



**City of West Allis**  
**Resolution: R-2016-0173**

7525 W. Greenfield Ave.  
West Allis, WI 53214

**File Number: R-2016-0173**

**Final Action:**

**Sponsor(s):** Administration & Finance Committee

**JUN 21 2016**

Resolution relative to approving the Bone Marrow and Organ Donation Leave Policy for inclusion in the City of West Allis Policies & Procedures Manual.

WHEREAS, a new Wisconsin law, Section 103.11 Wis. Stats., providing qualified employees with the right to take leave from work for purposes of serving as a bone marrow or organ donor, takes effect on July 1, 2016; and

WHEREAS, it is necessary to include a Human Resources policy in the City of West Allis Policies & Procedures Manual that describes the policies, procedures, and obligations of the City of West Allis and the rights and obligations of City employees under the Wisconsin Bone Marrow and Organ Donation Leave law; and

WHEREAS, the attached Bone Marrow and Organ Donation Leave Policy, employee request form, and health care provider certification form address the requisite provisions contained in the Wisconsin Bone Marrow and Organ Donation Leave law.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of West Allis that the attached policy and forms be approved as presented.

BE IT FURTHER RESOLVED that the City Administrator is authorized and directed to include said policy in the City of West Allis Policies & Procedures Manual and distribute said policy to all departments, divisions, and offices.

BE IT FURTHER RESOLVED that, with respect to any future revisions of said policy as required by state and/or federal law, the City Attorney is hereafter authorized and directed to make such revisions and submit the revised policy to the City Administrator for inclusion in the City of West Allis Policies & Procedures Manual and distribution to all departments, divisions, and offices.

ADM\ORDRES\ADMR544

ADOPTED         JUN 21 2016        

APPROVED         6/23/16        

        Monica Schultz          
Monica Schultz, City Clerk

        Dan Devine          
Dan Devine, Mayor