

FACT SHEET

- Ensure casual employees are given contracts of employment that reflect the new casual employment definition.
- Review current contracts against the new provisions that define a casual employee to determine any risks arising from those contracts.
- Develop internal processes to ensure compliance with new casual conversion provisions (e.g. setting reminders when coming up to employees' 12 month anniversaries, establishing tests you will be using to check patterns of work).
- Ensure that all new casual employees from 27 March 2021 onwards are provided with the new [Casual Employment Information Statement](#) before commencement of employment or as soon as practicable after the first engagement.
- Ensure that all current existing casual employees are provided with the [Casual Employment Information Statement](#) as soon as practicable after 27 September 2021 (Small businesses are required to provide the Statement to existing casual employees as soon as practicable).

