

OPERATIONAL STAFF SWAP FORM

FAO: Service Manager

Initial swap

Name (A)	Date	Session times	Covered by

Reciprocal swap

Name (B)	Date	Session times	Covered by

Signature : person A

Signature : person B

Service Manager Authorisation

NOTES:

Operational Staff

- Enter the name, date and session time of the shift that is being swapped followed by the name of the person who is covering the session.
- Enter the names, date and session time of the shift that is to be covered as a repayment for the original swap.
- Both parties are to sign and date the swap form before handing it to their service manager. Only when the service manager has signed the form and you receive notification do you have authority to swap.

Service Manager

- Once the swap form has been passed to you, authorisation then enter the swap information on to your rota and notify staff involved. File swap form.
- Where the swap is not authorised contact the members of staff concerned.

