



## FORMS OF EMPLOYMENT: FULL TIME, PART TIME & CASUAL

Whether or not you hire a new employee as a permanent worker or a casual worker is of course your choice, however there are guidelines that apply. These guidelines affect the terms and conditions of employment and you should be well aware of, and understand, these employment arrangements and their ramifications to your business.



Are your employees *Permanent* or *Casual* employees?

### **A Casual employee is one who:**

- is usually employed on an hourly hire basis either daily or weekly
- is generally employed for *irregular and unpredictable* periods of employment
- has no expectation of nor is given a guarantee of ongoing work
- provides no guarantee they will always be available for work
- must be notified by the employer immediately that their engagement is as a casual employee
- can only work as a casual for a limited duration
- is not entitled to paid annual, sick or carer's leave or any paid public holidays
- are eligible for long service leave, dependent on required qualifying employment period; and
- may be eligible for parental leave, again dependent on specific circumstances

### **A Full time permanent employee is one who:**

- works 38 hours per week on a regular and ongoing basis
- is eligible for paid annual, bereavement/compassionate, parental, sick and carer's leave, and public holidays.

### **A Part time permanent employee is one who:**

- works on a regular and ongoing basis
- works less hours than a full time employee
- is eligible for paid annual, bereavement/compassionate, parental, sick and carer's leave, and public holidays on a pro-rata basis (calculated on the number of hours worked)
- usually works specific hours on regularly appointed days.

**Important Disclaimer:** While Workwise endeavours to provide accurate information this document only provides a summary of the subject matter covered. This summary should not be relied upon as a substitute for professional advice. No one should act on the basis of any matter covered in this summary without first obtaining specific professional advice.

*It is recommended that members contact the Workwise office for advice should there be any queries on employee classifications and how they apply.*

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