

PROCEDURE FOR REPRODUCTIVE LOSS LEAVE

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Procedure Introduction

USC employees who experience a reproductive loss will be provided time off to grieve. An employee may take up to five (5) unpaid days of reproductive loss leave under this policy for a reproductive loss event. While the days of leave need not be consecutive, the leave must be completed within three (3) months of the reproductive loss event. Intended dates of reproductive loss leave should be provided to their Human Resources Partner or Leave Administrative Specialist. Employees may not take more than 20 days of reproductive loss leave in a given 12-month period.

To request leave under this policy, USC Employees at Keck Medicine of USC must contact Employee Health Services only. Employee Health Services will coordinate the employee’s leave request and provide confidential information to hospital payroll services for any supplemental pay selection. USC will not require employees to provide any documentation in support of their request to use Reproductive Loss Leave.

USC expects all employees, supervisors, Deans of Faculty, Department Chairs, and HR Partners to act in good faith when requesting and approving leaves of absence and time-off under this policy. In the event USC becomes aware that actions taken do not align with the policy, corrective and disciplinary steps may be pursued.

Responsibilities

Click or tap here to enter the units or individuals who are responsible for aspects of the policy. Summarize the major responsibilities – the “what” but not the “how” of the responsibility.

POSITION or OFFICE	RESPONSIBILITIES
HR Service Center	A. Support the employee, supervisors and Deans or Department Chairs with questions and application of the policy
Human Resources Partner (“HRP”) or Leave of Absence Specialist (“LAS”)	A. Ensures employee has the appropriate forms, if applicable, and information for understanding their personal leave B. Collects the required forms, if applicable, and places the employee on the appropriate leaves C. Manages the use of Sick Time Accruals and/or Vacation Time Accruals and/or PTO Time Accruals and/or Winter Recess Accruals D. Manages the return-to-work process
Leave Administration Department	A. Revises the policy based on changes in State and Federal legislation B. Manages escalations received from HRP and LAS.

Procedure Details

Action #	Responsible Stakeholder	Details
1.0	Employee	A. Discuss time off with the HRP or LAS
2.0	Human Resource Partner (“HRP”) or Leave of Absence Specialist (LAS)	A. Provide guidance on time-off and available leave banks B. Submit time-off request in Workday C. Approve time off request in Workday D. Maintain employee confidentiality on the need for leave
3.0	Employee	A. Notify Supervisor/ HR Partner/ LAS of return to work or if additional time-off is needed

Definitions

Term	Definition
Failed Adoption	Means the dissolution or breach of an adoption agreement with the birth mother or legal guardian, or an adoption that is not finalized because it is contested by another party. This event applies to a person who would have been a parent of the adoptee if the adoption had been completed.
Failed Surrogacy	Means the dissolution or breach of a surrogacy agreement, or a failed embryo transfer to the surrogate. This event applies to a person who would have been a parent of a child born as a result of the surrogacy.
Miscarriage	Means a miscarriage by a person, by the person’s current spouse or domestic partner, or by another individual if the person would have been a parent of a child born as a result of the pregnancy.
Reproductive Loss Event	Means the day or, for a multiple-day event, the final day of a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction.
Stillbirth	Means a stillbirth resulting from a person’s pregnancy, the pregnancy of a person’s current spouse or domestic partner, or another individual, if the person would have been a parent of a child born as a result of the pregnancy that ended in stillbirth.
Unsuccessful Assisted Reproduction	Means an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure. This event applies to a person, the person’s current spouse or domestic partner, or another individual, if the person would have been a parent of a child born as a result of the pregnancy.

Compliance

USC expects all employees, supervisors, Deans of Faculty, Department Chairs, and HR Partners to act in good faith when requesting and approving leaves of absence and time-off under this policy. In the event

USC becomes aware that actions taken do not align with the policy, corrective and disciplinary steps may be pursued.

Relevant Forms and Tools

[Faculty Handbook](#)

[Personal Leave – Staff Policy](#)

[Vacation Time – Staff Policy](#)

[Paid Sick Time Policy](#)

[Funeral and Bereavement Leave Policy](#)

[Office of Professionalism and Ethics](#)

Contacts

Please direct any questions regarding this procedure to:

OFFICE	PHONE	EMAIL
HR Service Center	(213) 821-8100	uschr@usc.edu
Leave of Absence Specialist (“LAS”)	(213) 821-8100	uschr@usc.edu
Leave Administration	(213) 821-8100	leaveadmin@usc.edu