



FACT SHEET

PROVIDING A CASUAL EMPLOYMENT INFORMATION STATEMENT

August 2021

On 27 March 2021, changes were made to the Fair Work Act 2009 (FW Act) relating to casual employment, these changes involve a requirement for employers to provide a Casual Employment Information Statement (CEIS) to casual employees. This will impact your business if you employ a casual employee.

The Casual Employment Information Sheet (CEIS)

Employers are now required to give every new casual employee the CEIS before, or as soon as possible after, they start their new job.

If you run a small business (one with less than 15 employees) you should immediately provide your casual employees with CEIS. You can access the CEIS [by clicking this link](#).

If you run or manage a business with more than 15 employees, you should provide your casual employees with a copy of the CEIS as soon as possible and no later than 27 September 2021.

Employers are not 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).

For full information on the changes, visit [Changes to casual employment – industrial relations reforms](#).

In summary the changes include:

- the introduction of a [Casual Employment Information Statement](#)
- a new definition of casual employment in the FW Act.
- new minimum entitlements under the [National Employment Standards \(NES\)](#) for casual employees to be offered (or to make a request) to become a permanent full-time or part-time employee in some circumstances. (for full details click the following link; [Becoming a permanent employee](#)).

The CEIS was first published on 29 March 2021 and was last updated on 9 August 2021. You can access a copy of the latest CEIS [by clicking this link](#).

Master Builders Association of NSW - Sydney

Street Address
52 Parramatta Road
Forest Lodge NSW 2037

Postal Address
Private Bag 9
Broadway NSW 2007

T: 02 8586 3555
F: 02 9660 3700

enquiries@mbansw.asn.au
www.mbansw.asn.au

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
- by email
- by emailing a copy of the following link <https://www.fairwork.gov.au/employee-entitlements/national-employment-standards/casual-employment-information-statement>
- by emailing a link to a copy of the CEIS available on the employer's intranet
- by fax
- by another method.

Employers need to give casual employees the version of the CEIS that is current at the time they have to issue the CEIS. MBA NSW will advise members when the CEIS is updated.

Changes to the Awards

The Awards also deal with casual employment and include a process for casuals to convert to permanent employment in some circumstances. The Fair Work Commission is currently reviewing how award terms interact with the new definition of casual employment and the new rights under the NES about casual conversion to permanent employment.

The Commission must complete its review by 27 September 2021. The review may result in changes to awards. For more information go to the Fair Work Commission's page on the [Casual terms award review 2021](#) .

MBA NSW will update Members with any changes to relevant Awards as they happen.

Further information

The Master Builders Association has published Fact Sheets on a number of other relevant topics. For further information, please see the relevant fact sheets at www.mbansw.asn.au – login with your MBA member login – click on Industrial Relations and member downloads.

Should members have any additional enquiries regarding this Fact Sheet please do not hesitate to contact the Association's Industrial Relations Department – Sydney Office on (02) 8586 3555.

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