



Paid Prenatal Leave

Policy Statement

CEO provides eligible employees with Paid Prenatal Leave in accordance with this policy and applicable law.

Procedure

Eligible employees will be provided with twenty (20) hours of paid prenatal leave during any 52-week calendar period. This is based on a rolling 52-week calendar period running from the first time the employee takes any paid prenatal leave in accordance with this policy. This leave is for attending prenatal health care appointments and is in addition to other paid leave benefits. Paid Prenatal Leave can be used for attending prenatal health care appointments related to the employee's pregnancy including:

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

Health care appointments after pregnancy are not covered by NYS Paid Prenatal Leave.

Employees that intend to utilize or otherwise need to utilize paid prenatal leave are required to provide advance notice by notifying Human Resources. CEO encourages employees to make a good faith effort to schedule appointments in a manner that is least disruptive to the CEO's operations, if possible.

Paid prenatal leave can be taken in 15-minute increments and will be paid in 15-minute installment increments. Paid prenatal leave will be paid at the employee's regular rate of pay. Paid prenatal time will not be counted as hours worked for the purpose of computing overtime. Employees will follow the time off procedure to request leave for prenatal appointments unitizing the **Prenatal time off code** when requesting time off for appointments.

Because paid prenatal leave is available on a rolling 52-week basis, unused paid prenatal leave does not carry over to the following year. Any unused paid prenatal leave will be forfeited upon an employee's separation from employment.

CEO will not require the disclosure of confidential information related to an absence from work for this purpose as a condition of providing paid prenatal leave.

Employees will not be discharged, threatened, penalized, or in any other manner discriminated

against or retaliated against because an employee has exercised their rights, including requesting or using paid prenatal leave in accordance with this policy and the applicable law.