



Dear Business Leader:

I have a wonderful opportunity for you and your organization—saving the lives of people in need of a life-saving blood stem cell transplant.

Be The Match®, operated by the National Marrow Donor Program® (NMDP), manages a registry of more than 22 million volunteer potential donors. And one of those committed donors could be your employee. Through your support of employee participation on the Be The Match Registry®, more patients with blood cancers like leukemia and lymphoma—and diseases like sickle cell—can get the life-saving transplants they need.

Once on the registry, an individual needs to be readily available to donate if called. Unfortunately, some people are unable to donate because they cannot afford to take time off from work. Financial hardship resulting from lost wages during the donation process is a significant barrier for potential donors.

My request to you: Please consider establishing a paid leave policy for volunteer donors within your organization. This simple act will help your employees fulfill their commitment to participate in a life-saving procedure and achieve positive goodwill both in your workforce and in the community.

Typically, donation of blood-forming stem cells, collected from marrow or the blood stream, requires three to seven days of work leave. Most established donor leave policies provide up to seven days of paid leave for marrow donors. Participating companies have found the fiscal impact of donor leave policies to be minimal, based on the small number of employees who actually go on to donate. Organizations who utilize this type of policy also may qualify for state income tax credit or tax deductions.

Your organization can also participate in Workplace Partnership for Life, an initiative spearheaded by the U.S. Department of Health and Human Services. This national program is aimed at working with employers to raise awareness and demonstrate support for blood stem cell and organ donation.

Please consider implementing this life-saving donor leave policy. If you have questions, please contact the Be The Match Donor Advocacy Program at (800) 526-7809 ext. 8710, or advocate@nmdp.org so we may assist you. We have enclosed the following materials to aid in your decision to implement a donor leave policy:

Sincerely,

A handwritten signature in cursive script that reads "Amy Ronneberg".

Amy Ronneberg
Chief Executive Officer, Be The Match



About Be The Match

Be The Match®, operated by the National Marrow Donor Program® (NMDP), is a nonprofit organization dedicated to helping every patient receive the life-saving stem cell therapy they need.

The Be The Match Registry® offers searching patients who do not have a donor match within their family a single point of access for all three types of blood-forming stem cells used in transplantation: marrow, peripheral blood and umbilical cord blood.

Since 1987, Be The Match has facilitated more than 100,000 transplants for patients with life-threatening blood cancers like leukemia and lymphoma and diseases like sickle cell.

Through an extensive U.S. and international Network, Be The Match has the largest and most ethnically diverse registry of potential donors and umbilical cord blood units in the world, with more than 22 million potential donors and more than 300,000 cord blood units. Matching donors to patients is only part of our organization's life-saving mission. We also provide support for patients and physicians, and conduct research studies aimed at increasing opportunities for and improving the outcomes of marrow transplants. Many individuals and companies help Be The Match carry out this mission. Through partnerships with corporations, our organization has successfully recruited thousands of volunteer potential donors to join the registry. In fact, approximately eight percent of volunteer donors join the registry at corporate-sponsored drives.

To find out more about unrelated transplantation as a life-saving cellular therapy, becoming a marrow donor, donating umbilical cord blood and other ways to help, please call Be The Match at 1 (800) MARROW-2 or visit [BeTheMatch.org](https://www.BeTheMatch.org).

Common Employer Questions

- 1. If we adopt a paid donor leave policy, are we responsible to cover the related medical expenses of our employees/donors?**

No. Between the transplant recipient's insurance and Be The Match funding, all donor medical expenses are covered. Additionally, Be The Match provides insurance for each donor in the event of medical complications.

- 2. How often will this benefit be exercised by our employees?**

Because of the complexity in matching one's HLA tissue type for donation, it is unlikely that many of your employees will use this benefit in any given year. For example, of the more than 22 million volunteer donors on our registry, only 0.50 percent of all donors have been called to actual donation for a transplant recipient.

- 3. Why should our organization allow employees adequate time to donate blood-forming stem cells via marrow or PBSC (Peripheral Blood Stem Cell) collection?**

It's important to allow employees adequate time to donate because it saves lives. Thousands of businesses, organizations and governments across the country have joined the initiative. The loss of wages may be the only reason why your employee is not able to help save another's life.

- 4. Does our sick leave policy already provide this benefit?**

Sick leave provides time for employees to recover from their illnesses. Marrow donors are not sick, and as volunteers should not be penalized or required to use their sick time in order to help save another's life.

- 5. How much leave time is adequate?**

Three to seven days is usually sufficient for a blood stem cell donor to return to work.

- 6. Can our organization publicize our support of blood stem cell donation?**

Yes. If you are interested in co-branded announcements or stories with Be The Match, please contact our communications team at media@nmdp.org.

Federal and State Donor Leave Statutes

Some states have laws requiring employers to provide paid donor leave to their employees. Some states also provide a state income tax credit or tax deduction for employers and/or employees. For more information about state statutes, please reference the Donor Leave section of the Be The Match website at BeTheMatch.org/StateStatutes.

Fiscal Impact of Bone Marrow and Organ Donor Leave Amendment Act

In evaluating the potential fiscal impact of implementing organ and bone marrow donor leave policies, the following entities concluded little or no impact to their budget. These fiscal impact analyses included provisions for live organ donor leave, which is generally up to 30 days—compared to the seven days typically allotted for bone marrow or blood stem cell donor leave.

	Year Adopted	Estimated Fiscal Impact
Federal Government	1999	“Chief Budget Officer estimates that enacting this bill would have <u>no significant impact</u> on the federal budget.”
Maryland	2000	“Minimal or <u>no increase</u> in state expenditures (all funds).”
Virginia	2001	“Therefore, while there is a potential for fiscal impact, it is likely to be <u>small and could be absorbed</u> by the Commonwealth.”
Missouri	2000	“Therefore, officials from the Department of Health assume the proposed legislation would have <u>no fiscal impact</u> on their agency.”
Wisconsin	2000	“This type of fiscal impact would <u>not represent an increased cost</u> to the state ...”
Kansas	2001 Executive Order	N/A
New York	2001	“ <u>None.</u> ”

Workplace Partnership for Life

Creating a paid donor leave policy is one important way to support your employees in giving the gift of life. In addition, more than 13,000 corporations, organizations and associations have accepted the Health and Human Services' (HHS) invitation to create a "donation-friendly America" by joining the HHS Workplace Partnership for Life program. Through this initiative, participating organizations commit to educate their employees on the critical importance of blood, marrow, organ and tissue donation, providing opportunities for people to register as donors.

For more information on joining the Workplace Partnership for Life, or to see a complete list of organizations that have joined the program, please visit organdonor.gov.

Charter members of the HHS Workplace Partnership for Life initiative include:

Aetna	Baxter Healthcare
Allfirst Bank	Daimler Chrysler Corporation/UAW
American Airlines	Family Circle Magazine
Alticor	Ford Motor Company
American Chiropractic Association	General Motors Corporation
Aon Corporation	MetLife
Ashland, Inc.	3M
Bank of America	United States Postal Service
Bar Laboratories	Verizon

Example Marrow and Organ Paid Donor Leave Policies

To Make Things Easier: Template Example of Paid Donor Leave Policy

ABC Company recognizes you may need to take time off from work for your donation of marrow or a solid organ.

Eligibility

- Paid donation leave is available to regular full-time and regular part-time employees.
- Contract and temporary employees are not eligible for paid donation leave.
- Employees that are on approved unpaid leave of absence are not eligible for paid marrow or organ donation leave.

Amount of Leave

Eligible employees may be excused for up to seven days to donate marrow or blood-forming cells collected from the blood stream. Employees are eligible for up to X amount of leave for the donation of a solid organ.

Payment for Donation Leave

Each day of approved leave is paid at the employee's current regular straight-time rate of pay plus any regular shift premiums times the number of non-overtime hours per week that the employee normally works divided by days worked per week.

Overtime

Donation leave is not considered hours worked for purposes of calculating overtime. It is to be considered hours worked toward calculating earned time accrual.

To Make Things Easier:

USPS Example of Paid Donor Leave Policy

PUBLIC AFFAIRS AND COMMUNICATIONS



The below policy is located in the Postal Service's Employee and Labor Relations Manual (ELM) 36, dated September 2013, Chapter 5 "Employee Benefits" Section 519.5 Medical Events.

Administrative leave is absence from duty authorized by appropriate postal officials without charge to annual and sick leave and without loss of pay.

519.52 **Bone Marrow, Stem Cell, Blood Platelet, and Organ Donations**

519.521 **Policy**

Career postal employees who wish to donate bone marrow, stem cells, blood platelets, or organs may be granted administrative leave, subject to the limitations in 519.522, with appropriate management approval. Administrative leave is *not* available to bone marrow or organ *recipients*.

519.522 **Time Limitations**

The maximum administrative leave that can be granted per leave year to cover qualification and donation is limited to the following:

a. To a full-time career employee:

- (1) For bone marrow, 3 days.
- (2) For stem cells, 3 days.
- (3) For blood platelets, 3 days.
- (4) For organs, 14 days.

b. To a part-time career employee:

- (1) For bone marrow, 1 1/2 days.
- (2) For stem cells, 1 1/2 days.
- (3) For blood platelets, 1 1/2 days.
- (4) For organs, 7 days.