



## NEW YORK PAID PRENATAL LEAVE

All employees in New York receiving health care for their pregnancy or fertility related needs are eligible to use up to 20 hours of Paid Prenatal Personal Leave (“PPPL”) under this Policy during any 52-week calendar period. This includes full-time, part-time and temporary employees, as well as work-from-home employees who reside in New York.

### Reasons for Use

An eligible employee may use PPPL to receive health care services during their pregnancy or fertility needs, or related to such pregnancy or fertility needs, including:

- Physical exams
- Medical procedures
- Monitoring and testing
- Discussions with a health care provider related to the pregnancy
- End of pregnancy care
- Fertility treatment, including in vitro fertilization

PPPL is not available to a spouse or other support person attending medical appointments. Additionally, PPPL may not be used for any health care services after the pregnancy, as it does not apply to post-natal or post-partum appointments.

An employee who is absent for a covered reason for use of PPPL as outlined below will have their available PPL applied to the absence, unless they request otherwise.

### Amount of PPPL

Eligible employees may use up to 20 hours of PPPL during any 52-week calendar period, which begins the first time an eligible employee uses PPPL. Therefore, the 52-week period for an employee’s allotted 20 hours of PPPL is not tied to the calendar year, but instead begins on the date that the employee first utilizes the leave. PPPL does not accrue.

PPPL is in addition to paid sick and safe leave as well as any other leave available to employees (e.g., vacation) under the University’s policies. The University may not ask the employee to specify the type of care received.

## **Increments of Use**

PPPL may be used in minimum increments of one hour.

## **Notice and Documentation**

In the event of a foreseeable PPPL absence (e.g., the employee is aware of the needed absence seven (7) or more days in advance of the absence), an employee must provide reasonable oral or written advance notice of the need for leave to their supervisor or Human Resources. Under no circumstances are employees required to provide notice more than seven (7) days in advance of the absence. In the event of an unforeseeable absence (e.g., sudden illness), an employee must provide oral or written notice of the need for leave to their supervisor or Human Resources via telephone call, email, or text message as soon as practicable.

The University will not require employees to provide any confidential information about their health condition when requesting to use PPPL.

## **Confidentiality**

The University will not require the disclosure of details relating to the medical condition that led the employee to use sick time or paid prenatal leave. Any information obtained for the purposes of utilizing or verifying PPPL will be treated as confidential and will not be disclosed except by the affected employee, with the written permission of the affected employee, or as required by law. For more information about PPPL benefits, please contact Human Resources.

## **No Need to Find Replacement.**

Employees are not required to search for or find someone to take their shift when exercising their PPPL rights under this Policy or applicable law.

## **Effect of PPPL on Attendance; Retaliation Prohibited**

PPPL taken under this Policy will not be counted as an absence under the University's attendance policy. Further, the University will not discriminate or retaliate against an employee who requests or uses PPPL or otherwise exercises their rights under applicable law. Employees should see Human Resources if they have any questions about this Policy.

## **PPPL Payout Upon Separation of Employment**

Unless otherwise required by applicable law, PPPL is not paid out upon termination, resignation, retirement or other separation from employment and is not paid out at any time during employment (i.e., unused PPPL is forfeited).

## **Registering time taken for prenatal health care in the Banner Time Entry System:**

- Access your timesheet in [insidetrack.yu.edu](http://insidetrack.yu.edu).

- On the “Earn Code” drop-down menu, select “Prenatal”.
- Enter the hours taken, save and then submit by your deadline.

**Registering time taken for those not using the Time Entry System**

Faculty who do not use the Time Entry System must submit hours taken, labeled “Prenatal,” to the Leave Office at: [cristina.oconnor@yu.edu](mailto:cristina.oconnor@yu.edu)

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