, President  
Lake County Forest Preserve District

ATTEST:

\_\_\_\_\_  
Julie Gragnani, Board Secretary  
Lake County Forest Preserve District

Exhibit No. \_\_\_\_



## 4.14 Organ Donation Leave

*Effective Date: June 12, 2024*

### **Policy**

The Organ Donation Leave Act ("Act") requires Illinois employers to provide up to ten (10) consecutive workdays off with pay to allow eligible employees to donate an organ.

It is the District's policy to comply with the requirements of this Act.

### **Procedure**

1. To be eligible for this leave, full-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. Organ Donation Leave will not apply retroactively to time already taken off.