At Hilltop, we’re committed to supporting our team members through all stages of life—including pregnancy, childbirth, and related medical conditions. If you need changes at work because of pregnancy, we want to work with you to find reasonable solutions that help you stay healthy and supported. This process ensures your request is handled respectfully, fairly, and in alignment with applicable laws.

**What Is a Pregnancy Accommodation?**

A pregnancy accommodation is a change to your job, schedule, or workspace that allows you to continue working safely during pregnancy, childbirth recovery, or related conditions. Accommodations may include:

* More frequent breaks (restroom, hydration, or sitting down)
* Modified duties (light duty or limits on lifting)
* Flexible schedule or temporary reassignment
* Time off for prenatal appointments or pregnancy-related health needs
* Access to a stool, closer parking, or remote work when possible

These adjustments are intended to support your health—not reduce your hours or remove you from work unless medically necessary.

**How to Request an Accommodation**

**Step 1: Talk to Your Supervisor (Optional)**

You’re welcome to start by speaking with your supervisor. They may be able to make a quick adjustment or help you begin the formal request.

**Step 2: Submit a Request**

Complete the **Pregnancy Accommodation Request Form** (available from People Operations). You’ll be asked to provide:

* The specific accommodation you are requesting
* We may ask for some basic medical guidance (like a note from your provider) that explains what you need and for how long. We do not require detailed medical histories—just enough to understand how to help.

If you prefer, you can also request a meeting with People Operations instead of filling out the form or speaking with your supervisor.

**Step 3: We Review Your Request**

People Operations will work with you and your supervisor to explore reasonable options. We may:

* Ask follow-up questions to understand your request
* Explore whether the accommodation creates any hardship or conflicts with essential job duties
* Offer alternatives if needed

**Step 4: Receive a Decision**

You’ll receive a written response within 10 business days, whenever possible. We’ll explain:

* What accommodation(s) will or will not be provided
* How long they will be in place
* Any follow-up or check-in plans

**Need Help or Have Questions?**

We’re here for you. Reach out to People Operations anytime if you:

* Are unsure whether you need an accommodation
* Want help completing the form
* Have concerns about how your request was handled