



PRELIMINARY WORKSHEET

Disclaimer: The information required on this Preliminary Worksheet is for internal use only.
By completing this form, you have **NOT** lodged a formal complaint.

Date: _____ Enquiry Number: _____ Case Number: _____
DD/MM/YYYY

Employee Information

Employee Name: _____
Status: ☐ Work Permit ☐ PR ☐ Caymanian /Status
Job Title: _____
Date of Birth: _____ Country of Birth: _____
DD/MM/YYYY
Physical Address: _____ Postal Address: _____
Contact Number: _____ Email: _____

Employer Information

Company Name: _____
Physical Address: _____ Postal Address: _____
Contact Person: _____ Position: _____
Office Number: _____ Direct line: _____
Company mobile: _____ Email: _____

Please indicate the nature of your visit for Labour enquiries:

- | | | |
|--|--|---|
| ☐ Unfair Dismissal | ☐ Periods/Time of Wage Payments | ☐ Occupational Safety & Health |
| ☐ Vacation Pay | ☐ Temporary Suspension | ☐ Medical ☐ Contacted |
| ☐ Compassionate Leave | ☐ Notice Pay | ☐ Other, please specify: _____ |
| ☐ Probationary Period | ☐ Overtime | _____ |
| ☐ Severance Pay | ☐ Sick Leave | |
| ☐ Public Holiday | ☐ Gratuity | |
| ☐ Maternity Leave | ☐ On-the-job Injury | |

IMPORTANT NOTICE: The Department of Labour & Pensions ("DLP") enforces the Labour Act (2021 Revision) and the National Pensions Act (2012 Revision) (the "Act") and engages with employers and employees to prevent breaches of this Act by providing the necessary information and training to both parties in accordance of this Act. The information collected from an employer or an employee is derived from the completion of this document, which will not be shared with any other external persons and/or organisations. However, the information provided may be shared with the employer of an employee who has authorised the sharing of such information or requests a further investigation to be completed by the DLP. The information collected from this enquiry will be stored in DLP's secure database and used in investigations authorised by the provider and will be archived at the conclusion of the matter as per the National Archive and Public Records Act (2021 Revision). Please visit www.gov.ky/dlp to read our Privacy Notice. To learn more about how we process your personal data or exercise your rights under the Freedom of Information Act (2021 Revision) and Data Protection Act (2021 Revision), visit www.gov.ky/dlp or contact foi.dlp@gov.ky.

Please indicate the nature of your visit for Pensions enquiries:

- ☐ No Pension Plan
☐ Pension deduction
☐ Retirement
☐ Other Pension enquiry

Briefly explain the nature of your visit

Officer Assigned: _____ Entered by: _____

File Notes

Time in: _____ Time out: _____

☐ General enquiry/Matter Closed

☐ General enquiry/Complaint Filed

DLP Officer Assigned _____