

# Permit To Employ and Work

<b>EXPIRES:</b> _____ (No later than five days after beginning of the next school year.)	Type: Regular _____ Vacation _____ Year-Round _____	Work Experience Education _____ Other (specify) _____ (specify schedule under "Remarks")
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## Maximum Work Hours

<p style="text-align: center;"><b>School in Session</b></p> <p style="text-align: center;">(Any week in which public school is scheduled for at least one day)</p> <p style="text-align: center;">Mon. - Thurs. _____ Friday* _____ Sat. _____ Sun. _____</p> <p style="text-align: center;">* And any school day that immediately precedes a non-school day, e.g., a school holiday.</p> <p>Weekly Maximum _____ Spread of Hours** _____</p>	<p style="text-align: center;"><b>School Not In Session</b></p> <p style="text-align: center;">(Any week in which public school is <u>not</u> scheduled for at least one day.)</p> <p>Monday through Sunday: _____</p> <p>Weekly Maximum _____ Spread of Hours** _____</p>
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\*\* Ages 14/15: May not work before 7:00 a.m. nor later than 7:00 p.m. except June 1 through Labor Day may work until 9:00 p.m. May not work when public schools are in session unless enrolled in Work Experience Education or career exploration programs. (EC 49116; LC 1391)

\*\* Ages 16/17: May not work before 5:00 a.m. nor later than 10:00 p.m. except when there is no school the next day. Students enrolled in Work Experience Education or cooperative vocational education programs may be exempt from the 10:00 p.m. limit with specified written permission. (EC 49116; LC 1391/1391.1).

Spread of hours minor must be in school \_\_\_\_\_ (required for "Regular" and "Year-Round" permits only)

### Remarks

- May not be employed in or around hazardous occupations and/or equipment as specified in the Fair Labor Standards Act, U.S. Department of Labor Bulletins 101 and 102, California Labor Code, and California Code of Regulations, Title 8.
- Work Permit does not verify citizenship.
- Under 18 years, may not drive a vehicle on public streets as a condition of employment [VC. 12515; L.C. 1294.1(b)]
- Other remarks/limitations: \_\_\_\_\_

**Valid only at** Name of Business: \_\_\_\_\_

Minor's Name \_\_\_\_\_ Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age at Issuance \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ ZIP Code \_\_\_\_\_ Home Telephone \_\_\_\_\_

School Name \_\_\_\_\_ Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_ School phone \_\_\_\_\_

Signature of Minor \_\_\_\_\_ Signature of Issuing Authority \_\_\_\_\_ Date \_\_\_\_\_

## General Summary of Minors' Work Regulations

- If federal laws, state laws and school district policies conflict, the more restrictive law (that which is most protective of the employee) prevails.
- Generally, minors must attend school until age 18 unless they are 16 years or older and have graduated from high school or received a state Certificate of Proficiency.
- Employers of minors required to attend school must complete a "Statement of Intent to Employ Minor and Request for Work Permit" (form B1-1) for the school district of attendance for each such minor.
- Employers must retain a "Permit to Employ and Work" (form B1-4) for each such minor.
- Work permits (B1-4) must be retained for three years and open at all times for inspection by sanctioned authorities.
- A work permit (B1-4) must be revoked whenever the issuing authority determines the employment is illegal or is impairing the health or education of the minor.

Minors under the age of 18 may not work in occupations declared hazardous for young workers as listed below:

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| 1. Explosives                            | 10. Power-driven meat slicing/processing   |
| 2. Motor vehicle driving/outside helper  | 11. Power baking machines                  |
| 3. Coal mining                           | 12. Power-driven paper products or bailing |
| 4. Logging and sawmilling                | 13. Manufacturing brick, tile              |
| 5. Power-driven woodworking machines     | 14. Power saws and shears                  |
| 6. Radiation exposure                    | 15. Wrecking, demolition                   |
| 7. Power-driven hoists/forklifts         | 16. Roofing                                |
| 8. Power-driven metal forming, punching, | 17. Excavation operation and shearing      |
| 9. Other mining                          | machines                                   |

For more complete information about hazardous occupations, contact the U.S. Department of Labor (Child Labor Bulletins 101 and 102) and the California Department of Industrial Relations, Division of Labor Standards Enforcement. Regional offices are located in several California cities. They are listed in the "Government Listings" sections of telephone directories.

1. Minors younger than 16 years are allowed to work only in limited, specified occupations which exclude baking, manufacturing, processing, construction, warehouse, and transportation occupations.
2. In addition to safety regulations, labor laws applicable to adult employees are also generally applicable to minor employees, including workers' compensation insurance requirements.
  - Child labor laws do not generally apply to minors who deliver newspapers or work at odd jobs, such as yard work and baby-sitting, or in private homes where the minor is not regularly employed.
  - A day of rest from work is required if the total hours worked per week exceeds 30 or if more than 6 hours are worked on any one day during the week.