



San Francisco Office of Labor Standards Enforcement
Minimum Wage / Paid Sick Leave Employee Interview Form
三藩市勞動標準執行辦公室最低工資/帶薪病假面談表

Please return this form by email to: mwo@sfgov.org or psl@sfgov.org or mail to: OLSE, City Hall
Room 430, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102.
If you have questions, call: Minimum Wage 415-554-6292/Paid Sick Leave 415-554-6271

BUSINESS INFORMATION 公司信息			
Business Name & Address 公司名稱和地址:		Other Business Locations 公司其它地址:	
Owner's Name & Phone Number 雇主姓名和電話號碼:		Manager/Supervisor's Name & Phone Number 經理/主管姓名和電話號碼:	
WORKER INFORMATION 工作人員信息			
Name 姓名:	Phone Number 電話號碼:	Email Address 電話號碼:	
Address 地址:		Job Duties 工作職責:	
Date of Hire 受雇日期:	How many hours do you work per day? 每日工作多少小時?	How many days per week? 每周工作幾天?	How many hours per week? 每周工作多少小時?
Are you paid? 多久付工資給你? ☐ Daily 每日 ☐ Weekly 每周 ☐ Biweekly 每兩周 ☐ Monthly 每月 ☐ Semi-Monthly 每半個月	Rate of pay now 現在的工資: \$ _____ Any changes in the last 3 years? Please list the rates and dates. 過去三年工資是否有變? 請列出變動的薪水及日期		How are you paid? 工資如何支付? ☐ Check 支票 ☐ Cash 現金
Have you called in sick? 你是否請過病假? ☐ Yes 是 ☐ No 否		Were you paid? 病假是否帶薪 ☐ Yes 是 ☐ No 否	
Does your employer record your start and end time? 雇主要求你記錄上下班時間嗎? ☐ Yes 是 ☐ No 否 ☐ Timecard 打卡 ☐ Computer 電腦簽到 ☐ Sign-in sheet 手寫遷到		Do you have paystubs/your own records of the hours worked? (i.e. in a notebook or calendar) 你是否有工資單或自己記錄的工作時間 (記錄在筆記本或日曆上) ☐ Yes 是 ☐ No 否	
Are you paid for all hours worked? 你所有工作時間的工資是否全部支付? ☐ Yes 是 ☐ No 否	Do you receive overtime pay? 你有加班工資嗎? ☐ Yes 是 ☐ No 否		Have you taken unpaid leave? 你請過無薪假嗎? ☐ Yes 是 When? 什麼時候? _____ ☐ No 否
Do you have any comments or complaints about your pay? ☐ Yes 是 ☐ No 否 If yes, please describe. 你對自己的薪水有什麼評價或不滿嗎? 如果有, 請陳述。			
Do you have anything to add? 你有什麼需要補充嗎?			

Interviewer Name 面談人姓名: _____ Signature 簽名: _____

Place of Interview 面談地點: _____ Date 日期: _____