

## Casual, part-time & full-time

An employee, including a shiftworker, can be hired as:

- [full-time \(www.fairwork.gov.au/employee-entitlements/types-of-employees/casual-part-time-and-full-time/full-time-employees\)](http://www.fairwork.gov.au/employee-entitlements/types-of-employees/casual-part-time-and-full-time/full-time-employees)
- [part-time \(www.fairwork.gov.au/employee-entitlements/types-of-employees/casual-part-time-and-full-time/part-time-employees\)](http://www.fairwork.gov.au/employee-entitlements/types-of-employees/casual-part-time-and-full-time/part-time-employees) , or
- [casual \(www.fairwork.gov.au/employee-entitlements/types-of-employees/casual-part-time-and-full-time/casual-employees\)](http://www.fairwork.gov.au/employee-entitlements/types-of-employees/casual-part-time-and-full-time/casual-employees) .

It is important to know the type of employment because pay rates, leave and other entitlements are different.

### Fixed term contract employees

Fixed term contract employees are employed for a specific period of time or task. For example a 6 month contract where employment ends after 6 months.

Fixed term employees are different to permanent employees who are employed on an ongoing basis until the employer or employee ends the employment relationship.

Fixed term contract employees are usually full-time or part-time employees.

Full-time or part-time fixed term employees are generally entitled to the same wages, penalties and leave as permanent employees. An award or registered agreement may provide extra terms and conditions for a fixed term employee.

#### Best practice tip

Make sure new employees know their:

- employment status
  - full-time, part-time or casual
  - permanent or fixed term contract
- classification level
- hours of work
- pay rate.

This information is included in our letter of engagement templates:

- [Letter of engagement – full-time and part-time employees \(DOC 78KB\) \(www.fairwork.gov.au/ArticleDocuments/766/Letter-of-engagement-full-time-and-part-time-employees.doc.aspx\)](http://www.fairwork.gov.au/ArticleDocuments/766/Letter-of-engagement-full-time-and-part-time-employees.doc.aspx)
- [Letter of engagement – casual employee \(DOC 75KB\) \(www.fairwork.gov.au/ArticleDocuments/766/Letter-of-engagement-casual-employee.doc.aspx\)](http://www.fairwork.gov.au/ArticleDocuments/766/Letter-of-engagement-casual-employee.doc.aspx)

Take our [Hiring employees short online course \(www.fairwork.gov.au/how-we-will-help/online-training/online-learning-centre/hiring-employees\)](http://www.fairwork.gov.au/how-we-will-help/online-training/online-learning-centre/hiring-employees) and download free hiring resources.

### Think a mistake might have been made?

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

Check out our [Help resolving workplace issues \(www.fairwork.gov.au/how-we-will-help/how-we-help-you/help-resolving-workplace-issues/default\)](http://www.fairwork.gov.au/how-we-will-help/how-we-help-you/help-resolving-workplace-issues/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.

## Help for small business

- Find tools, resources and information you might need on our [Small business page \(www.fairwork.gov.au/Find-help-for/Small-business/default\)](http://www.fairwork.gov.au/Find-help-for/Small-business/default) .

## You might also be interested in

- Overview of [Part-time employees \(www.fairwork.gov.au/Employee-entitlements/Types-of-employees/casual-part-time-and-full-time/part-time-employees\)](http://www.fairwork.gov.au/Employee-entitlements/Types-of-employees/casual-part-time-and-full-time/part-time-employees)
- Overview of [Casual employees \(www.fairwork.gov.au/Employee-entitlements/Types-of-employees/casual-part-time-and-full-time/casual-employees\)](http://www.fairwork.gov.au/Employee-entitlements/Types-of-employees/casual-part-time-and-full-time/casual-employees)
- Information about [Shiftworkers \(www.fairwork.gov.au/employee-entitlements/types-of-employees/shiftworkers\)](http://www.fairwork.gov.au/employee-entitlements/types-of-employees/shiftworkers)
- Information about [Daily hire and weekly hire \(www.fairwork.gov.au/employee-entitlements/types-of-employees/daily-hire-and-weekly-hire\)](http://www.fairwork.gov.au/employee-entitlements/types-of-employees/daily-hire-and-weekly-hire) employees
- Information about [Probation \(www.fairwork.gov.au/Employee-entitlements/Types-of-employees/probation\)](http://www.fairwork.gov.au/Employee-entitlements/Types-of-employees/probation) periods

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## Contact us

Fair Work Online: [www.fairwork.gov.au](http://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.