

PERMIT TO EMPLOY AND WORK

Expires: _____
 (No later than five days after beginning of next school year.)

Type: Regular _____ Work Experience Education _____
 Vacation _____ Other (specify) _____
 Year-Round _____ (specify schedule under "Other remarks")

Maximum Work Hours

School in Session

(Any week in which public school is scheduled for at least one day.)

Mon. - Thurs. _____ Friday* _____ Sat. 8 Sun. 8

*And any schoolday that immediately precedes a non-schoolday, e.g., a school holiday.

Weekly Maximum _____ Spread of Hours** _____

School Not In Session

(Any week in which public school is not scheduled for at least one day.)

Monday through Sunday 8

Weekly Maximum _____ Spread of Hours** _____

**Ages 14 and 15: 7 a.m.-7 p.m. on any one day except June 1 through Labor Day when the hour is extended until 9 p.m. (L.C. 1391).
 Ages 16 and 17: 5 a.m.-10 p.m. or until 12:30 a.m. preceding any non-schoolday (L.C. 1391).

Spread of hours that 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 of age, may not drive a vehicle on public streets as a condition of employment [V.C. 12515 and L.C. 1294.1(b)]
- Other remarks/limitations: _____

Valid only at:

Name of Business _____

Minor's Name (last name first) _____

Social Security Number _____

Date of Birth _____

Age at Issuance _____

Street Address _____

City _____

ZIP Code _____

Home Telephone _____

School Name _____

Street Address _____

City _____

ZIP Code _____

School Telephone _____

Signature of Minor _____

Signature of Issuing Authority _____

Date _____

Employer's Workers' Compensation Insurance Company _____

Maximum number of hours of employment when school is in session: _____

Laws and Agencies Controlling Employment of Minors

Most California employers are governed not only by state child labor laws but by the child labor provisions of the federal Fair Labor Standards Act (FLSA). When federal and state laws both apply, the more restrictive law prevails.

FLSA sets basic minimum ages of 16 for general employment and 18 for occupations declared particularly hazardous for young workers. Persons younger than 16 are allowed to work only in limited, specified occupations which exclude baking, manufacturing, processing, construction, warehouse, and transportation occupations. (See U. S. Department of Labor (DOL) Child Labor Bulletins 101 and 102.)

California law also sets out minimum ages, as summarized below, and restricts or prohibits employment of specified age groups of minors in specified hazardous occupations. (See "California Child Labor Laws 1995-96," a publication of the California Division of Labor Standards Enforcement.)

Information on federal labor laws is available from the DOL's Wage and Hour Division, Employment Standards Administration. Information on state child labor laws is available from the Division of Labor Standards Enforcement. Both the federal and state agencies have offices in several California cities.

Summary of Minors' Work Regulations

1. Federal and state law generally prohibit nonfarm employment of children younger than 14. Special rules apply to agricultural and domestic work and to the entertainment industry.
2. Children generally must attend school until age 18 unless they are 16 or older and have graduated from high school or received a state Certificate of Proficiency.
3. Employers of minors required to attend school must have a "Statement of Intent to Employ Minor and Request for Work Permit" (Form B1-1) on file with the school district of attendance for each such minor and must themselves have on file for each minor a "Permit to Employ and Work" (Form B1-4). Records are to be open at all times for inspection by school authorities and officers of the Division of Labor Standards Enforcement.
4. A work permit must be revoked whenever the issuing authority determines the employment is illegal or is impairing the health or education of the minor.
5. Labor laws applicable to adult employees are also generally applicable to minor employees, including workers' compensation insurance requirements.
6. 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.
7. Hours of work: (When federal and state laws both apply, the more restrictive law prevails.)

Age	Federal Regulations	State Law
12-13	Prohibits the nonfarm employment of minors under the age of 14.	Cannot work on schooldays. When school is not in session: daily maximum 8 hours, weekly maximum 40 hours.
14-15	When school is in session: daily maximum 3 hours, weekly maximum 18 hours, except 23 hours if student is in Work Experience Education program. (Generally may not work during school hours except in Work Experience Education program.) When school is not in session: daily maximum 8 hours and weekly maximum 40 hours.	Same as federal regulations.
16-17	Same as for adult—state child labor standard prevails.	Four (4) hours per day on any schoolday. Eight (8) hours on any non-schoolday or on any day that precedes a non-schoolday. May be permitted to work 48 hours per week. Maximum hours vary per school district policy. Work Experience Education student may be permitted to work a maximum of 8 hours on a schoolday. High school graduates and state Certificate of Proficiency recipients are treated as adults.
8. Spread of hours:		
12-13	(See 1, above)	Work must be performed between 7 a.m. and 7 p.m. except June 1 through Labor Day when the hour is extended until 9 p.m.
14-15	Work must be performed between 7 a.m. and 7 p.m. except June 1 through Labor Day when the hour is extended until 9 p.m.	Same as federal regulations.
16-17	Same as for adult—state child labor standard prevails.	Work must be performed between 5 a.m. and 10 p.m. except that work may extend to one-half hour past midnight on nights preceding non-schooldays. Student in Work Experience Education program may be authorized to work until one-half hour past midnight on nights preceding schooldays.
9. A day of rest from work is required if the total hours worked per week exceed 30 or if more than 6 hours are worked on any one day during the week.		
10. Prohibited hazardous occupations for minors under 18 by the federal and state law:		
<ol style="list-style-type: none"> 1. Explosives 2. Motor vehicle driving/outside helper 3. Coal mining 4. Logging and sawmilling *5. Power-driven woodworking machines 6. Radiation exposure 7. Power-driven hoists/forklifts *8. Power-driven metal forming, punching, and shearing machines 9. Other mining 	<ol style="list-style-type: none"> *10. Power-driven meat slicing/processing machines and meat slaughtering 11. Power baking machines *12. Power-driven paper products/paper-baling machines 13. Manufacturing brick, tile products *14. Power saws and shears 15. Wrecking, demolition *16. Roofing *17. Excavation operation 	

*See U.S. Department of Labor Bulletin 101, "Child Labor Requirements in Nonagricultural Occupations Under the Fair Labor Standards Act," for apprentice and student-learner exemptions.