



New York State Paid Prenatal Leave Policy

Effective Date: January 1, 2025

Purpose: To comply with the New York State Paid Prenatal Leave Law (NYS Labor Law Section 196-b) and provide eligible employees with paid leave for prenatal health care appointments.

Eligibility: All private sector employees, including full-time, part-time, and overtime-exempt employees, are entitled to Paid Prenatal Leave. There is no minimum work requirement; newly hired employees are immediately eligible.

Entitlement: Employees are entitled to 20 hours of Paid Prenatal Leave per 52-week period, starting from the first use of the leave. Unused hours do not carry over to the next period.

Covered Services: Paid Prenatal Leave can be used for pregnancy-related health care appointments, including:

- Physical examinations
- Medical procedures
- Monitoring
- Testing
- Discussions with a health care provider needed to ensure a healthy pregnancy
- End of pregnancy care
- Fertility treatment

Only the employee receiving prenatal health care may use this leave.

Compensation: Employees will be paid at their regular rate of pay, or the appropriate minimum wage for their occupation, whichever is greater, during Paid Prenatal Leave.

Requesting Leave: Employees should inform their supervisor of their need for Paid Prenatal Leave in accordance with the company's standard time-off request procedures. Whenever possible, advance notice is encouraged, ideally within a 24–48-hour window, to ensure adequate coverage within the department.

Confidentiality: Employers cannot request personal health information or medical records related to the prenatal appointment as a condition of granting Paid Prenatal Leave.

Interaction with Other Leave Policies: Paid Prenatal Leave is a separate benefit from other leave entitlements, such as New York State Sick Leave. Employees may choose which leave to use for prenatal appointments; employers cannot mandate the use of one type over another.

Prohibition of Retaliation: Retaliation or discrimination against employees for using Paid Prenatal Leave is strictly prohibited.

Record Keeping: Employees must inform HR of their intention to use Prenatal Leave 24-48 hours prior to use. The policy will then be assigned to the employee in ADP. The leave request will follow the same procedure as PTO requests and require managerial approval before the leave can be taken.