# Notification of Modern Award Clause – Casual Conversion to Permanent Employment

This template serves as a general letter to notify an employee of their right to elect to convert to permanent part-time or full-time employment, under a modern award. The obligation to notify employees of this right is only present in selected modern awards. If you require advice as to whether this obligation applies to your employees, please contact the Workplace Relations Advice Line on **(03) 8662 5222.**

The following letter template should be used as a guide only. Any wording changes, other than those to insert a business name, may change the context, meaning or purpose of the policy. We recommend you receive advice from the Victorian Chamber of Commerce and Industry prior to making such changes.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

Disclaimer

The information contained in this document has been prepared by the Victorian Chamber of Commerce and Industry in this format for the convenience and benefit of its members and is provided as a source of information only. The Victorian Chamber does not accept responsibility for the accuracy of the information or its relevance or applicability in particular circumstances. The information does not constitute, and should not be relied on, as legal or other professional advice about the content and does not reflect the opinion of the Victorian Chamber, its employees or agents. The Victorian Chamber and its employees, officers, authors or agents expressly disclaim all and any liability to any person, whether a member of the Victorian Chamber or not, in respect of any action or decision to act or not act which is taken in reliance, whether partially or wholly, on the information in this communication. Without limiting the generality of this disclaimer, no responsibility or liability is accepted for any losses incurred in contract, tort, negligence, or any other cause of action, or for any consequential or other forms of loss. If you are uncertain about the application of this information in your own circumstances you should obtain specific advice

# Offer of Casual Position

**[INSERT DATE]**

**PRIVATE AND CONFIDENTIAL**

**[NAME]**

**[STREET ADDRESS]**

**[SUBURB] [STATE] [POSTCODE]**

Dear **[NAME]**

**Re: Notification of right to elect to convert from casual to full-time or part-time employment**

This letter is to confirm you have been engaged by **[INSERT COMPANY NAME]** as a regular and systematic casual employee for a period of **[INSERT MONTHS AS PER RELEVANT MODERN AWARD]**. Under **[INSERT RELEVANT MODERN AWARD]**, **[INSERT COMPANY NAME]** has an obligation to notify you of the provisions of clause **[INSERT RELEVANT CLAUSE NUMBER]**: casual conversion to full-time or part- time employment, which is outlined below:

**[INSERT CASUAL CONVERSION CLAUSE IN FULL FROM RELEVANT MODERN AWARD]**

Should you wish to elect to convert your contract of employment to full-time or part time employment, you will need to do so by giving four weeks’ notice in writing to **[INSERT COMPANY NAME]**. Failure to elect in writing will be deemed electing against such conversion if not received four weeks from the date listed on this letter, namely **[INSERT RELEVANT DATE]**. Please note, **[INSERT COMPANY NAME]** reserves the right to reject any election to convert to full-time or part-time employment on reasonable business grounds.

Yours sincerely,

**[MANAGERS NAME]**

**[MANAGERS TITLE]**