



ARCHDIOCESE OF REGINA

Policy Name:	Leaves: Organ Donor Leave	Number:	S4-17
Policy Type:	Employment Benefits and Protection of Employees	Date Approved:	February 2017
References:	Saskatchewan Employment Act Section 2-52	Date Revised:	

Policy Statement: The Archdiocese of Regina respects the right and the need for an employee to be an organ donor. This is an unpaid leave.

Definitions According to *The Saskatchewan Employment Act 2013* an “**organ donation**” means a surgical procedure that involves the removal of an organ or tissue from the employee for the purpose of its being transplanted into another individual.

Procedure:

- a) The employee intending to take such leave should discuss the matter with their immediate supervisor or designate as soon as possible. (Appendix P)
- b) The employee is entitled to a leave for organ donation for the period, as certified by a duly qualified medical practitioner, required for the organ donation and recovery from the procedure.
- c) The maximum leave for an organ donation and recovery is twenty-six (26) weeks.
- d) Additional leave without pay may be discussed with the employee’s immediate supervisor or designate.

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