

# Self-Flying - Privately Owned or Privately Hired Aircraft

## Human Resources Policy

Effective Date: October 2008

### 1 PURPOSE

To ensure no approvals are granted to requests by employees to self-fly.

### 2 APPLICATION

This policy applies to all Queensland Health employees.

### 3 GUIDELINES

Guidelines may be developed to facilitate implementation of this policy. The guidelines must be consistent with this policy.

### 4 DELEGATION

The delegate is as listed in the Queensland Health Human Resource Delegations Manual as amended from time to time.

### 5 REFERENCES

- Domestic and Overseas Travel and Accommodation for Official Purposes – Non Award Related policy
- International Travelling, Relieving and Living Expenses HR Policy D2
- Domestic Travelling and Relieving Expenses HR Policy D3

### 6 SUPERSEDES

- IRM 2.5-23 Self-Flying – Privately Owned or Privately Hired Aircraft

### 7 POLICY

#### 7.1 No Approval for Self-Flying

Queensland Health does not approve of self-flying as a mode of travel for official purposes i.e. when an employee pilots a privately owned or privately hired aircraft to travel between health facilities or towns/cities for official purposes rather than taking a commercial flight.

No approval is to be granted to requests by employees to self-fly.

## **8 APPLYING THE POLICY**

### **8.1 Air Travel**

All air travel is to be in accordance with the following policies:

- Domestic and Overseas Travel and Accommodation for Official Purposes – Non Award Related policy
- International Travelling, Relieving and Living Expenses HR Policy D2
- Domestic Travelling and Relieving Expenses HR Policy D3

## **9 HISTORY**

<b>October 2008</b>	Amended to reflect International Travelling, Relieving and Living Expenses HR Policy D2, and Domestic Travelling and Relieving Expenses HR Policy D3.
<b>April 2008</b>	Developed as a result of the HR Policy Consolidation Project.