

# Organ and Bone Marrow Donation Leave Policy

## For U.S. Employees

---

This policy outlines the provisions and procedures for employees who wish to take time off to donate an organ or bone marrow. Cision is committed to supporting the health and well-being of its employees, including providing paid leave for such donations.

### Eligibility

All Fulltime Cision U.S. employees are eligible to take leave under this policy for organ or bone marrow donation.

### Leave Entitlement

- **Organ Donation:** Employees may take up to 30 days of leave within a 12-month period to donate an organ.
- **Bone Marrow Donation:** Employees may take up to 5 days of leave within a 12-month period to donate bone marrow.

### Pay and Benefits During Leave

- **Organ Donation:**
  - o Employees must open a claim with Prudential prior to their surgery.
  - o The leave will be paid at 100% of the employee's base salary for up to 30 days.
- **Bone Marrow Donation:**
  - o Employees must open a claim with Prudential prior to their donation.
  - o The leave will be paid at 100% of the employee's base salary for up to 5 days.

### Continuation of Benefits

All employee benefits will continue without interruption during the approved leave period for organ or bone marrow donation, as per Prudential's approval.

### Process for Requesting Leave:

1. **Notification:** Employees must inform their immediate supervisor of their intention to take leave for organ or bone marrow donation 30 days prior to the donation or as early as possible.
2. **Claim Process:** Employees must file a claim with [Prudential](#) before the surgery or donation procedure to ensure that their leave is covered.

3. **Approval:** The leave will be granted following [Prudential's](#) approval of the claim.
4. **Returning to Work:** Employees are expected to return to work at the end of the approved leave period unless additional time is required and approved under a separate policy or accommodation.

### **Contact Information**

For questions or further information regarding this policy, please contact [Prudential](#).

This policy is subject to change and will be reviewed periodically to ensure compliance with federal and state laws.