

# Paid Prenatal Leave (NY)

## Overview/Policy Statement

Employees receiving prenatal health care services who work in New York may take up to twenty (20) hours of paid leave from work during any fifty-two (52) week calendar period for the health care services received during their pregnancy or related to such pregnancy. This includes physical examinations, medical procedures, monitoring and testing, discussions with a health care provider related to the pregnancy, end-of-pregnancy care appointments, and fertility treatment or care appointments. This does not include post-natal or postpartum appointments. Paid prenatal leave is in addition to New York Paid Family Leave and state and local sick and safe leave.

Twenty (20) hours of paid prenatal leave will be made available during any fifty-two (52) week calendar period for New York-based employees. The fifty-two (52) week period begins upon an employee's first use of paid prenatal leave. This time is in addition to Paid Time Off (PTO) under The Hartford's policy.

## Rationale

The Hartford complies with all applicable state laws.

## Eligibility

This policy applies to all New York-based employees who are receiving prenatal health care services and take time off work for prenatal medical appointments and procedures during their pregnancy or related to such pregnancy.

## Applying the Policy

### Tracking Usage

Employees who wish to take prenatal leave should enter the time in Workday as "NY Paid Prenatal Leave." Leave can be taken in hourly increments.

### Requesting Time Off

Employees must notify their manager prior to or at the time of the absence that it is for a prenatal leave purpose.

### Documentation

Managers should not request details or documentation to support an employee's request for prenatal leave. Medical information cannot be kept in an employee's personnel file. If an employee provides their manager with documentation containing medical information, it should be immediately returned to the employee or, if that is not possible, deleted (if electronic) or destroyed (if hard copy).

### Job Protection

Employees cannot be disciplined or retaliated against for using or requesting the use of leave protected by a state law. Therefore, if an employee advises their manager that they need to use prenatal leave, those absences should not be treated as unscheduled absences when managing attendance until the allotted amount has been exceeded.

### Impact to Pay

Employees shall receive compensation at their regular rate of pay.

### At Termination

Prenatal leave is not eligible for payout upon an employees' termination, resignation, retirement, or other separation from employment.