

Support Hub TEMPLATE - Guiding Principles for residential aged care Update 3/6/2021

[For employees who elect to work at another facility]

[insert DATE]

[Insert Name]

[Insert Address/email address]

Dear [Insert Name]

Temporary election to work at another facility

We are writing to confirm your election to work at [insert facility] during the period from [insert date] until **10 June 2021**, unless otherwise extended.

You have made this election based on the 'Guiding Principles for residential aged care – keeping Victorian residents and workers safe', released by the Victorian and Australian Governments. The purpose of these Principles is to assist residential aged care workers to make an election to only work at one residential aged care facility until 10 June 2021, or later if this is extended. This measure is designed to help keep residents and workers protected from the risks of acquiring COVID-19 in residential aged care facilities and to prevent workers from unintentionally transmitting COVID-19 by working across multiple sites.

In order to assist you during this time, please confirm with us in writing evidence of your work with your other employer(s) such as a statement of service, an employment contract or a payslip (you can black out the pay rates if you want to).

[Option for permanent employees]

You will be on unpaid leave from now until 10 June 2021, unless this period is extended. However, if you would like to take paid annual leave or long service leave during this time, please apply for this leave using our usual systems.

If you don't take paid leave during this time and remain on unpaid leave, we will recognise your continued service during this period. Your current leave balances will remain, however personal/carer's and annual leave will not continue to accrue during this period of unpaid leave.

[Option for casual employees]

As a casual employee you are not guaranteed any number of hours or shifts, and based on your election, we will not offer you any shifts until after 10 June 2021 (or later if the Principles are extended). However, we will continue to have you in our pool of casual employees that will be offered shifts from time to time.

[End options for different forms of employment]

If your availability changes and you want to return to work for us before 10 June 2021 please provide as much notice as possible. We may not be able to revise our roster to incorporate your amended availability, however we will endeavour to fulfil your request depending on the circumstances at the time.

All of your existing employment arrangements will continue to apply and we will advise you if there are any changes to the above arrangements, including if the Principles are extended to apply for a longer period of time. We look forward to welcoming you back once this temporary election expires.

It is vital that everyone in the aged care industry comes together to support each other and our residents at this time. We thank you again for your continued support.

Please contact [name, number, email] if you have any questions about this correspondence.

Yours sincerely

[Signature block]

Draft