

Casual Conversion Policy

1. Purpose and Scope

1.1 Purpose

This policy sets out the procedure by which eligible casual employees of Altaira can notify the Company of their intention to convert to permanent (full-time or part-time) employment, as mandated by the National Employment Standards (NES) under the *Fair Work Act 2009* (Cth). The policy also outlines Altaira's obligations and the limited grounds upon which a conversion request may be refused.

1.2 Scope

This policy applies to all casual employees engaged by Altaira, all relevant Altaira management personnel (including Altaira Managers), and, where relevant, the host businesses where Altaira employees are placed.

2. Definition of Casual Employment

For the purpose of this policy and in line with the Fair Work Act, a person is a casual employee if:

1. There is **no firm advance commitment** to ongoing and indefinite work when the offer of employment is made; and
2. The employee is entitled to a **casual loading** or a specific casual pay rate under an Award, Enterprise Agreement, or contract.

3. Casual Employment Information Statement (CEIS)

As a non-small business, Altaira must provide the Casual Employment Information Statement (CEIS) to every casual employee at the following intervals:

Employee Status	Timing of CEIS Provision
New Casual Employee	Before, or as soon as practicable after, commencing employment.
Ongoing Casual Employee	After 6 months and 12 months of employment, and every subsequent 12 months of employment.

3.1 Method of Provision and Record Keeping

Altaira will provide the CEIS digitally, including via the Altaira rostering/HR application. To meet legislative requirements, the following rules apply:

1. **Active Delivery:** The CEIS must be provided by a method that ensures the employee is **actively directed** to the document at the required time (e.g., email notification, in-app push notification, or a direct link/document sent via a platform they regularly use).
2. **Mandatory Record:** Altaira must retain an auditable record of the provision for every required interval. This record must confirm the date the CEIS was provided and, where possible, include **electronic confirmation or acknowledgment of receipt** (e.g., a "read and acknowledge" log from the Altaira app or a confirmation email reply).
3. **General Availability:** While the CEIS will be made generally accessible within the Altaira app, general availability alone **does not** satisfy the mandatory provision requirements at the prescribed intervals.

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4. The Employee Choice Pathway to Conversion

4.1 Eligibility Criteria

A casual employee is eligible to provide Altaira with a written notice (Notification) of their intention to convert to permanent employment if they meet all the following criteria:

1. They have been employed by Altaira for a period of at least **6 months**.
2. They **believe they no longer meet the definition of a casual employee** (i.e., their work pattern has become regular and systematic, and they have an expectation of ongoing work).
3. They have not, in the preceding 6 months, had a previous conversion notification refused, or refused an employer offer of conversion.

4.2 The Employee Notification

The employee must provide Altaira with a formal **written Notification** stating their intention to convert to:

- **Full-Time Employment:** If their regular pattern of hours over the last six months has been equivalent to full-time hours.
- **Part-Time Employment:** If their regular pattern of hours over the last six months has been less than full-time hours, specifying the consistent number of hours they can work as a permanent employee.

5. Altaira's Response Procedure

Upon receiving a valid written Notification, Altaira's Altaira Manager must initiate the following process and provide a written response to the employee within **21 days**.

Step	Action Required by Altaira
Day 1-7: Assessment & Consultation	1. Assess Eligibility: Verify the employee meets the 6-month service requirement. 2. Consult: Consult with the employee about the Notification and the implications (e.g., loss of casual loading for permanent entitlements like paid leave). 3. Consult with Host: Consult with the Host Business to assess operational grounds (ongoing work availability, change to required hours).
Day 8-21: Decision & Communication	1. Determine Outcome: Decide whether to accept or refuse the Notification based on the criteria in Section 6. 2. Written Response: Provide a written response to the employee within 21 days of receiving the Notification.

5.1 If Conversion is Accepted

If the Notification is accepted, the written response must include:

- The new employment status (full-time or part-time).
- The new permanent hours of work.
- The date the change takes effect (which must be the first day of the employee's first full pay period starting after the written response is given, unless otherwise agreed).

5.2 If Conversion is Refused

If the Notification is refused, the written response must:

- State that the Notification is not accepted.
- Detail the specific, genuine **fair and reasonable grounds** for the refusal (refer to Section 6).

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- State the grounds are based on facts that are known or reasonably foreseeable.

6. Fair and Reasonable Operational Grounds for Refusal

Altaira may refuse a conversion Notification ONLY if one or more of the following fair and reasonable operational grounds apply:

1. **Still a Casual:** The employee still meets the definition of a casual employee (e.g., the work is genuinely irregular, intermittent, and the employee retains the right to reject work offers).
2. **Operational Impact:** Accepting the conversion would require **substantial changes** to the way work is organised within the host business or would have **significant impacts** on the operation of Altaira's business or the host business.
3. **Award/Agreement Conflict:** Substantial changes to the employee's employment conditions would be necessary for Altaira to comply with an Award or Enterprise Agreement that would apply to the employee as a permanent worker.
4. **Recruitment Conflict:** Accepting the change would mean Altaira would not comply with a recruitment or selection process required by law.

7. Dispute Resolution

If a dispute arises about the operation of this policy or a refusal to convert, the parties must first attempt to resolve the issue internally through Altaira's internal dispute resolution process. If the dispute remains unresolved, either party may escalate the matter to the **Fair Work Commission (FWC)** for resolution. The FWC has the power to arbitrate the dispute and make a binding decision, including an order to convert the employee's status.

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