



PAID PRENATAL LEAVE FOR PERSONAL ASSISTANTS

If you are a CDPAP Personal Assistant (“PA”) who works in New York State, you are eligible to take paid prenatal leave (“Prenatal Leave”) under this policy.

How You Get Prenatal Leave

- PAs receive up to 20 hours of Prenatal Leave during any 52-week period. The 52-week period will be measured forward from the first time the PA uses Prenatal Leave.

Unused Prenatal Leave is “Use It or Lose It”

- If you have unused Prenatal Leave at the end of the 52-week period, it will be lost. You will not receive any payment for unused Prenatal Leave.
- If you have unused Prenatal Leave at the end of your employment with PPL, it will be lost. You will not receive any payment for unused Prenatal Leave.

How to Use Prenatal Leave

- You can use Prenatal Leave for the following:
 - For any time you are scheduled to work, but cannot do so because you are receiving health care services during their pregnancy or related to such pregnancy, including physical examinations, medical procedures, monitoring and testing, and discussions with a health care provider related to the pregnancy.
 - For any time you are scheduled to work, but cannot do so because you are receiving fertility treatment or care appointments related to pregnancy, including in vitro fertilization, as well as end-of-pregnancy care appointments.
 - However, you may not use Prenatal Leave for post-natal or postpartum appointments.
- Prenatal Leave is immediately available to be used by a PA.



- You must use Prenatal Leave in blocks of 15 minutes.
- To submit your Prenatal Leave call HR at 1-833-746-8283.
- If you have an approved exception to use a paper timesheet, you may request to use Prenatal Leave by selecting Pre-Natal Leave as the service type in the top right of the paper timesheet. You must submit your request for Prenatal Leave on a separate paper timesheet. You cannot combine your request for Prenatal Leave with any other time entries.
- You can request Prenatal Leave for any date you were scheduled to work within the past 14 days and up to 90 days in the future.

Other Important Information

- You may not use Prenatal Leave for any hour in which you are already being paid to work in CDPAP.
- Prenatal Leave is a benefit in addition to any other paid or unpaid time off, such as SSL.
- If you use Prenatal Leave in a week in which you also work, your Prenatal Leave hours will not be counted toward the hours needed to receive overtime pay.
- PPL will not ask you to provide details about your medical condition or other situation that leads you to need to take Prenatal Leave.
- If PPL does learn any information about your need to use Prenatal Leave, PPL will keep this information confidential and will not disclose this information to anyone else without your permission, unless doing so is required by law.
- PPL will not discriminate or retaliate against you for using Prenatal Leave.
- If you have questions about this policy, please contact 1-833-746-8283