

Casual Employment Information Statement

Under recent changes to the Fair Work Act, [small business employers \(www.fairwork.gov.au/Dictionary.aspx?TermID=2157\)](http://www.fairwork.gov.au/Dictionary.aspx?TermID=2157) need to give their existing casual employees (employed before 27 March 2021) a copy of the Casual Employment Information Statement (CEIS) as soon as possible after 27 March 2021.

All other employers have to give their existing casual employees (employed before 27 March 2021) a copy of the CEIS as soon as possible after 27 September 2021.

Read our summary of the changes: [Changes to casual employment – industrial relations reforms \(www.fairwork.gov.au/about-us/news-and-media-releases/website-news/reforms\)](http://www.fairwork.gov.au/about-us/news-and-media-releases/website-news/reforms) .

Employers have to give every new casual employee a Casual Employment Information Statement (the CEIS) before, or as soon as possible after, they start their new job.

Employers aren't required to give casual employees the CEIS more than once in any 12 month period (for example, if an employer employs a casual employee temporarily at different stages in a 12 month period, they only need to give them the CEIS once).

Download the [Casual Employment Information Statement \(PDF 178.1KB\) \(www.fairwork.gov.au/ArticleDocuments/724/casual-employment-information-statement.pdf.aspx\)](http://www.fairwork.gov.au/ArticleDocuments/724/casual-employment-information-statement.pdf.aspx) (DOCX 50.1KB) (www.fairwork.gov.au/ArticleDocuments/724/casual-employment-information-statement.docx.aspx) .

The CEIS has information about:

- the definition of a casual employee
- when an employer has to offer casual conversion
- when an employer doesn't have to offer casual conversion
- when a casual employee can request casual conversion
- casual conversion entitlements of casual employees employed by small business employers
- the role of the Fair Work Commission to deal with disputes about casual conversion.

Providing the CEIS

Employers can give casual employees the CEIS:

- in person
- by mail
- if the employee agrees, by emailing a copy of the CEIS or a link to the CEIS on our website.

More information

For more information about casual employment see:

- [Casual employees \(www.fairwork.gov.au/employee-entitlements/types-of-employees/casual-part-time-and-full-time/casual-employees/casual-employees\)](http://www.fairwork.gov.au/employee-entitlements/types-of-employees/casual-part-time-and-full-time/casual-employees/casual-employees)
- [Becoming a permanent employee \(www.fairwork.gov.au/employee-entitlements/types-of-employees/casual-part-time-and-full-time/casual-employees/becoming-a-permanent-employee\)](http://www.fairwork.gov.au/employee-entitlements/types-of-employees/casual-part-time-and-full-time/casual-employees/becoming-a-permanent-employee) .

Contact us

Fair Work Online: www.fairwork.gov.au

Fair Work Infoline: 13 13 94

Need language help?

Contact the Translating and Interpreting Service (TIS) on 13 14 50

Hearing & speech assistance

Call through the National Relay Service (NRS):

For TTY: 13 36 77. Ask for the Fair Work Infoline 13 13 94

Speak & Listen: 1300 555 727. Ask for the Fair Work Infoline 13 13 94

The Fair Work Ombudsman is committed to providing advice that you can rely on. The information contained on this website is general in nature. If you are unsure about how it applies to your situation you can call our Infoline on 13 13 94 or speak with a union, industry association or workplace relations professional. Visitors are warned that this site may inadvertently contain names or pictures of Aboriginal and Torres Strait Islander people who have recently died.