

Retail and Direct HR | Mothers Room for Retail Stores

Process

1. Employee Return to Work Notice
 - a. [The Leave of Absence Team](#) will provide instructions, based on the employee's return to work letter, indicating a need for an accommodation
 - b. The employee will be referred to discuss with her store manager what accommodations are needed to nurse while at work
2. Manager/Employee Discussion
 - a. Employee notifies her store manager of the accommodation needs requested
3. Manager Determination
 - a. The Store Manager determines the following prior to completing an intake form with the Store Operations team:
 - Is there an available office or private area with electrical outlets/cords?
 - If current location cannot accommodate a private area for the nursing mother, the store manager will look into the following alternatives:
 - Is there a different store nearby that has space available to accommodate this request?
 - If the store is located in a mall, is there a department store nearby with a Mother's room?
 - Is the employee's home close enough to the store to allow her to go home to nurse?
 - Partner with their HRBP to determine if there are other viable options
4. Store Operations Setup
 - a. If there is space available in the current location, the Store Manager completes an intake form with [Store Operations](#), complete with needed by and estimated end dates if available
 - b. Assess if door locks need to be changed out or added for privacy, if so contact JLL
 - c. The Store Manager will select the applicable supplies from Staples:
 - Additional Manager's Chair: Staples Item #934103, \$62.61
 - Mini refrigerator: Staples Item #792263, \$113.13
 - Clorox Wipes and paper towels: Staples item numbers 478292 and 447680, \$2.98 and \$14.24
 - Portable Table: Staples Item #347880, \$37.01
 - Trash can: Staples Item #124867, \$4.82
 - Partition or privacy screen to create a semi-private area, please select one of the following options:
 - [Wal-Mart.com, \\$66.92](#)
 - [Amazon.com \\$92.50](#)
 - [Target.com \\$99.99](#)

5. Conclusion of Accommodation

- a. Store manager will make arrangements with their District Manager to determine what to do with the supplies that are no longer needed. The District Manager will have a purview of what other stores in the area may need