

### 1. Employee

Last name	First name	
E-mail	Home telephone number	Work telephone number
Postal address	Postalcode and locality	
The name of your trade union		
Not a member		

### 2. Employer

Name	Telephone number
Postal address	Postal code and locality
Industrial branch	Employer's business ID ("y-tunnus", if known)
Employers' association (if known)	
Not known	

### 3. Details of the employment relationship

Employment contract	Oral	Written	Valid until further notice	Valid for a fixed term
Duration	The work started on _____		Employment continues	
	Employment contract ended on (terminated/cancelled) _____		Trial period ____ months.	
Applicable collective agreement				

### 4. Please choose the matters which you want to have clarification

Information on principal terms of work in written (can no longer be requested after employment has ended).

Information on principal terms of work the working hours to be observed; for variable working hours agreed at the employer's initiative, documentation must also be submitted indicating the circumstances in which and the extent to which the employer will have a need for labour, in written (can no longer be requested after employment has ended).

Lay-off certificate in written.

Pay calculation for the salary paid for the following period \_\_\_\_\_-\_\_\_\_\_.

I have requested a pay calculation on \_\_\_\_\_ from whom \_\_\_\_\_.

Details on my working hours for the period \_\_\_\_\_ – \_\_\_\_\_. I have requested a copy of my working hours register on \_\_\_\_\_ from whom \_\_\_\_\_.

Grounds for termination employment contract, reason: \_\_\_\_\_.

#### 4. Please choose the matters which you want to have clarification

Certificate of employment of the duration of my employment \_\_\_\_\_ – \_\_\_\_\_,  
requested on \_\_\_\_\_ from whom \_\_\_\_\_ .  
The certificate of employment must include the duration of the employment relationship and the nature of the work duties. At the specific request of the employee, the certificate shall also include the following information:  
reason for the termination of the employment relationship  
an assessment of the employee's working skills      an assessment of the employee's working behaviour  
Calculation on annual holiday pay, for holiday pay paid for the period \_\_\_\_\_ – \_\_\_\_\_ .  
Holiday pay calculation (holiday pay statement), requested on \_\_\_\_\_ from whom \_\_\_\_\_ .  
Report on annual holidays (records of annual holidays) requested on \_\_\_\_\_  
from whom \_\_\_\_\_ for holiday season 2 May–30 September \_\_\_\_\_ (year).  
Other information \_\_\_\_\_

#### 5. Additional information on the matter

#### 6. Appendices to the control request form

Notice of the termination of employment / cancellation of employment  
Lay-off notice / lay-off certificate  
Written details of the principal terms of work / written employment contract  
Certificate of employment  
Calculation of annual holiday pay / holiday compensation  
Pay calculations \_\_\_\_\_ (give number)  
Other appendices \_\_\_\_\_ (give number)

#### 7. Signature

I hereby give my consent for occupational safety and health authorities to disclose to the employer whom my report concerns and to the occupational safety and health representative of my workplace, as specified in my report, my identity, the information that I provided in my report and the fact that the enforcement action that the authorities are taking is based on a report that I filed in so far as the same is necessary for the authorities to be able to take the required enforcement action. Occupational safety and health authorities may otherwise only disclose my identity and the fact that the enforcement action that they are taking is based on a report that I filed in so far as the authorities are legally obligated to do so.

Place and date	Signature
	Name in block letters

Personal data gathered with this enforcement request form are used for the purpose of investigating your matter in the enforcement operations of the occupational safety and health authorities. Your matter will be recorded in the case management system of the occupational safety and health authorities. On the basis of your consent, the personal data you have provided here can be disclosed to your employer and, also to the occupational safety and health personnel at your workplace if necessary, in order to resolve your case. More detailed information on the processing of personal data by the occupational safety and health authorities and on the rights of the data subject as well as the contact details of the controller and the data protection officer are available at [www.tyosuojelu.fi](http://www.tyosuojelu.fi) (> About us > Data protection).

# Please note the following

## Before requesting outside help

You should first try to settle any differences with your employer at the workplace. If necessary, you should be in contact with your shop steward or other employee representatives. Outside help is only needed if the parties at the workplace fail to settle their differences.

## If you are a trade union member

Trade unions are responsible for the employment relationship matters of their members. If you are a member of a trade union, you should contact your trade union for assistance. Most trade unions provide their members with legal aid, which Regional State Administrative are unable to do.

## Filling in the control request form

You should enter all the necessary information on the control request form. You should enclose to the request the copies of your employment contract and other documents providing additional information on the matter. Any original documents you have enclosed to the request will be returned to you in due course.

You should think carefully what matters you include in your request and you should also give the reasons for requesting outside help. Requests that are clearly unjustified will not be considered.

The Regional State Administrative Agencies can help you in the drawing up of pay claim calculations by providing guidance and instructions concerning the content of collective agreements and labour legislation. Regional State Administrative Agencies do not, however, prepare pay claim calculations.

## What measures will the Regional State Administrative Agency take after the matter has been filed?

The competent Regional State Administrative Agency (see section “*Where should I send the request form?*” next page) will handle the matter according to its practices. Usually this entails contacting the employer with regard to the matter. In most cases the inquiry will be done in writing, and, if necessary, the employer is requested to submit records of working hours, annual holidays, or other documents. An inspection report will be prepared on the basis of the investigation.

## How long will the processing take?

As a rule, matters concerning employment relationships will be processed within one month of the filing of the matter.

## What are the costs?

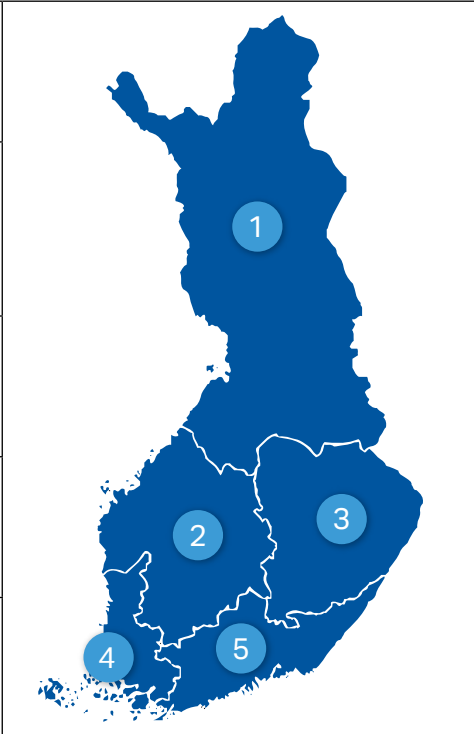
The processing of employment relationship matters at Regional State Administrative Agencies is free of charge to the employee and the employer.

## What will happen after the Regional State Administrative Agency has examined the matter?

Employees and employers should make every effort to settle matters concerning employment relationships between themselves. This is often in the interest of both parts. The agreement should be in writing. If no agreement can be reached, the matter can be brought before a general court. Public legal aid offices and law firms can provide you with assistance in these matters. Regional State Administrative Agencies do not provide legal aid or act as agents for law firms.

## Where should I send the request form?

Send the original and signed control request form to your local Regional State Administrative Agency:

<b>1. Northern Finland</b> (Pohjois-Pohjanmaa, Kainuu, Lappi)	Pohjois-Suomen aluehallintovirasto Työsuojelun vastuualue PL 229, 90101 Oulu tyosuojelu.pohjoinen@avi.fi	
<b>2. Western and Inland Finland</b> (Pirkanmaa, Keski-Suomi, Etelä-Pohjanmaa, Keski-Pohjanmaa, Pohjanmaa)	Länsi- ja Sisä-Suomen aluehallintovirasto Työsuojelun vastuualue PL 272, 33101 Tampere tyosuojelu.lansi@avi.fi	
<b>3. Eastern Finland</b> (Etelä-Savo, Pohjois-Savo, Pohjois-Karjala)	Itä-Suomen aluehallintovirasto Työsuojelun vastuualue PL 1741, 70101 Kuopio tyosuojelu.ita@avi.fi	
<b>4. Southwestern Finland</b> (Satakunta, Varsinais-Suomi, Ahvenanmaa)	Lounais-Suomen aluehallintovirasto Työsuojelun vastuualue PL 22, 20801 Turku tyosuojelu.lounais@avi.fi	
<b>5. Southern Finland</b> (Uusimaa, Kanta-Häme, Päijät-Häme, Kymenlaakso, Etelä-Karjala)	Etelä-Suomen aluehallintovirasto Työsuojelun vastuualue PL 110, 00521 Helsinki tyosuojelu.etela@avi.fi	

For further information visit [www.tyosuojelu.fi](http://www.tyosuojelu.fi) (Contact Information)