

<i>Glickman</i> _____ Director	<i>[Signature]</i> _____ Municipal Manager/Deputy Municipal Manager
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<u>COUNCIL AGENDA</u>	
Date: <u>June 23, 2025</u>	Item: <u>13.6</u>



13.6.

MEMORANDUM

Date: June 2, 2025 File: 0282-20-0203
 To: Council
 From: Eva Glickman, Director, Human Resources & Payroll Services
 Subject: **Living Donor Circle of Excellence Policy**

RECOMMENDATION:

THAT "Living Donor Circle of Excellence Policy 0203" be received for information.

The purpose of this memorandum is to provide Council the Living Donor Circle of Excellence policy.

As directed by Council at its January 27, 2025 regular Council meeting, the District of West Vancouver is now a member of the Living Donor Circle of Excellence; and staff have developed an administrative the policy that provides relevant information regarding wage support for employees wishing to become a living donor. The Living Donor Circle of Excellence Policy 203 was approved by Municipal Manager on May 29, 2025, attached to this memorandum as Appendix A.

Author: *Glickman*

Appendices:
 Appendix A: Living Donor Circle of Excellence Policy 0203

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District of West Vancouver
POLICY

Title: Living Donor Circle of Excellence

Division: Human Resources

Policy Number: 0203

File Number: 0282-20-0203

1. Purpose

- 1.1. The District of West Vancouver is committed to supporting employees who become living donors and highlighting the lifesaving and family stabilizing benefits of living organ donations by joining the Living Donor Circle of Excellence.

2. Scope

- 2.1. This policy applies to all employees of the District of West Vancouver.

3. Definitions

- 3.1. “**District**” means the Corporation of the District of West Vancouver.
- 3.2. “**Employee**” means permanent full-time and permanent part-time, temporary full-time and temporary part-time, casual, or contract employees of the District.
- 3.3. “**Living Donor**” means a person who has donated an organ such as a kidney, part of a liver or a lobe of lung.

4. Policy Statement

- 4.1. The District is committed to providing wage support to employees who become a living donor.
- 4.2. The District will provide up to four (4) weeks of paid leave for the post-donation convalescence period, at 100% of the employee’s regular wages, as wage support to an employee who becomes a living donor.
- 4.3. Wage support will be calculated on the basis of the employee’s regular base hours of work and regular pay rate.

- 4.4. An employee who is requesting leave under this policy must provide as much advance notice to their manager as possible and supporting medical documentation from their physician which confirms the purpose of the leave and anticipated length of leave.
- 4.5. This medical leave for organ donation is separate and distinct from any other leave that the employee may otherwise be entitled to and is provided with the intention of supporting living donors through the process of life-saving organ donation. Any other leave or additional medical needs that may arise before, during, or after this leave expires, will be subject to any relevant policy and/or collective agreement.
- 4.6. An employee's entitlement to benefits during and after the four-week leave period under this policy is subject to the terms and conditions of the applicable benefit plans that are in effect and as amended. Employees are encouraged to contact the benefits carrier directly to confirm if becoming a living donor could carry any coverage or other risk or changes for them including any applicable life, disability, and health insurance related plans the employee participates in.

5. Authority

5.1. Legislation:

- *Human Tissue Gift Act*

6. Approval

Approved by	<input checked="" type="checkbox"/> Municipal Manager	<input type="checkbox"/> Mayor and Council
Approval date	2025/05/29	
Council minutes eDocs # (Council Policies only)	n/a	
Council report eDocs # (Council Policies only)	n/a	
Signature	<u>[Original signed by Municipal Manager]</u> MUNICIPAL MANAGER	

7. Additional Information

Category	<input type="checkbox"/> Council	<input checked="" type="checkbox"/> Administrative
Related procedure	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

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Date of last review	2025
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