

# Notice of Employee Rights: Protected Time Off

Your employer must give you this notice explaining your right to protected time off and paid prenatal leave.

## Use

Use **Protected Time Off** to:

- Get medical care or to recover from your own illness or injury.
- Care for a family member who is sick or has a medical appointment.
- Care for a child. *Includes school holidays, child care disruptions.*
- Care for a family or household member with a disability.
- Leave an abuser if you're experiencing domestic violence.
- Take safety measures if you or a family member experience unwanted sexual contact, stalking, human trafficking, workplace violence, or domestic violence. *Includes reporting to law enforcement, getting services, serving as a witness, and more.*
- Stay home during extreme weather events or other public emergencies.
- Attend public benefits or housing appointments or hearings.

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Use **Paid Prenatal Leave** to:

- Get health care for yourself during your pregnancy.

## Amount

Your employer must provide the following amounts of leave:

### Protected Time Off Per Calendar Year

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100 or more employees:

- **Immediately Available:** 32 hours **Unpaid**
- **Accrued** (1 hour for every 30 hours worked): Up to 56 hours **Paid**

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5–99 employees OR more than \$1 million in business earnings:

- **Immediately Available:** 32 hours **Unpaid**
- **Accrued** (1 hour for every 30 hours worked): Up to 40 hours **Paid**

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Household (You work as a babysitter, housekeeper, or companion.):

- **Immediately Available:** 32 hours **Unpaid**
- **Accrued** (1 hour for every 30 hours worked): Up to 40 hours **Paid**

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1–4 employees AND less than \$1 million in business earnings:

- **Immediately Available:** 32 hours **Unpaid**
- **Accrued** (1 hour for every 30 hours worked): Up to 40 hours **Unpaid**

## Paid Prenatal Leave Per Year

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100 or more employees:

- **Immediately Available:** 20 hours ***Paid***
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5–99 employees OR more than \$1 million in business earnings:

- **Immediately Available:** 20 hours ***Paid***
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Household (You work as a babysitter, housekeeper, or companion.):

- **Immediately Available:** 20 hours ***Paid***
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1–4 employees AND less than \$1 million in business earnings:

- **Immediately Available:** 20 hours ***Paid***
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Your employer's calendar year is: January 1, 2026 to December 31, 2026

Your employer can only require you to give advance notice of an expected use of protected time off; for example, to attend a scheduled doctor's appointment or court hearing. **You do not have to give advance notice of an unexpected use of protected time off; for example, illness or child care disruption.**

You do not have to give your employer details about why you used protected time off. If you use four or more workdays in a row, your employer can require documentation. **Your employer can't require documentation if you use three or fewer consecutive days.**

## Required Written Disclosures

Your employer must:

- Give you a written policy that explains how to use your protected time off and paid prenatal leave.
- Tell you how much protected time off you have used and have left each pay period.

## No Retaliation

It is illegal to punish or fire employees for requesting or using leave or for reporting violations. You have the right to leave regardless of your immigration status.

**Contact Consumer and Worker Protection to learn more or to file a complaint.**

Visit [nyc.gov/workers](https://nyc.gov/workers) | Call **311** and ask for "Protected Time Off"

You can also make an ***anonymous*** tip.