

TEMPLATE LETTER – Casual Employment

This letter is to serve as an acknowledgment that you are employed by (Name of Employer) as a casual bus driver employee.

Your employment will commence from (date of commencement of employment)

Your job description will be:

Casual school bus driver/ Casual coach and charter driver/ Casual bus driver (Choose the best description)

You are deemed a casual employee because we do not give to you a “firm advance commitment to continuing and indefinite work.”

You will be entitled, as a casual employee, to a loading on your hourly rate which is paid in lieu of paid leave entitlements or notice periods otherwise applicable for permanent or part-time employees.

Your hourly rate of pay will be: \$

The terms and condition of your employment are determined by:

- 1. The National Employment Standards**
- 2. The Passenger Vehicle Transportation Award 2020 or (Name of Enterprise Agreement)**

Please find attached to this letter a **Fair Work Information Statement**.

Please note that we do not guarantee the availability of future work and you will have the opportunity to accept or otherwise reject any offer of work.

Similarly, no hours of work will extend to 38 hours or more and work will not be available over a full 52 weeks of the year.

Casual Conversion

Please also be aware that should your employment with us change from that which we have outlined above after a period of 6 months (Note: 12 Months for a small business with less than 15 employees) from the commencement of your employment, you can choose to notify us with a request to convert your employment to permanent part or full time employment.

If we are able, on fair and reasonable operational grounds, to convert your employment to a more permanent position. we will work with you to do just that.

Be mindful however that in some circumstances we are unable to change or guarantee your hours of work over 52 weeks a year.

Attached is a **Casual Employment Information Statement** which sets out the requirements to convert your employment.

Please sign this letter to acknowledge that we have discussed the nature of your employment and your understanding of the matters set out in this letter.

Yours faithfully

(Name of Manager)

I, (Name of Employee) hereby acknowledge that I have read and have had the terms of my employment, as set out in this letter, explained to me and that I acknowledge my understanding and acceptance of the terms.

Signed: (Signature and name of Employee)

Dated:

