

*University of California, Riverside – Local Procedure*  
**Reproductive Loss Leave**  
*January 2025*

## I. Summary

This local procedure on Reproductive Loss Leave is to provide guidance on when and how to use this type of leave following a reproductive loss.

## II. Related Policies and References

- A. [PPSM 2.210: Absence from Work](#)
- B. [UCnet – UC Leave Options Expand to Include Time Off for Reproductive Loss Guidelines](#)

## III. Definition

**Reproductive Loss:** A failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction.

## IV. Policy

The University of California (UC) enhanced leave programs and policies are designed to help employees balance their work and personal lives. UC's leave options expanded to provide eligible employees with protected leave following a reproductive loss, and this change aligns with California legislation that became effective January 1, 2024.

### A. Eligibility

1. An employee must be employed by the University of California for at least 30 calendar days prior to the commencement of the leave.
2. The loss must have occurred to the:
  - a. employee,
  - b. the employee's current spouse or domestic partner, or
  - c. another individual if the employee would have been a parent of a child had the reproductive loss not occurred.

### B. Allotment of Time

1. Up to five (5) days per loss.
2. If more than one reproductive loss occurs, the employee may take up to a total of twenty (20) days within a calendar year.
3. May be taken on consecutive or nonconsecutive days.
4. Must be completed within three months of the loss.

**Note:** If an employee is on a Family and Medical Leave (FML) (or any other leave entitlement under state or federal law) prior to or immediately following the reproductive loss, then the employee must complete the reproductive loss leave within three months of the end date of the other leave.

### C. Confidentiality

The University of California, Riverside (UCR) will maintain the confidentiality of any employee requesting reproductive loss leave and will not disclose such information except to internal personnel or counsel, as necessary, or as required by laws.

#### **D. Use of Accruals**

1. The leave is not paid by the university.
2. Employees may substitute accrued vacation, sick, and/or compensatory time off for leave without pay.
3. For additional information related to how sick leave and the designation of Kin Care may impact the use of sick leave, refer to [PPSM 2.210: Absence from Work, page 16 of 57](#).

#### **V. Procedures**

##### **A. Employees**

1. In written form or verbally, inform your department leave of absence coordinator of your need to take a reproductive loss leave.
2. You **must** contact your department leave of absence coordinator within three months of the reproductive loss.
3. Documentation will not be required for reproductive loss leave. However, documentation may be required for leaves taken in conjunction with the reproductive loss leave (e.g., pregnancy leave).

**Note:** If you are taking a leave under any state or federal leave entitlement (e.g., Family & Medical Leave Act, California Family Rights Act (CFRA), and/or California Pregnancy Disability Leave Law (PDLL), you must inform your department leave of absence coordinator **prior to or immediately following the reproductive loss**. You also **must** complete the Reproductive Loss leave within three months of the end date of the other leave.

4. You must designate the type of leave accrual (e.g., unpaid, sick, vacation, and/or compensatory) that will be used during your time off in the Time and Attendance Reporting System (TARS) or appropriate time reporting system. Note: use regular sick, vacation, or CTO in TARS.

##### **B. Department Leave Coordinator**

Responsible for:

- a. reviewing the requests within their organizational structure and determining if the UCR employee is eligible for a reproductive loss leave and/or other type of leave in UCPATH's Extended Absence module.
- b. providing leave information as soon as possible, but no later than three business days from the request or notification, whichever is sooner.
- c. notifying the employee's supervisor that the employee will be out of the office for a protected leave and the expected return date.
- d. engaging the Shared Services Center (for organizational structures that utilize a Shared Services Center) to enter the leave information in UCPATH, or
- e. recording the information into UCPATH (for organizational structures who do not utilize a Shared Service Center for leaves) for tracking purposes only.

The leave type for reproductive loss leave is available in the UCPATH Extended Absence module for leave administrators or Shared Service Centers to enter into UCPATH.

- f. monitoring an employee’s reproductive loss leave via Cognos report R-429 for authorized leave administrators to track occurrences.
- g. following up with the employee while they are on leave.
- h. ensuring the employees return from leave is recorded in UCPATH.

**C. Shared Service Center (for departments who use Shared Service Centers only)**

- 1. The requesting department leave coordinator will submit the initial information for the Shared Service Center to create an entry into UCPATH Extended Absence module.
- 2. Avoids entry into Servicelink/Workfront/Snapshot to maintain confidentiality of the reproductive loss leave.
- 3. Monitors employee return from leave and return to work request.

**VI. Contacts**

<b>Contact</b>	<b>E-Mail Address</b>
<b>CHR Policy</b>	<a href="mailto:hrpolicy@ucr.edu">hrpolicy@ucr.edu</a>
<b>Campus Support Center</b>	<a href="mailto:Ucpathcsc@ucr.edu">Ucpathcsc@ucr.edu</a>
<b>Disability Management and Accommodations</b>	<a href="mailto:disabilitymanagement@ucr.edu">disabilitymanagement@ucr.edu</a>