

6/1/2020

HR Focus

Dear [Employee Salutation]

Your Casual Employment

Please contact the writer if you have any questions or if you wish to discuss these matters further.

Yours faithfully

Human Resources Focus
Owner
Director

Document Title: Casual Conversion Letter			Authorised by: Belinda McLean	
Document #: PER001	Version #: 1	Issue Date: 6/1/2020	Revision Date: 6/1/2021	Page 1 of 2

Casual Conversion Election Form

I, _____, acknowledge that I:
Employee Name

- (a) have received a letter from Human Resources Focus on 29/08/2019 in relation to the opportunity for me to elect to have my regular and systematic casual employment converted to part-time permanent employment;
- (b) have had the opportunity to seek any necessary advice in relation to this matter;
- (c) understand that if I elect to remain a casual employee, I will not be entitled to the benefits associated with permanent employment, including paid annual leave and personal leave; and
- (d) make the following election in relation to my employment without coercion or duress.

I wish to have my employment converted to part-time permanent employment

I wish to remain a casual employee

Employee Signature: _____

Employee Name: _____

Date: _____