**Employee NY Paid Prenatal Leave Request Form**

**Effective January 1, 2025 all employers in New York are required to provide employees with up to twenty (20) hours of Paid Prenatal Leave during any 52-week period to attend prenatal appointments or obtain medical care during or related to their pregnancy. Prenatal leave may be taken in one (1) hour increments. In addition, this benefit is not based on an accrual and is available to employees immediately when they have a covered need.**

To request leave please complete the request form and submit to Dept Head/Supervisor/Human Resources at least 30 days prior to leave (unless leave is unforeseen, in which case submit the form as soon as practical).

Employee Name (print clearly):

Dept: \_\_\_\_\_\_\_\_\_ Requested Leave Appt Date: \_\_\_\_\_\_\_\_\_ Estimated Due Date: \_\_\_\_\_\_\_\_\_\_\_\_

***Paid Prenatal Leave Usage:***

*The guidance provided by the State indicates that the Prenatal Leave covers health care services received by an employee during their pregnancy or related to such pregnancy.*

*The services include: (select the most appropriate box):*

**❏ Physical examination
❏ Medical procedures
❏ Monitoring and Testing
❏ Discussions with a health care provider related to the pregnancy (fertility treatment, end of pregnancy care, etc.**

*The 20 hours are available once in a 52-week period*. The period is measured from the date an employee first uses the Leave. In the event of multiple pregnancies in a single 52-week period, an employee would only have 20 hours of Paid Prenatal Leave to be taken across all pregnancies.

**Medical Documentation Requirements are Not Permitted**

As per the guidance, employers are not permitted to ask employees to disclose confidential health information to use Paid Prenatal Leave, nor can employers require employees to submit medical documentation in connection with their using the benefit. Paid Prenatal Leave should be requested like any other time off using the same procedures currently in place in the workplace. The guidance also states that the NYDOL “encourages employees to give employers advanced notice of leave requests and encourages employers to communicate how to request leave to their employees.”

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_

**Return to Human Resources Department**

*For HR use ONLY:* Date received: \_\_\_\_\_\_\_\_\_\_