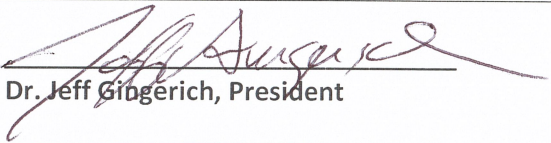




ST BONAVENTURE UNIVERSITY

NYS Paid Prenatal Leave Policy	
Administered By: Human Resources	
Approved By:  Dr. Jeff Gingerich, President	
Policy Effective Date: March 27, 2025	
Policy Number: HR-2025-1	New Policy_X___ or Revision of Existing Policy___

Overview

Effective January 1, 2025, the New York State Paid Prenatal Leave Law (NYS Labor Law Section 196-b) requires all private-sector employers in New York State to provide employees with **20 hours of Paid Prenatal Leave (PPL) annually**. This leave is available to all private-sector employees, including **part-time employees and those exempt from overtime**.

Covered Prenatal Health Care Services

Paid Prenatal Leave may only be used for **pregnancy-related health care appointments**, which include:

- Physical examinations
- Medical procedures
- Monitoring and testing
- Consultations with a health care provider to ensure a healthy pregnancy
- End-of-pregnancy care
- Fertility treatments

Limitations:

- Only the pregnant employee receiving prenatal care may use PPL.
- Spouses, partners, or support persons attending prenatal appointments are **not eligible** for PPL.

- Health care appointments **after pregnancy** are not covered under PPL.

Eligibility

All **full-time and part-time** employees of St. Bonaventure University are **eligible** for PPL, regardless of hire date. There is **no minimum number of hours worked** required to qualify for the 20-hour annual benefit.

Calculation of Benefit

- Paid Prenatal Leave is calculated on a **52-week rolling period**.
- The 20-hour entitlement begins on the date an employee **first** uses PPL and continues for 52 weeks.

Example:

If an employee first uses PPL on **June 1, 2025**, they are entitled to 20 hours of PPL from **June 1, 2025, to May 31, 2026**. If they next use PPL on **August 2, 2026**, a new 52-week period begins, and they receive another 20-hour entitlement.

- **Unused PPL hours do not carry over** to the next 52-week period.
- **Unused PPL hours are not paid out** upon separation or at year-end.

Use of Paid Prenatal Leave

- Employees may take PPL in **increments of one hour**.

Requesting Paid Prenatal Leave

1. Employees must submit their request for PPL through **NeoEd**.
2. The Office of Human Resources will verify eligibility and ensure 20 hours of PPL is available in **Employee Self-Service (My.SBU)**.
3. Employees must **communicate with their supervisor** regarding the use of their PPL time and ensure the leave is recorded in the self-service system.

Protection from Retaliation and Discrimination

Employers are **prohibited** from retaliating or discriminating against employees who request or use Paid Prenatal Leave. Examples of retaliation include:

- Reducing an employee's sick leave, vacation leave, or other benefits due to PPL use.
- Changing an employee's work schedule or location after a PPL request.
- Firing, demoting, or disciplining an employee for requesting or using PPL.

For questions regarding this policy, please contact the **Office of Human Resources**.