**AFEI Member Letter Template:
Casual Conversion: Employer Decides Not to Make Offer (s66C)**

**THIS DOCUMENT IS ONLY A GUIDE**

AFEI recommends members consider their specific requirements when adopting a template document or policy to ensure the document meets the particular needs of your organisation.

For assistance, please call the AFEI Hotline on 02 9264 2000.

**How to use this document:**

1: Check with the AFEI Hotline as to its suitability for your needs.

2: Edit to meet your requirements by:

* **Add** relevant information in the [yellow highlighted] sections.
* **Delete** comments in the *[blue highlighted]* areas.

*[Place on Organisation Letterhead]*

[Insert date]

[Insert name]

[Insert address]

Dear [Insert name],

**Re: Decision Not to Make Offer of Casual Conversion**

As you have worked casual engagements with us for 12 months, we recently conducted a review on your work pattern over the last 6 months to determine if we will make you an offer of full time or part time employment.

*Note: this notice must be given to the casual employee within 21 days after the end of the 12 months of employment.*

We have decided that we will not make an offer of casual conversion because:

During the last 6 months, you have not worked a regular pattern of hours, on an ongoing basis, which without significant adjustment can be performed on a permanent basis as a full-time or part-time employee.

**OR;**

Reasonable grounds exist for not making a casual conversion offer. These are:

* [insert details of the reason for not making the offer, including the reasonable ground relied upon]

*Note: the reasonable ground for deciding not to make the offer must be based upon facts that are known, or reasonably foreseeable, at the time of making the decision not to make the offer.*

*Examples of reasonable grounds include:*

* *the employee’s position will cease to exist in the period of 12 months after the time of deciding not to make the offer;*
* *the hours of work which the employee is required to perform will be significantly reduced in that period;*
* *there will be a significant change in either or both of the following in that period:*

 *\* the days on which the employee’s hours of work are required to be performed;*

 *\* the times at which the employee’s hours of work are required to be performed;*

 *which cannot be accommodated within the days or times the employee is available to work during that period;*

* *making the offer would not comply with a recruitment or selection process required by or under a law of the Commonwealth or a State or a Territory.*

If you have any questions, please contact [insert contact details].

Yours sincerely,

[Insert name]

[Insert title]