



Casual Conversion Letter Policy

This Casual Conversion Letter Policy applies to all Employees of the business.

The objective of the policy is to ensure that eligible casual employees have the opportunity to request a conversion to full-time or part-time employment.

The requirement is for all staff to comply with the Casual Conversion Letter Policy.

Procedures (not required)

Purpose

The purpose of this policy is to ensure that eligible casual employees at Sydney Drafting Concepts and Designs have the opportunity to request a conversion to full-time or part-time employment status while maintaining the flexibility and work-life balance that casual employment offers. This policy complies with the *Fair Work Act 2009* and Australian workplace regulations.

Objective

The objective of this policy is:

- To provide a clear and fair process for eligible casual employees to request a conversion to full-time or part-time employment.
- To ensure that casual employees are aware of their rights and obligations regarding casual conversion requests.
- To maintain compliance with relevant Australian workplace laws and regulations.

Policy Requirements

To be eligible for casual conversion, an employee must meet the following requirements:

- The employee must have been employed on a regular and systematic basis for a minimum period of 12 months.
- The employee must have a consistent pattern of work over the past 12 months that could be continued as a full-time or part-time employment arrangement without significant adjustment.
- The employee must not be a seasonal or project-based casual employee, or subject to a written agreement specifying a limited engagement period.

Procedure:

Eligible casual employees may submit a written request for casual conversion to their manager or HR department. The request should include the desired full-time or part-time employment status and the preferred work pattern.

The manager or HR department will review the request, considering the employee's eligibility, operational requirements, and any potential impact on the business.

The company will provide a written response to the employee within 21 days of receiving the request. If the request is approved, the response will include the new employment terms and commencement date. If the request is declined, the response will include the reasons for the decision.

The Director is responsible for communicating the Casual Conversion Letter Policy to all persons working for or on behalf of the organisation and making it available to interested parties.



[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Job Title]

Sydney Drafting Concepts and Designs

[Company Address]

[City, State, Postcode]

Subject: Casual Conversion Policy

Dear [Employee's Name],

We hope this letter finds you well. We are writing to inform you about our new Casual Conversion Policy that has been implemented at Sydney Drafting Concepts and Designs. The purpose of this policy is to provide a clear and fair process for casual employees to request and potentially convert to a full-time or part-time employment status.

Please note that the conversion to full-time or part-time employment will result in changes to your employment terms, including your pay rate, leave entitlements, and other benefits. We encourage you to discuss these changes with your manager or HR department before submitting a conversion request.

We appreciate your dedication and hard work at Sydney Drafting Concepts and Designs and are committed to supporting your career development. If you have any questions about this policy or your eligibility for casual conversion, please do not hesitate to contact your manager or the HR department.

Warm regards,

[Your Name]

[Your Job Title]

Sydney Drafting Concepts and Designs