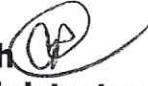



**Memo**

**To:** All Four Seasons Staff

**From:** Caroline Rich   
C.O.O./Administrator

**CC:** Karen Harvey, Human Resources 

**Date:** January 1, 2025

**Subject:** Paid Prenatal Care Leave

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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.

For more information regarding Paid Prenatal Care Leave: scan the QR code below, information is also available on our website URL below, as well as handouts are available at the kiosk table in the main lobby.

<https://fourseasonshcs.com/skilled-nursing-and-rehabilitation/about/nys-workplace-posters/>



To put in a request for this leave please complete the NY Employee Prenatal Leave Request form available from your Dept Head/Supervisor/Human Resource Office at least 30 days prior to leave (unless leave is unforeseen, in which case submit the form as soon as practical).