

Resolution No.: 17-196  
Introduced: July 12, 2011  
Adopted: July 12, 2011

**COUNTY COUNCIL  
FOR MONTGOMERY COUNTY, MARYLAND**

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By: County Council

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**SUBJECT:** Approval of Executive Regulation No. 7-11, Amendments to Montgomery County Personnel Regulations, Administrative Leave for Organ Donors

**Background**

1. On May 26, 2011, the County Council received Executive Regulation 7-11 to amend Section 21 of the Personnel Regulations to provide administrative leave to an employee for up to 7 days to serve as a bone marrow donor and up to 30 days to serve as an organ donor.
2. The regulation results from a decision to pass-through to non-bargaining unit employees the organ donor leave provision of the recent collective bargaining agreement between the County and the IAFF.
3. Executive Regulation 7-11 is processed under Method 2 and takes effect upon adoption of the Council resolution approving it or on a later date specified in the regulation.

**Action**

The County Council for Montgomery County, Maryland approves the following resolution:

Executive Regulation 7-11 to amend Section 21 of the Personnel Regulations to provide administrative leave to an employee for up to 7 days to serve as a bone marrow donor and up to 30 days to serve as an organ donor is approved.

This is a correct copy of Council action.

  
Linda M. Lauer, Clerk of the Council



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

<b>Subject</b>	MCPR Amendment on Administrative Leave for Organ Donors	<b>Number</b>	7-11
<b>Originating Department</b>	Office of Human Resources	<b>Effective Date</b>	July 12, 2011

## MCPR Amendment on Administrative Leave for Organ Donors

Executive Regulation No. 7-11  
 Issued by: County Executive  
 Supersedes: None

Authority: Montgomery County Code, 2004, §33-7(b)  
 Council review: Method I

*Montgomery County Register* Volume 28 Issue 4  
 Comment deadline: April 30, 2011

Effective date: July 12, 2011

**Summary:** This regulation amends MCPR Section 21 to provide administrative leave to an employee for up to 7 days to serve as a bone marrow donor and up to 30 days to serve as an organ donor.

**Address for comments** Office of Human Resources, Executive Office Building, 7th Floor  
 101 Monroe Street, Rockville, Maryland 20850

**Staff contact:** Stuart Weisberg, 240-777-5154, or [stuart.weisberg@montgomerycountymd.gov](mailto:stuart.weisberg@montgomerycountymd.gov)

Please use the key below when reading this regulation:

**Boldface**  
 \* \* \*

*Heading or defined term.*

*Existing language unchanged by executive regulation.*



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## SECTION 21. ADMINISTRATIVE LEAVE

\* \* \*

**21-1. Authorized uses of administrative leave.** The CAO may grant administrative leave to an employee:

\* \* \*

- (i) who is injured on the job, until the Risk Management Division of the Department of Finance determines if the employee is eligible for disability leave;
- (j) under other circumstances where the CAO determines that granting administrative leave is in the best interest of the County;
- (k) for up to two hours to vote if the employee's work schedule on the day of an election does not allow at least 2 consecutive hours off while the polls are open; and
- (l) to serve as an organ donor, under Section 21-4 of these Regulations.

\* \* \*

**21-4. Limits on administrative leave for organ donors.**

- (a) The Department Director may grant administrative leave to an employee for:
  - (1) up to 7 days in any 12-month period to serve as a bone marrow donor; and



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- (2) up to 30 days in any 12-month period to serve as an organ donor.
- (b) The organ donor leave is in addition to any annual leave, sick leave, personal days, or paid time off that the employee is otherwise entitled to.
- (c) The employee must provide medical documentation of the bone marrow or organ donation before organ donor leave is approved.

**21-5. Appeal of administrative leave decision.** An employee with merit system status who is adversely affected by an alleged improper, inequitable, or unfair application of the County's regulations and policies on administrative leave may file a grievance under Section 34 of these Regulations.

Approved:   
Isiah Leggett, County Executive

5/24/11  
Date

Approved as to form and legality:

     3/17/11  
Office of the County Attorney      Date