

Date: January 31, 2024

To: Deans

From: Daniel Jeske, Vice Provost for Academic Personnel



Cc: Elizabeth Watkins, Provost and Executive Vice Chancellor
Academic Personnel Office
Academic Senate Office
Academic Personnel Directors

Re: UC leave options expand to include time off for reproductive loss

UC is committed to supporting faculty and staff — and that includes [enhancing benefits, programs and policies designed to help employees balance their work and personal lives](#). Beginning January 1, 2024, UC's leave options were expanded to provide eligible employees with up to five (5) days of protected leave following a reproductive loss. This change aligns with California legislation that was effective January 2, 2024.

As of January 1, an eligible employee may take up to five (5) 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.

“Reproductive loss” means a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction.

Below are UCR processing guidelines for academic appointees.

- An eligible appointee may request the leave by completing the [Reproductive Loss Leave Form](#) and [UPAY 573 Academic Leave of Absence Form](#).
- The eligible appointee submits the completed and signed forms to the department chair (or equivalent).
- The department chair reviews the request, approves or acknowledges the request and forwards the forms to the dean for final decision authority. The dean has final decision authority on academic leaves that are thirty (30) calendar days or less.
- It is the department's responsibility to track the leave schedule and to update the payroll system reflecting this leave.

For systemwide implementation guidance regarding reproductive loss leave for academic appointees, please click on this link:

https://academicpersonnel.ucr.edu/sites/default/files/2024-01/implementation-guidelines-reproductive-loss-leave_12.21.23.pdf. The guidance is also provided with this notification.

The Academic Personnel Manual (APM) policy is [758 - Leaves of Absence/Other Leaves With Pay](#).

For represented employees, please refer to your unit's collective bargaining agreement.

For members of the Health Sciences Compensation Plan (HSCP), please refer to the current HSCP implementing procedures.

See below for answers to frequently asked questions about eligibility and rules regarding this new leave type.

Please share this information with your department chairs and faculty. For questions or more information, send an email to academicpersonnel@ucr.edu

FREQUENTLY ASKED QUESTIONS (FAQs)

Who is eligible for UC's Reproductive Loss Leave?

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

How long after a reproductive loss can an employee take leave?

In general, an eligible employee must complete the Reproductive Loss Leave within three months of the reproductive loss. But if the employee is taking leave under any state or federal leave entitlement (such as the Family and Medical Leave Act, the California Family Rights Act, and/or California's Pregnancy Disability Leave 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.

Can an employee who experienced a reproductive loss before January 1, 2024, take this leave?

An eligible employee who experienced a reproductive loss toward the end of 2023 may be eligible to use this leave in 2024, if the employee completes the leave within the three-month window described above. For example, an eligible employee who experienced a reproductive loss (or ended a leave as described above) on October 5, 2023, may take Reproductive Loss Leave from January 1-5, 2024. An eligible employee who experienced a reproductive loss (or ended a leave as described above) on October 1, 2023, may take one day of Reproductive Loss Leave, on January 1, 2024.

What are the rules regarding how many times an employee can take reproductive loss leave?

If an eligible employee experiences more than one reproductive loss, the employee may take up to a total of 20 days of Reproductive Loss Leave within a calendar year (up to 5 days for each reproductive loss). Reproductive Loss Leave may be taken on consecutive or nonconsecutive days.

Is Reproductive Loss Leave paid or unpaid?

Reproductive Loss Leave is unpaid, but employees may elect to use certain paid leave options to remain on pay status during this leave (depending on the policy or collective bargaining agreement that applies to the employee).

Is Reproductive Loss Leave confidential?

The University 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 law.

References:

- APM 758 Leaves of Absence and Other Leaves with Pay (updated 12/15/2023)
<https://www.ucop.edu/academic-personnel-programs/files/apm/apm-758-issuance/apm-758-effective-01-01-2024.pdf>
- Reproductive Loss Leave Implementation Guidance for Academic Personnel
- Reproductive Loss Leave Request Form with FAQ's – updated as of January 19, 2024

Sara J Umali

From: Sara J Umali
Sent: Wednesday, January 31, 2024 6:24 PM
To: APDstaff@ucr.edu
Cc: VPAP; AcademicPersonnel; Mary E White; Ariel Caluag
Subject: FW: VPAP UPDATE: APM 758 - Reproductive Loss Leave
Attachments: Memo from VPAP-RepLoss_FINAL_1.31.24.pdf; Implementation Guidelines Reproductive Loss Leave_12.21.23.pdf; Academic Personnel Policy Issuance: Revised APM - 758, Leaves of Absence/Other Leaves With Pay

Hello everyone,

Attached is a copy of the notification re: reproductive loss leave from the VPAP to the deans. This information was also shared during our January, 2024 APD meeting.

Regarding the question around leaves and the 7 calendar days threshold, the 7 days is specific to the policy around professional leaves that states: "752-0 Policy An appointee may be granted a leave with pay to attend a professional meeting or for University business. If the leave is for seven (7) days or less, the rules in APM - 752 apply. If leave is for more than seven (7) days, the rules in APM - 758 and 759 apply."

For questions or more information, please send an email to academicpersonnel@ucr.edu.

Kind regards,
Sara

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Cc: VPAP <vpap@ucr.edu>; Elizabeth Watkins <elizabeth.watkins@ucr.edu>; AcademicPersonnel <academicpersonnel@ucr.edu>; Senate <senate@ucr.edu>; Jennifer Rodriguez <jennifer.rodriguez@ucr.edu>; Cecilia Gonzalez <ceciliag@engr.ucr.edu>; Susan L Brown <susan.brown@ucr.edu>; Joyleen R Salas <joyleen.ashburn@ucr.edu>; Kara E Oswood <kara.oswood@ucr.edu>; Jasmine Salas <jasmine.salas@ucr.edu>; Ana E Kafie <ana.kafie@ucr.edu>; Margi Burnett <Margi.Burnett@medsch.ucr.edu>; Jill Cantonwine <jill.cantonwine@ucr.edu>; Sandra Navarro <snavarro@ucx.ucr.edu>
Subject: VPAP UPDATE: APM 758 - Reproductive Loss Leave

Dear Deans,

Please see attached correspondence from Vice Provost Jeske regarding reproductive loss leave. Kindly read and share with your department chairs and faculty members.

Kind regards,
Sara

(sent on behalf of Vice Provost Jeske)

SARA UMALI | [UCR Academic Personnel Office](#)

Director of Academic Personnel Data & Technology

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