

NH UNPAID PARENTAL LEAVE EMPLOYER CHECKLIST

1. Determine Applicability

- ☐ Confirm your business has **20 or more employees** (full-time and part-time; temporary/seasonal not included).
- ☐ Consider whether out-of-state employees count toward the 20-employee threshold (law is unclear; consult legal counsel).

2. Update Leave Policies

- ☐ Add a provision for **up to 25 hours of unpaid, job-protected leave** per year for eligible employees.
- ☐ Include language allowing employees to **substitute accrued vacation or paid leave** at their discretion.

3. Define Eligible Leave Purposes

- ☐ Employee's own **childbirth-related medical appointments**.
- ☐ **Postpartum care** appointments.
- ☐ **Pediatric medical appointments** for the child within the first year of birth or adoption.

4. Address Shared Leave

- ☐ If both parents work for the same employer, ensure policy reflects that the **25-hour leave is shared** between them.

5. Establish Notice & Scheduling Procedures

- ☐ Require **reasonable advance notice** from employees.
- ☐ Encourage employees to **schedule leave to minimize disruption** to operations.

6. Documentation

- ☐ Create a process for requesting **documentation** (e.g., a brief note from a healthcare provider).
- ☐ Ensure documentation requests are reasonable and not overly burdensome.

7. Job Protection

- ☐ Ensure employees are **restored to their original job** after taking leave.

8. Communicate with Staff

- ☐ Inform employees of the new leave policy and their rights.
- ☐ Train HR and managers on compliance and handling requests.

9. Consult Human Resources or Legal Counsel

- ☐ Review your updated policies with Human Resources or Legal Counsel to ensure full compliance