

Requesting casual conversion – checklist and template letter

Who can use this template

Casual employees can use this template to request **casual conversion**.

How to use this template

First, use the checklist to check if you're entitled to request casual conversion.

Then 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/casualconversion

What is casual conversion?

Casual conversion is a right under the [National Employment Standards](#) (NES) for **casual employees** to become a permanent employee (full-time or part-time) if they want to. Casual employees have this right if:

- they've completed at least 12 months of work with their employer and meet certain criteria, and
- their employer does not have reasonable grounds to **not** convert them.



IMPORTANT

Rules about casual conversion

This resource is for the **casual conversion** entitlement under the [NES](#). Your award or agreement may have different rules about casual conversion that supplement the NES or are more beneficial for employees. Your award or agreement can't provide for casual conversion conditions that are less than the NES.

Check if an award or agreement applies

Before using this resource, check if an [award](#) or [agreement](#) applies to your workplace. If it does, check if it has terms about casual conversion that are more beneficial for employees than the NES. If so, those rules apply. Visit fairwork.gov.au/awards and fairwork.gov.au/agreements to find out more.

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/casualconversion
- Complete our short online course about having [difficult conversations in the workplace](#) at fairwork.gov.au/learning
- Submit an enquiry online through [My account](#) at fairwork.gov.au/register

Check out our other resources



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

The Fair Work Ombudsman is committed to providing you with advice that you can rely on.

The information contained in this template 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 a workplace relations professional.

Checklist: Requesting casual conversion

Use this checklist to see if you're entitled to request casual conversion. You need to tick all of the boxes to be eligible.

Tick each item that applies.

1 – You've been working for your employer for at least 12 months and 21 days, or 12 months if you work for a small business (fewer than 15 employees)

If you work for a business that has 15 or more employees, you need to have worked for the business for at least **12 months and 21 days** to be eligible to request casual conversion.

If you're employed by a [small business](#) (fewer than 15 employees), you meet this requirement once you've reached your 12-month work anniversary.

2 – 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 [Becoming a permanent employee](#) at fairwork.gov.au/casualconversion

3 – 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



IMPORTANT

An employer can't reduce or change an employee's hours of work, or terminate their employment, to avoid having to offer or 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.

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

- refused an offer of casual conversion
- been told you aren't being offered casual conversion due to reasonable grounds, or
- made a request for casual conversion that was refused on reasonable grounds.

Not sure what counts as reasonable business grounds? For more information, visit [Becoming a permanent employee](#) at fairwork.gov.au/casualconversion

Did you tick all the boxes?

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

You must make the request in writing. Use the below [TEMPLATE LETTER – requesting casual conversion](#) to help you make it.

Your employer must respond to your request 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/casualconversion

- ✗ **No** – if you **did not tick** one or more of the above boxes **are not eligible** to request casual conversion now. You may become entitled to request casual conversion in the future if you meet the eligibility criteria.

Find out more about [casual conversion](#) at fairwork.gov.au/casualconversion



IMPORTANT

These templates have been colour coded to assist you to complete them accurately. You simply need to replace the **red < > writing** with what applies to your situation.

Example information is shown in **purple writing** to assist you and should be deleted once you have finished.

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TEMPLATE LETTER – Requesting casual conversion

<Date>

Private and confidential

<Manager's name>

<Business name>

<Business residential/postal/email address>

Request for casual conversion

Dear <manager/ employer name>

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 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 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/casualconversion

For more information about responding to my request, see [Becoming a permanent employee](#) at fairwork.gov.au/casualconversion

More information about casual conversion laws

I obtained this information from the [Fair Work Ombudsman website](https://www.fairwork.gov.au/casualconversion) at [fairwork.gov.au/casualconversion](https://www.fairwork.gov.au/casualconversion)

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

Yours sincerely

<Your name>

PLEASE KEEP A COPY OF THIS LETTER FOR YOUR RECORD

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