Click or tap to enter a date.

Name

Address

Subject: REQUEST FOR REPRODUCTIVE LOSS LEAVE (RLL)

Dear Click or tap here to enter text.,

We are aware of your current situation and offer our deepest sympathies during this difficult time. Your reproductive loss leave has been approved from Click or tap here to enter text.to Click or tap here to enter text.. Employees may take up to five days of RLL within three months of the loss. Leave can also be taken within three months of the end of a leave taken under California Pregnancy Disability Leave (PDL), the California Family Rights Act (CFRA), or the Family and Medical Leave Act (FMLA). Leave days do not have to be taken consecutively. Please notify your supervisor in advance of your planned days of leave.

When filling out your timecard, please select “RLL” from the drop-down box under comments. If you are unavailable to access your timecard during this time, your payroll clerk will apply the proper leave accruals to your timecard.

[If Employee or spouse had a stillbirth or miscarriage ADD]: Your leave also qualifies for benefits under the County of Sonoma’s Compassionate Leave provisions. Please note that RLL and compassionate leave run concurrently.

The County of Sonoma offers its employees access to the Employee Assistance Program, which can provide them with additional counseling or grief support from a licensed professional. This confidential service is available at no cost to you and your family 24 hours a day, 365 days a year, by calling **(866) 248-4096****.**You may also find additional information about the EAP by logging onto the EAP [website](https://www.liveandworkwell.com/content/en/public.html) (Company Access Code: Sonoma).

Should you require any further assistance, please feel free to reach out to me at Click or tap here to enter text..

Sincerely,

Click or tap here to enter text.

Cc: <DM Analyst Name>, Disability Management Analyst

 Confidential Medical Leave File