

## Paid Sick Leave Ordinance Intake Questionnaire

Thank you for contacting the City of Plainfield Health Division in regards to the Paid Sick Leave Ordinance (also known as Earned Sick Days). This form provides us with information we can use to help us serve you. Once we receive your completed questionnaire, we will review it and then contact you for more information, please leave the best contact information. Your identity will remain confidential and will not be shared with your employer unless necessary to resolve the investigation *and* with your permission.

To avoid delays in processing, please submit only one questionnaire to the Health Division (either by mail, online, fax, or in person) regarding the same matter.

Today's Date \_\_\_\_\_ Incident Date \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_

Which phone numbers should we use to contact you? (Please check your preferred number.)

Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Email address \_\_\_\_\_

Who can we contact if we are unable to reach you? \_\_\_\_\_

Daytime phone \_\_\_\_\_ Relationship to you \_\_\_\_\_

Do you need language interpretation? \_\_\_\_\_ If yes, what kind? \_\_\_\_\_

I believe my employer has violated the Plainfield Paid Sick Leave Ordinance by:

- not allowing me to accrue paid sick leave.
- not allowing me to use paid sick leave.
- not allowing me to carryover unused sick leave.
- not notifying me that I am entitled to paid sick leave.
- Retaliating against me for using my paid sick leave.

Other: \_\_\_\_\_

