

Full-time employees

A full-time employee:

- usually works, on average, 38 hours each week (see [hours of work \(www.fairwork.gov.au/employee-entitlements/hours-of-work-breaks-and-rosters/hours-of-work\)](http://www.fairwork.gov.au/employee-entitlements/hours-of-work-breaks-and-rosters/hours-of-work))
- can be a permanent employee or on a fixed-term contract
- is entitled to paid leave including [annual leave \(www.fairwork.gov.au/leave/annual-leave\)](http://www.fairwork.gov.au/leave/annual-leave) and [sick & carer's leave \(www.fairwork.gov.au/leave/sick-and-carers-leave\)](http://www.fairwork.gov.au/leave/sick-and-carers-leave)
- is usually entitled to written notice, or payment instead of notice (www.fairwork.gov.au/ending-employment/notice-and-final-pay) , if their employer terminates their employment.

Changing from full-time to part-time or casual employment

When the employer and the employee agree to change

An employee and an employer may agree to end an employee's full-time position and change to part-time or casual employment.

When changing from full-time or part-time to casual the usual rules for ending employment apply, including:

- giving or paying the employee the required notice
- paying out leave and any other entitlements owed.

When the employee doesn't agree to change

An employer may be able to change an employee's full-time employment to part-time or casual employment without agreement from the employee.

Important factors to consider are:

- Does the employment contract, [registered agreement \(www.fairwork.gov.au/Dictionary.aspx?TermID=2034\)](http://www.fairwork.gov.au/Dictionary.aspx?TermID=2034) or award let the employer change the employee's work hours without the employee agreeing?
- Does the change make a new employment contract or change an existing contract?
- What entitlements, such as annual leave or redundancy, need to be paid out?
- How much notice does the employer need to give the employee?

We're unable to provide advice about employment contracts, including changes to an employee's hours. You will need to [seek legal advice \(www.fairwork.gov.au/website-information/related-sites/related-sites\)](#) to find out more about your situation.

An employer can't change or end an employee's employment:

- for a discriminatory reason
- because the employee has exercised a workplace right
- for another reason protected by law.

Read about [Protections at work \(www.fairwork.gov.au/employee-entitlements/protections-at-work/default\)](http://www.fairwork.gov.au/employee-entitlements/protections-at-work/default) to find more.

Think a mistake might have been made?


Mistakes can happen. The best way to fix them usually starts with talking.

Check out our [Fixing a workplace problem \(www.fairwork.gov.au/workplace-problems/fixing-a-workplace-problem/default\)](http://www.fairwork.gov.au/workplace-problems/fixing-a-workplace-problem/default) section for practical advice on:

- figuring out if a mistake has been made
- talking to your employer or employee about fixing it
- getting help from us if you can't resolve it.

What to do next:

- Find pay rates using our [Pay Calculator \(http://calculate.fairwork.gov.au/findYourAward\)](http://calculate.fairwork.gov.au/findYourAward)
- Check to see what award applies using [Find my award \(www.fairwork.gov.au/awards-and-agreements/awards/find-my-award/\)](http://www.fairwork.gov.au/awards-and-agreements/awards/find-my-award/)

- Find a registered agreement on the [Fair Work Commission website](http://www.fwc.gov.au/index.cfm?pagename=agreementsfind)  (<http://www.fwc.gov.au/index.cfm?pagename=agreementsfind>)

Help for small business

Find tools, resources and information you might need in our [Small business showcase](http://www.fairwork.gov.au/small-business-showcase/default) (www.fairwork.gov.au/small-business-showcase/default) .

You might also be interested in:

- [Paying wages](http://www.fairwork.gov.au/Pay/paying-wages) (www.fairwork.gov.au/Pay/paying-wages)
- [Penalty rates and allowances](http://www.fairwork.gov.au/pay/penalty-rates-and-allowances) (www.fairwork.gov.au/pay/penalty-rates-and-allowances)
- [Payslips and record keeping](http://www.fairwork.gov.au/Pay/pay-slips-and-record-keeping/default) (www.fairwork.gov.au/Pay/pay-slips-and-record-keeping/default)
- [Tax and superannuation](http://www.fairwork.gov.au/Pay/tax-and-superannuation) (www.fairwork.gov.au/Pay/tax-and-superannuation)
- [Agreements](http://www.fairwork.gov.au/awards-and-agreements/agreements) (www.fairwork.gov.au/awards-and-agreements/agreements)

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Contact us

Fair Work Online: www.fairwork.gov.au

Fair Work Infoline: 13 13 94

Need language help?

Contact the Translating and Interpreting Service (TIS) on 13 14 50

Hearing & speech assistance

Call through the National Relay Service (NRS):

For TTY: 13 36 77. Ask for the Fair Work Infoline 13 13 94

Speak & Listen: 1300 555 727. Ask for the Fair Work Infoline 13 13 94

The Fair Work Ombudsman is committed to providing advice that you can rely on. The information contained on this website is general in nature. If you are unsure about how it applies to your situation you can call our Infoline on 13 13 94 or speak with a union, industry association or workplace relations professional. Visitors are warned that this site may inadvertently contain names or pictures of Aboriginal and Torres Strait Islander people who have recently died.