



COMPLAINT FORM – LABOUR INSPECTORATE

- Holiday pay Public holidays Sick leave Deductions from my wages
 Parental leave Bereavement leave Minimum wage

Please fill in as much of this form as you can. Print clearly to enable us to understand and respond to your issue more easily.

The attached prompt list will help you to fill in the background information section.

YOUR DETAILS

Name:

Private address:

Home phone: () Work phone: () Mobile: ()

Age if under 18 years old:

YOUR EMPLOYER'S DETAILS

Name of business or person:

Name of manager:

Business address:

Home phone: () Work phone: () Mobile: ()

Type of business: (e.g. café, service station, office):

Do you know what type of business it is? Sole trader Partnership Limited liability company
 Other

EMPLOYMENT DETAILS

Start date: ___ / ___ / ___ Finish date: ___ / ___ / ___

Type of job: (e.g. chef, mechanic, lawyer):

Type of employment agreement: Written or Verbal Individual or Collective

Normal hours of work: Per day: Per week: Normal days of work:

If rostered, how does the roster operate?:

Do you sign a wage book?: Yes No What is your rate of pay?

Do you get payslips?: Yes No How are you paid? Cash Direct credit Cheque

PROMPT LIST - INFORMATION THAT WILL HELP US TO INVESTIGATE YOUR COMPLAINT

Public Holidays	
If you work set hours and days each week, include details of these.	<input type="checkbox"/>
Do you have a roster system? If so, is it a set roster, or is it organised on an 'on-call' basis?	<input type="checkbox"/>
If set, how far is it set in advance?	<input type="checkbox"/>
Did you work on the public holiday/s concerned or did you have the day/s off?	<input type="checkbox"/>
What were you paid for the public holidays?	<input type="checkbox"/>

Annual Leave	
Did your employer ever talk to you about including your holiday pay in your hourly or weekly wage?	<input type="checkbox"/>
If so, did you agree to holiday pay being included?	<input type="checkbox"/>
Do your wage slips show holiday pay included?	<input type="checkbox"/>
Has your employer given you any reason for not paying your holiday pay?	<input type="checkbox"/>
Is there any reason for a time delay in placing this complaint with the Department?	<input type="checkbox"/>

Sick Leave	
Why were you sick?	<input type="checkbox"/>
Did you provide a medical certificate to your employer, or can you provide one if you're asked to?	<input type="checkbox"/>

Bereavement Leave	
Were you related to the person who died? If not, what was your connection with them.	<input type="checkbox"/>
How many day/s bereavement leave are you claiming?	<input type="checkbox"/>
Did you have to take major responsibility for all or any of the ceremonies relating to the death?	<input type="checkbox"/>
Did you have cultural responsibilities relating to the death?	<input type="checkbox"/>

Minimum Wage	
Have you kept a diary or any evidence of the hours that you have worked? If so, can you show it to us?	<input type="checkbox"/>

Deductions	
Why was the deduction made?	<input type="checkbox"/>
Do you owe your employer any money/property/or equipment?	<input type="checkbox"/>

Please photocopy and send in with this complaint **anything** that might help this investigation – pay slips, an employment agreement, a medical certificate, or any letters between you and your employer.

