

OPERATIONAL STAFF SWAP FORM

FAO: Ann Cunningham

Initial swap

Name (A)	Date	Session times	Covered by

Reciprocal swap

Name (B)	Date	Session times	Covered by

Signature : person A

Signature : person B

Head of OOH 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 the Rota Administrator. Only when the Head of OOH has signed the form and you receive notification from the Rota Administrator do you have authority to swap.

Rota Administrator

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