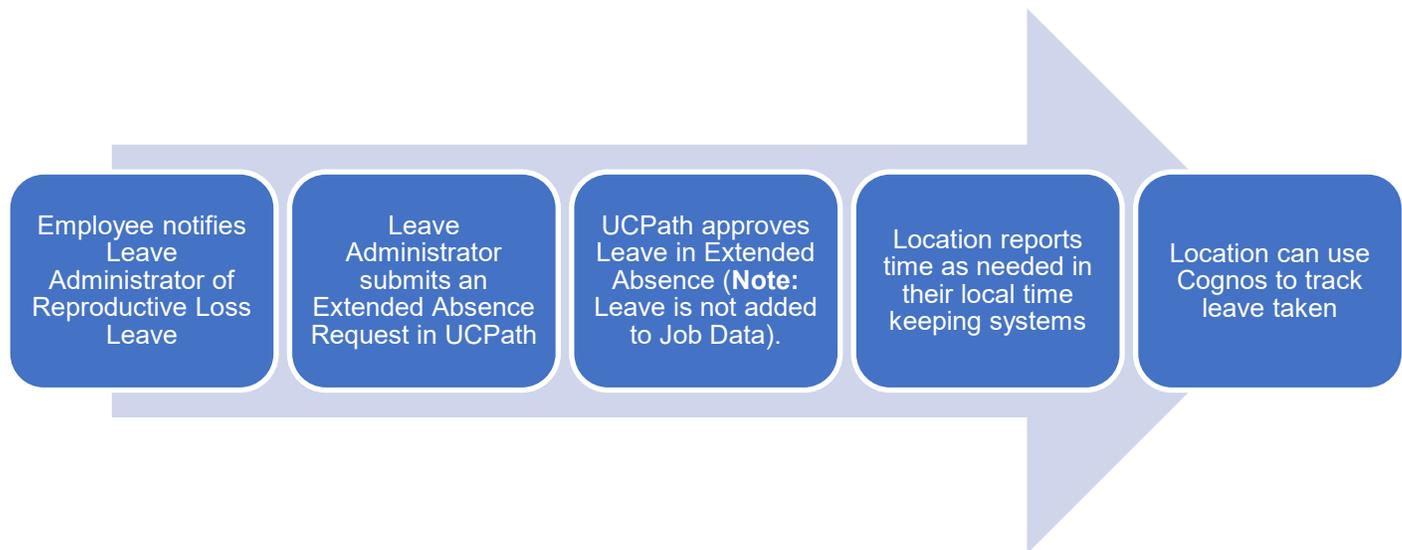


## Job Aid: Reproductive Loss Leave

### Overview

UC's leave options have been expanded to provide eligible employees with up to five days of protected leave following a reproductive loss. This change aligns with California legislation that became effective January 1, 2024. An eligible employee may take up to five days of Reproductive Loss Leave following a reproductive loss by the employee, by the employee's current spouse or domestic partner, or by another individual if the employee would have been a parent of a child had the reproductive loss not occurred.



### Eligibility

To be eligible for Reproductive Loss Leave (RLL), an employee must have been employed by the University for at least 30 calendar days before the start of the leave.

The Location Leave Administrator is responsible for reviewing employee details and confirming eligibility, usage, and reproductive loss leave availability for that calendar year.

### Use of Reproductive Loss Leave

Reproductive Loss Leave is a form of job protection. It is not taken concurrently with FMLA, CFRA, and PDLL. An eligible employee must complete the Reproductive Loss Leave within three months of the reproductive loss.

**⚠ Note:** If the employee is on leave under any state or federal leave entitlement, 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.

- RLL may be taken on consecutive or nonconsecutive days
- RLL must be taken in **full-day increments**. RLL **cannot** be used on an hourly basis or for partial days.

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- If an eligible employee experiences more than one reproductive loss, the employee may take up to five days per occurrence, for a maximum of 20 days per year
- RLL is unpaid, but employees may substitute available vacation, sick leave, PTO (if applicable), and/or compensatory time off for leave without pay. These hours are submitted using the time and attendance system.

### How to Submit Leave in UCPath

RLL is submitted through the UCPath Extended Absence module. From the UCPath Dashboard, navigate to PeopleSoft Homepage > Absence Administration (Homepage) > Absence Management (Tile) > Extended Absences > [Request Extended Absence](#).

New Extended Absence Request							
Extended Absence Details		JED Additional Earnings Codes	Job Overrides	Attachments			
	*Start Date	*Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	*Paid/Unpaid	*Last Date Worked
1	01/06/2025	01/10/2025		Reproductive Loss Leave		Intermittent/Reduced Sched	01/03/2025

The following chart provides an overview of how to complete the [Extended Absence Request](#) fields when submitting an employee's Reproductive Loss Leave:

Extended Absence Field	Description
*Start Date and *Expected Return Date	These are the dates of the employee's leave. These dates can be entered as follows: <ul style="list-style-type: none"> <li>• If the leave dates are consecutive, one transaction should be submitted with the range of dates taken.</li> <li>• If the leave dates are non-consecutive, the best practice is to submit separate transactions for each individual leave date.               <ul style="list-style-type: none"> <li>◦ Alternatively, a date range can also be submitted for non-consecutive days; however, initiators will be required to specify the intermittent dates of leave taken in the <a href="#">Notes</a> section.</li> </ul> </li> </ul>
Actual Return Date	This field should be completed when the employee physically returns to work, and it should include their return date
Leave	Select <a href="#">Reproductive Loss Leave</a> from the drop down menu
FMLA/CFRA/PDLL Leave	This field disappears if the leave type is <a href="#">Reproductive Loss Leave</a>
*Paid/Unpaid	Select <a href="#">Intermittent/Reduced Sched</a> . This option <b>must</b> be chosen, even if the employee takes leave in a block. If you select <a href="#">Paid Block</a> or <a href="#">Unpaid Block</a> , UCPath WFA will push back the transactions for correction. Choosing <a href="#">Intermittent/Reduced Sched</a> ensures the leave is not processed into the employee's Job Data.

## Job Aid: Reproductive Loss Leave

Extended Absence Field	Description
*Last Date Worked	This is the last day the employee worked

After completing the new [Extended Absence Request](#) fields, enter a note with the details of the leave.

- Click the [Notes](#) link, then click in the [Notes](#) field to add your comment
- Notes are **required** for every leave request and are important for proper processing
- Specify the **exact dates** the employee will be on leave. For example, if the leave is from 6/1/2025 to 6/30/2025, but the employee is taking leave each Monday in June, enter a comment like: *“RLL taken each Monday in June: 6/2, 6/9, 6/16, 6/23, 6/30.”*
- After entering the comment, click [OK](#) to return to the Request Extended Absence page
- Click the [Submit](#) button. A confirmation message will appear: *“The Extended Absence Request was Submitted Successfully”*
- Click [OK](#) to finalize the submission
- An autogenerated email will be sent to the approver

 **Note:** For confidentiality purposes, this leave type will **not** appear on the employee’s Job Data page once approved by UCPath.

## Leave Tracking in Cognos

### Report Name: R-429 Reproductive Loss Leave Report

This report tracks employee leave usage related to **Reproductive Loss Leave** in Extended Absence.

#### To access the report

1. Navigate to Team Content > UCPath Reporting > **Absence Management**
2. Select [Reproductive Loss Leave Report](#)
3. On the **Run Control Page**, use the following options to search for employees or specific leave types:
  - **Business Unit**
  - **RLL Date Range**
  - **Employee ID (Note:** If you do not enter an Employee ID, the report will return results for all employees who have taken Reproductive Loss Leave)
4. Click [Execute Report](#). The default report output is Excel.

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## Report Data

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
	Business Unit	Department	Employee Name	Employee ID	Leave Name	RLL Begin Date	RLL End Date	RLL Return Date	Absence Reason	Job Code	Job Title	Union Code	Earnings Code	Earnings - Hours	Earnings - Amount	Earnings Begin Date	Earnings End Date
1	SCCMP	UNDERGRADUATE EDUCATION	Pallavi Kiss	10031432	Reproductive Loss Leave	8/12/2024	8/19/2024	8/19/2024	Intermittent/Reduced Schedule	001064	ACADEMIC ADM	99	SKL	8	412.89	8/1/2024	8/31/2024
2	LACMP	UNDERGRADUATE EDUCATION	Julia Simon	10005414	Reproductive Loss Leave	8/12/2024	8/19/2024	8/19/2024	Intermittent/Reduced Schedule	001066	ACADEMIC ADM	99	VAC	16	1028.17	8/1/2024	8/31/2024
3	SDCMP	Neurology	Ramadevi Severins	10449058	Reproductive Loss Leave	9/2/2024	9/9/2024	9/9/2024	Intermittent/Reduced Schedule	009335	CLIN RSCH CRG	RX	VAC	8	267	9/1/2024	9/7/2024
4	SDCMP	Neurology	Ramadevi Severins	10449058	Reproductive Loss Leave	9/2/2024	9/9/2024	9/9/2024	Intermittent/Reduced Schedule	009335	CLIN RSCH CRG	RX	SKL	8	267	9/1/2024	9/7/2024

Once run, the report yields the following details:

- Business Unit
- Department
- Employee Name
- Employee ID
- Leave Name
- RLL Begin Date
- RLL End Date
- RLL Return Date
- Absence Reason
- Job Code
- Job Title
- Union Code
- Earnings Code
- Earnings – Hours
- Earnings – Amount
- Earnings Begin Date
- Earnings End Date

## Special Considerations

- The report is updated approximately 24 hours after UCPath has processed the leave. For example, if a leave is processed on April 24, it will appear on the report by April 25.
- If a date range is entered in **Extended Absence**, the report will display the **total** number of days in the range but will not specify which 5 days the employee was on leave
- Users will only have access to employee data at their own location. Data for employees at other locations will not be visible, even if they have multiple jobs.

## Job Aid: Reproductive Loss Leave

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### Additional Resources

[For policy-covered staff: PPSM 2.210: Absence From Work \(Expanded Sick Leave Additions — Effective 1/1/2025\)](#)

[For academic personnel: Revised APM – 710, Leaves of Absence/Paid Sick Leave/Paid Medical Leave](#)

[Job Aid: Extended Absence Request Leaves and Description](#)

[Simulation: Run Cognos Report](#)

[UCnet: UC leave options expand to include time off for reproductive loss](#)