

# Casual Conversion Fact Sheet

Casual conversion is the process of transitioning a casual employee to a permanent employee, providing them with job security and entitlements like sick leave and annual leave.

This process prevents employers from exploiting casual workers and avoiding providing job security.



## Fair Work Act 2009 (Cth)

The Australian Government amended the Fair Work Act 2009 (Cth) to introduce provisions related to casual conversion. Employers have an ongoing obligation to assess and make offers of casual conversion to eligible employees regularly.

## What are the benefits of Casual Conversion?

Casual conversion benefits both employees and employers by providing a stable and reliable workforce and reducing costs associated with high staff turnover.

## What are the criteria for Casual Conversion?

Casuals must meet the following criteria to be offered casual conversion:

- The employee must have worked for the same employer for at least 12 months
- The casual employee must have worked a regular pattern of hours on an ongoing basis for at least the last 6 months

The casual employee should be able to continue working these hours as a full-time or part-time employee, without significant changes.

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## What do I need to do once an Employee is determined eligible?

Once you have assessed your employees and determined who is eligible for casual conversion, as an employer, you must follow the process outlined below:

- Making a written offer: Within 21 days of the employee's 12-month anniversary, employers must make a written offer to convert the employee to permanent employment.
- Accepting the offer: To accept the offer, the casual employee must respond in writing within 21 days of receiving it.
- Declining the offer: If the employee declines the offer or has had their conversion request rejected, they cannot make another request to convert their employment for 6 months. If they make another request after 6 months, a new assessment must be conducted.
- Responding to requests: Employers must respond to an employee's request to convert or acceptance of an offer to convert to permanent employment within 21 days of receiving the request or acceptance.

## Does Casual Conversion apply to everyone?

No, Small Businesses have different obligations for Casual Conversion.

- Businesses with less than 15 employees are not required to offer Casual Conversion to their employees at the 12-month mark
- However, Employers are obliged to consider any requests for casual conversion made by employees after this period

Need help with the Casual Conversion process in  
your business? We can help.

**CONTACT US**

