

# Converting from Casual Employment: *Key Changes and Criteria*

Casual employees who have worked for their employer for 12 months need to be offered the option to convert to full-time or part-time (permanent) employment by their employer. This is known as 'Casual Conversion'.

Small business employers are not required to offer casual conversion. See below for specific information.

## Eligibility Criteria for Casual Conversion

1. You have been employed by your employer for 12 months; and
2. You have worked a regular pattern of hours on an ongoing basis for at least the last 6 months; and
3. You could continue working these hours as a full-time or part-time employee without significant changes.

## By 27 September, employers (other than small business employers) need to:



Assess whether any existing casual employees (employed before 27 March 2021), are eligible for an offer to convert to permanent employment; **and**



Make a written offer to convert their casual employees to permanent employment (this must be done within 21 days after making the assessment); **or**



Write to employees explaining why they won't be made an offer (this needs to be done within 21 days of making the assessment but no later than 27 September 2021). There are only limited reasons which can be given for not making an offer.

## How to Accept an Offer to Convert to Permanent Employment



You need to respond in writing within 21 days of getting the offer. If you don't respond, your employer can assume that you have declined their offer.

## Small Business Employers and Casual Conversion



- A small business employer is an employer who has fewer than 15 employees at a particular time.
- Small business employers do not have to make an offer to convert casual employees.
- However, an eligible casual employee can request to convert to permanent employment at any time on or after their 12-month work anniversary.