

Requesting casual conversion – checklist and template letter

! IMPORTANT

The rules about becoming a permanent employee changed on 26 August 2024.

This template is only for casual employees employed by a small business (with less than 15 employees) immediately before 26 August 2024 who want to make a request to become a permanent employee under the casual conversion pathway before 26 August 2025.

From 26 August 2025, eligible casual employees employed by a small business can notify their employer of their intention to become permanent under the new employee choice pathway instead.

For more information on becoming a permanent employee, visit fairwork.gov.au/employeechoice

How to use this template

- Use the [checklist](#) to confirm if you're eligible to request to become a permanent employee under the casual conversion pathway.
- If you are eligible, use the [template letter](#) to make a request for casual conversion in writing to your employer.

Make sure you're using the latest version of this template by downloading the most up-to-date version from fairwork.gov.au/casual-conversion

What is casual conversion?

Casual conversion was the previous pathway to permanent employment under the [National Employment Standards](#) (NES). While the rules about becoming a permanent employee have changed, eligible casual employees of small business employers can still make a request to become a permanent employee under the casual conversion pathway until 26 August 2025.

For more information on becoming a permanent employee, visit fairwork.gov.au/employeechoice



Important

This checklist and template provide general information for casual employees who want to change to permanent employment. Language and concepts have been simplified for education purposes. It is your responsibility to confirm that you are eligible for this entitlement and ensure the information you include in the template is accurate for your personal circumstances.

This resource was last updated in May 2025.

Rules about casual conversion

This resource is for the previous casual conversion pathway under the NES. Your award or agreement may have different rules about becoming a permanent employee that supplement the NES or are more beneficial for employees. Your award or agreement can't provide for conditions that are less beneficial than the NES.

Check if an award or agreement applies

You should also check if an award or enterprise agreement applies to your workplace and whether it has rules about changing to permanent employment that are more beneficial than the NES. If there is an award or enterprise agreement, those additional rules may apply. Find your award at fairwork.gov.au/awards or find your enterprise agreement at fairwork.gov.au/finding-an-agreement

Need more details about casual conversion or need help?

- For more information about **casual employment** and **casual conversion** visit fairwork.gov.au/casual and fairwork.gov.au/casual-conversion
- Complete our short online course about **having difficult conversations in the workplace** at fairwork.gov.au/learning

Check out our other resources



- Explore interactive template tools, downloadable templates and letters to help you manage a wide range of workplace obligations at fairwork.gov.au/templates
- Complete our free online courses to develop skills and strategies to help you at work at fairwork.gov.au/learning

Checklist: Confirm you are eligible to request casual conversion

Before you fill out the template, use this checklist to see if you're eligible to request casual conversion. You need to tick all of the boxes to be eligible.

Tick each item that applies.

☐ **1 – You are making this request by 26 August 2025**

Casual conversion requests will no longer be available after this date.

☐ **2 – You are employed by a small business (with less than 15 employees)**

☐ **3 – You are employed as a casual and:**

- were employed by your employer immediately before 26 August 2024, and
- have been working for your employer for at least 12 months.

☐ **4 – You've worked a regular pattern of hours on an ongoing basis for at least the last 6 months**

If you're not sure if you've worked a regular pattern of hours, visit our Offers and requests for casual conversion page at fairwork.gov.au/casual-conversion

☐ **5 – You could continue that regular pattern of hours as a permanent employee without significant changes**

Significant changes could include that your hours of work would need to be significantly increased or decreased for you to become a permanent employee (for example to meet applicable award requirements).

You can find more about awards and agreements at fairwork.gov.au/awards and at fairwork.gov.au/agreements

An employer can't reduce or change an employee's hours of work, or terminate their employment, to avoid having to grant a request for casual conversion.

For example, an employer can't deliberately change their employee's roster so that they don't meet the eligibility requirements.

☐ **6 – In the last 6 months, you haven't:**

- refused an offer of casual conversion
- been given a written notice from your employer that you aren't being offered casual conversion due to reasonable grounds, or
- made a request for casual conversion that was refused by your employer on reasonable grounds.

If you're not sure what counts as reasonable grounds visit our Offers and requests for casual conversion page at fairwork.gov.au/casual-conversion

Did you tick all the boxes?

- ✓ **Yes** – if you **ticked all the boxes** in the checklist above, you **are eligible to request** casual conversion.

You must make the request in writing. Use the below [template letter](#) to help you make it.

Your employer must respond to your request in writing within 21 days – there are rules about how they need to respond and whether they need to meet with you to discuss. Read about these rules at fairwork.gov.au/casual-conversion

- ✗ **No** – if you **did not tick** one or more of the boxes in the checklist above, you are **not eligible** to request casual conversion. From 26 August 2025, you may be eligible to become a permanent employee under the employee choice pathway under the NES. For more information, visit fairwork.gov.au/employeechoice



Instructions for completing this notification template

This notification template has been colour-coded to help you to complete it.

Replace the **<red writing inside the angle brackets>** with the information relevant to your circumstances. When you're done you need to remove the brackets and change the text to black.

Instructions are included to help you. They are written in **[purple writing inside square brackets]**. You need to delete these instructions when you are finished.

When completing the notification template, you should copy and paste the text into a new Word document or email. **Do not include the Fair Work Ombudsman letterhead.**

Please keep a copy of the notification for your records.

Template letter: Requesting casual conversion

[Copy and paste all text below the dotted line into a new blank Word document, or into an email. To make sure you are using this template correctly, follow all the steps in the checklist]

<Date notification is sent>

Private and confidential

<Employer's full name>

<Employer's residential/postal/email address>

Dear <manager/employer name>

Request for casual conversion

I would like to request that I am converted from a casual employee to a <part-time or full-time> permanent employee.

[Explanatory information – please delete once you have finished the letter]

Whether you request full-time or part-time employment will depend on the regular hours you have been working prior to the request. If you were regularly working full-time hours (usually 38 hours per week), you can request conversion to full-time employment. If you were regularly working part-time hours (usually less than 38 hours per week), you should request conversion to part-time employment. Find out how many hours are full-time or part-time in your workplace by checking the relevant award or agreement (if one applies to you). If there is no award or agreement that applies, then check the hours worked by other full-time or part-time employees who work in the same or a similar position as you.

Based on the requirements for requesting casual conversion under the National Employment Standards, I believe I am eligible for casual conversion because I meet all the following criteria:

- I started working for you before 26 August 2024, and have now worked for the business for over 12 months
- I have worked regular hours on an ongoing basis for the last 6 months
- I believe I could continue working these hours as a permanent employee without significant changes
- In the last 6 months, I haven't:
 - refused an offer of casual conversion
 - been told in writing that I am not being offered casual conversion due to reasonable grounds, or
 - made a request for casual conversion that was refused on reasonable grounds

What you need to do now

The Fair Work Act 2009 requires you to consult with me about this request and to respond to my request in writing within **21 days**. The Fair Work Ombudsman has provided guidance and created a template that you can use to help you do this at fairwork.gov.au/casual-conversion

More information about casual conversion laws

The rules about becoming a permanent employee changed in August 2024, however eligible casual employees of small business employers can still make a request to become a casual employee under the previous casual conversion pathway under the National Employment Standards until 26 August 2025.

I obtained this information from the Fair Work Ombudsman website at fairwork.gov.au/casual-conversion

Thank you for your time in considering my casual conversion request. I look forward to hearing from you.

Yours sincerely

<Your name>