



PARENT/SCHOOL AUTHORIZATION

For parents or legal guardians and school officials to indicate approval for a minor employee to work according to the terms listed by the employer.

Email: teensafety@lni.wa.gov OR web page: www.TeenWorkers.Lni.wa.gov

THIS IS NOT A MINOR WORK PERMIT

Employers must obtain a minor work permit endorsement on their Master Business License for each workplace with employees under age 18. Minor work permit endorsements must be renewed each year. Go to www.DoL.wa.gov/forms/700028.htm

PLEASE NOTE: This form is to be kept on file by the employer at the minor's workplace and be available for departmental audit. Additionally, the employer must renew this parent/school authorization by September 30 of each year.

(This section to be completed by the employer and minor employee.)			COMPLETE ALL SECTIONS IN FULL.		
Name of minor:			Name of minor's school: (If home schooled, please note)		
Minor's address:			School's address:		
City	State	ZIP	City	State	ZIP
Minor's Birth Date			Date	Signature of MINOR EMPLOYEE:	
(Must be accompanied by proof) Month Day Year					
Wage <i>per hour</i> to be paid: \$	Number of <i>working days per week</i> :	Is minor employed at any other job? <input type="checkbox"/> Yes <input type="checkbox"/> No		If answered as "yes", list total hours worked <i>per week</i> at other job:	
Max. hours to be worked <i>per day</i> during school year: Monday - Thursday _____ Friday - Sunday _____ Max. hours to be worked <i>per day</i> during non-school year: Monday - Sunday _____			Max. hours to be worked <i>per week</i> during school year: Weekly max: _____ Max. hours to be worked <i>per week</i> during non-school year: Weekly max: _____		
<i>Earliest</i> start time during school year Monday-Sunday am-pm: _____			<i>Latest</i> quit time during school year Sun- Thursday am-pm: _____ Friday - Saturday am-pm: _____		
<i>Earliest</i> start time during non-school year Monday-Sunday am-pm: _____			<i>Latest</i> quit time during non-school year Monday -Sunday am-pm: _____		

The minor will have the following job duties:

Name of firm		Telephone number
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Location address of *minor's* workplace:

City	State	ZIP
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UBI number for *this* business location:

9-Digit UBI Number for business location			3-Digit business ID	4-Digit Location ID	Expiration date of minor work permit endorsement:
				Month	Day Year
Date	Title	Signature of EMPLOYER or REPRESENTATIVE			

PARENTAL AUTHORIZATION

(These sections to be completed by the minor's parent or legal guardian and school after employer completes top portion.)

I CONSENT TO ALLOW THE MINOR LISTED TO BE EMPLOYED AT THE OCCUPATION AND UNDER THE CONDITIONS STATED ABOVE		
Date	Telephone Number	Signature of PARENT or LEGAL GUARDIAN
Address of parent or legal guardian		
City	State	ZIP

Note: The school may limit the hours of work for a student according to how the student will be affected by working too many hours, e.g., homework, attendance, etc. and may reduce and approve fewer hours than the rules allow or requested by the employer or parent.

SCHOOL AUTHORIZATION (when school is in session)

THE STATED HOURS OF EMPLOYMENT MEET THE REQUIREMENTS OF SCHOOL ATTENDANCE REGULATIONS AND ARE HEREBY APPROVED.			
Date	Telephone Number	Title:	Signature of SCHOOL AUTHORITY

General Information on Hours of Work Allowed For Minors

Hours and Schedules Minors are Permitted to Work in Non-agricultural Jobs					
	Hours a Day	Hours a Week	Days a Week	Begin	Quit
14- and 15-year-olds					
School weeks	3 hours (8 hours Sat. - Sun.)	16 hours	6 days	7 a.m.	7 p.m.
Non-school weeks	8 hours	40 hours	6 days	7 a.m.	7 p.m. (9 p.m. June 1 to Labor Day)
16- and 17-year-olds					
School Weeks	4 hours (8 hours Fri. - Sun.)	20 hours	6 days	7 a.m.	10 p.m. (Midnight Fri. - Sat.)
School weeks with a special variance from school	6 hours (8 hours Fri. - Sun.)	28 hours	6 days	7 a.m.	10 p.m. (Midnight Fri. - Sat.)
Non-school weeks	8 hours	48 hours	6 days	5 a.m.	Midnight
<ul style="list-style-type: none"> ▪ An adult must supervise minors working after 8 p.m. in service occupations, such as restaurants and retail businesses. ▪ Overtime rules apply for all hours worked over 40 in one week. ▪ These rules also apply to home-schooled teens. 					

Hours and Schedules Minors are Permitted to Work in Agricultural Jobs					
	Hours a Day	Hours a Week	Days a Week	Begin	Quit
12- and 13-year-olds					
Non-school weeks	8 hours	40 hours	6 days	5 a.m.	9 p.m.
Note: 12- and 13-year-olds are allowed to work only during non-school weeks hand-harvesting berries, bulbs, cucumbers and spinach.					
14- and 15-year-olds					
School weeks	3 hours 8 hours Non-school days	21 hours	6 days	7 a.m. (6 a.m. in animal agriculture and irrigation)	8 p.m.
Non-school weeks	8 hours	40 hours	6 days	5 a.m.	9 p.m.
* Exception: 14- and 15-year-olds are allowed to work 7 days a week in dairy, livestock, hay harvest and irrigation during school and non-school weeks.					
16- and 17-year-olds					
School weeks	4 hours 8 hours Non-school days	28 hours	6 days	5 a.m.	10 p.m. (No later than 9 p.m. on more than 2 consecutive nights before a school day.)
Non-school weeks	10 hours	50 hours (60 hours per week in mechanical harvest of peas, wheat and hay)	6 days	5 a.m.	10 p.m.
* Exception: 16- and 17-year-olds are allowed to work 7 days a week in dairy, livestock, hay harvest and irrigation during school and non-school weeks.					



PARENTS: To obtain a copy of the prohibited duties and other child labor provisions, you may contact L&I's central office through the various options listed on the front side of this form, or call your local L&I office listed in the government pages of the telephone book.

Optional Special Variance Authorization (Non-agricultural Employment Only) For Participating Schools*

A Special Variance allows a 16- or 17-year old minor to work up to 28 hours per week with 6-hour shifts during the school week **with approval of the authorized school official and the parent.** This authorization must be signed by the employer, the minor, the minor's authorized school official [pursuant to WAC 296-125-070(3)], and the minor's parent or legal guardian.

School officials should not sign the Special Variance if a review of the student's progress indicates the additional work hours will be detrimental to the minor's academic education. Please note that the employer must renew this form each year.

Date:	Title:	Signature of EMPLOYER or REPRESENTATIVE: ➔
Date:		Signature of MINOR EMPLOYEE: ➔
Date:	Title:	Signature of SCHOOL AUTHORITY: ➔
Date:		Signature of PARENT or LEGAL GUARDIAN: ➔

* Schools interested in using this 28-Hour Special Variance process must first enroll in the program by contacting the Department of Labor and Industries at the office listed on the front of this form.