# Adoption Process Flowchart (Primary Adopter)

West Midlands Fire Service

Employee informs manager of their intention to adopt

When notified by the agency of a match with a child the employee notifies their manager no less than 7 days later.

Employee completes a Family Leave Request form and sends to HR along with the matching certificate

HR confirm this has been processed and confirms dates to manager

Manager enters dates on to UKG and Oracle

Contact during leave agreed prior to leave beginning

Employee begins their leave

Manager arranges payment with payroll for any KIT days worked

Manager arranges meeting to discuss employees return to work around 4 weeks before return date

Return to work plan agreed with employee

For operational colleagues, fitness test with OH completed before return to operational duties