

	ACC/ NHSG	30 Oct 23	6 Nov 23	13 Nov 23	20 Nov 23	27 Nov 23	4 Dec 23	11 Dec 23	18 Dec 23	25 Dec 23	1 Jan 24	8 Jan 24	15 Jan 24	22 Jan 24	29 Jan 24	5 Feb 24	12 Feb 24	19 Feb 24	26 Feb 24	4 Mar 24	11 Mar 24	18 Mar 24	25 Mar 24	1 Apr 24	8 Apr 24	15 Apr 24	22 Apr 24
Arrange termination notice for HRSC	ACC																										
Arrange new start information to payroll	NHSG																										
Provide annual leave entitlement at time of transfer	ACC																										
change of contract																											
date when individuals become NHS employees/ cease to be ACC employees	Both																										

Transfer Date 1st April 2024