

Alfred Health Support Services Employment Transfer Checklist

Welcome to the next step in your journey with Alfred Health! To ensure a smooth transition, Please complete the following tasks by **Close of Business on 8 March 2024**.

Documents to Return to Alfred Health

Please complete, sign, and return these documents to Alfred Health to facilitate your employment transfer. You have a few options for returning these documents:

Drop-off: Use the provided envelope to drop off the documents in the locked box located on the Lower Ground Floor, opposite the Lounge Room/ Number Two Tearoom.

Email: Send scanned copies of the documents to SSHR@alfred.org.au.

Mail: If you're not currently working on-site, mail the documents using the provided envelope. Remember to account for postage times to ensure they arrive by the deadline.

Checklist:

- Transfer of Employment Letter
- Alfred Health Employee – Vaccination Status Consent Form
- Transfer of Enterprise Agreement Voting Form (Not required for managers)
- Tax File Number Declaration Form

Other Documents for Your Information and Records

The following documents have been sent to you for your information. Please review them carefully and keep them for your records.

- Transition to the VPS Agreement – Fact Sheet
- A Fair Work Information Statement **OR** A Casual Employment Information Statement

We're excited to bring you on board and want to make your transition as smooth as possible. If you have any questions or need further assistance, please don't hesitate to reach out to us on SSHR@alfred.org.au.