

Paid Prenatal Leave Policy

Effective January 1st, 2025

Policy Statement

In compliance with New York State law, the Company provides eligible employees up to 20 hours of Paid Prenatal Leave every 52-week period to attend prenatal health care appointments related to pregnancy. This leave is in addition to any paid sick, safe, vacation, or other leave provided by law or Company policy.

Eligibility

All employees working in New York State are eligible, regardless of position, tenure, or hours worked.

Amount and Usage

Up to 20 hours of paid leave every 52 weeks, measured on a rolling basis from first use.

Leave must be used for the employee's own prenatal health care, such as medical appointments, exams, or pregnancy-related procedures.

Unused hours do not carry over.

Leave may be taken in increments of one hour.

Pay and Notice

Paid Prenatal Leave is paid at the employee's regular rate of pay, not less than the applicable minimum wage. Employees should provide notice as soon as practicable when leave is needed; advance notice is expected when foreseeable but not required. The Company will not request confidential medical details or documentation unless permitted by law.

Interaction with Other Leave

Paid Prenatal Leave is a separate benefit and will not reduce other leave balances. Employees are not required to use other paid leave before or after using Paid Prenatal Leave.

Employee Notices and Records

Employees will receive written notice of their Paid Prenatal Leave rights as required by law. Pay statements (or a separate written record) will show hours of Prenatal Leave used and remaining.

Non-Retaliation and Administration

The Company prohibits retaliation against employees who request or use Paid Prenatal

Leave or exercise related rights. This policy will be administered in compliance with all applicable state and local laws and updated as required.