ORDINANCE NO. 26-1044

BE IT ORDAINED BY THE City Council of the City of Huntsville, Alabama, that Section 10 (Working Hours, Attendance, and Leave) of Ordinance No. 04-315 (Personnel Policies and Procedures Manual), as adopted and approved on December 16, 2004, as amended, is hereby further amended as follows:

Section 10.27 LIVING ORGAN DONOR LEAVE

(A) Purpose

This section implements the leave provisions of the Alabama Living Donor Protection Act (HB 361), specifically those codified in Section 11-80-16.1, Code of Alabama (1975), ensuring public employees who donate organs receive appropriate paid leave.

(B) Eligibility

Employees who:

1. Are regular full-time or part-time employees of the City (or other covered public entity), and
2. Have completed at least one (1) year of continuous service,

shall be eligible for leave under this Policy.

(C) Leave Entitlement

Eligible employees are entitled to a paid leave of absence to donate all or part of an organ, consistent with Section 11-80-16.1 of the Alabama Living Donor Protection Act.

(D) Duration of Leave

The City shall provide up to thirty (30) calendar days of paid leave for organ donation, and seven (7) calendar days in the case of a bone marrow donation, or as otherwise specified and amended by state law.

(E) Procedure

1. Employees must submit a written request for organ donor leave along with appropriate medical documentation.
2. Approval is required by the employee's department head and the Human Resources Department.

(F) Protections

1. Employees shall not be disciplined, retaliated against, or otherwise penalized for requesting or using organ donor leave.
2. This leave shall be in addition to any other leave (sick, annual, or accrued) to which the employee is entitled.

(G) Administration

Human Resources shall:

1. Provide guidance to employees regarding eligibility and documentation;
2. Maintain records of organ donor leave usage; and
3. Serve as the primary contact for questions regarding this Policy.

Effective Date.

This Ordinance shall become effective immediately upon adoption by the City Council and approval by the Mayor.

ADOPTED this the 19th day of November 2026.

/s/ David Little
President of the City Council
of the City of Huntsville, Alabama

APPROVED this the 19th day of November 2026.

/s/ Tommy Battle
Mayor of the City of Huntsville,
Alabama