


Administrative FSO

FSO 041/24

Issue Date: 2 May 2024	Author: Chief Pilot
Cancels: N/A	Checked By: Senior Manager Flying Operations (Fleet Operations & Regulatory Affairs)
Manual(s) Affected: N/A	
<p>PLEASE VERIFY THE CURRENCY OF THIS FSO PRIOR TO OPERATIONAL USE A controlled list is available on JEN</p>	
 Authorised by Captain Tyrone Simes Chief Pilot	

Voluntary Temporary Base Transfer – Swap

Introduction

We have introduced a policy to allow pilots to nominate to swap bases for a defined period with a pilot of the same category. The details of this new policy are as below:

Voluntary Temporary Base Transfer – Swap

- (1) A registration form is now available on JEN via this link: [Temporary Base Transfer \(Swap\)](#);
- (2) Swap periods must be a minimum of one and a maximum of four months. Noting that due to required notice periods, any swaps less than four months will not be able to be extended once the swap has commenced;
- (3) The base swap must be finalised at least three months in advance, for example the swap needs to be finalised by the 1st of July for the October roster period;
- (4) Only 'like for like' swaps will be approved i.e. pilots on the same employment types;
- (5) Pilots must acknowledge on the registration form that Clause 64 of the EA and Clause 10 of the Roster Protocol relating to base transfer days off do not apply in these circumstances;
- (6) Swaps will be processed/approved in Seniority order;
- (7) A list of available swaps will be made available on JEN;
- (8) On or around the 1st of every month, Base Ops will review and process registrations;
- (9) Following this process pilots will be informed of any approved swaps in writing;
- (10) If either of the pilots who are swapping bases have any leave assigned within the swap period, this leave will be cancelled;
- (11) Although there will be no entitlement to base transfer days off, the swap period will commence with 2 Designated Days Off and end with 2 Designated Days Off;

(12) If a pilot who is in a swap period is assigned a new base or promotion from a vacancy allocation, the swap may be reviewed and cancelled if required.

If you require any further information, please contact your Base Operations team.