Maternity Process Flowchart

West Midlands Fire Service

Employee informs manager of their pregnancy

Manager arranges to meet informally with them to discuss

Manager carries out a risk assessment or workplace assessment

If operational, employee removed from operational duties

Employee completes a Family Leave Request form and sends to HR along with MATB1 form

HR confirm this has been processed and confirms dates to manager

Manager enters dates on to UKG and HR enter on to Oracle

Manager reviews assessment at least once a trimester

Contact during leave agreed prior to leave beginning

Employee begins their leave

Manager informs WFP of any KIT days worked so UKG can be updated and payments made

Manager arranges a meeting to discuss employee's return to work around 4 weeks before return date

Return to work plan agreed with employee

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