



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.

teensafety@lni.wa.gov
 www.lni.wa.gov/scs/workstandards

This is not a minor work permit.

Employers must obtain a minor work permit endorsement on their Master Business License for each workplace in which they employ workers under age 18. Minor work permit endorsements must be renewed each year.

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 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 homeschooled, please note)		
Minor's address:			School's address:		
City:	State:	ZIP:	City:	State:	ZIP:
Minor's birth date: (Must be accompanied by proof)		_____ / _____ / _____ month day year	Date:	Signature of MINOR EMPLOYEE: →	
Wage <i>per hour</i> to be given: \$ _____	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: Sun _____ Mon _____ Tue _____ Wed _____ Thu _____ Fri _____ Sat _____			Max. hours to be worked <i>per week</i> during school year: _____ = Weekly max.		
Max. hours to be worked <i>per day</i> during non-school year: Sun _____ Mon _____ Tue _____ Wed _____ Thu _____ Fri _____ Sat _____			Max. hours to be worked <i>per week</i> during non-school year: _____ = Weekly max.		
If employed, the minor will have the following job duties: 					
Earliest working hours during school year:		Sun _____ am/pm	Latest working hours during school year:		Sun _____ am/pm
Mon _____ am/pm	Tue _____ am/pm	Wed _____ am/pm	Mon _____ am/pm	Tue _____ am/pm	Wed _____ am/pm
Thu _____ am/pm	Fri _____ am/pm	Sat _____ am/pm	Thu _____ am/pm	Fri _____ am/pm	Sat _____ am/pm
Earliest working hours during non-school year:		Sun _____ am/pm	Latest working hours during non-school year:		Sun _____ am/pm
Mon _____ am/pm	Tue _____ am/pm	Wed _____ am/pm	Mon _____ am/pm	Tue _____ am/pm	Wed _____ am/pm
Thu _____ am/pm	Fri _____ am/pm	Sat _____ am/pm	Thu _____ am/pm	Fri _____ am/pm	Sat _____ am/pm
Name of firm:			Telephone number:		
Location address of <i>minor's</i> workplace:					
City:			State		ZIP
UBI number for <i>this</i> business location: _____ 9-Digit Unified Business Identifier (UBI)			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

(This section to be completed by the minor's parent or legal guardian 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

SCHOOL AUTHORIZATION

(This section to be completed by school official after employer completes top portion if minor will work during the school year.)

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

Non-agricultural Employment of Minors WAC 296-125				
	14- and 15-year-olds		16- and 17-year-olds	
	School	Non-School*	School	Non-School**
Hours per day	3 hours (8 hours Sat. – Sun.)	8 hours	4 hours (8 hours Fri. – Sun.)	8 hours
Hours per week	16 hours	40 hours	20/28***	48 hours
Days per week	6 days	6 days	6 days	6 days
Start	7 a.m.	7 a.m.	7 a.m.	5 a.m.
Quit	7 p.m.	9 p.m.	10 p.m. (Midnight Fri. – Sat.)	Midnight
NOTE: Where applicable, hours listed for 14- and 15-year-olds effect the more-restrictive federal laws.				
----- Non-school time for ages 14 and 15 is June 1 through Labor Day * Non-school time for ages 16 and 17 is during all school vacations **See Special Variance section below.				

Except as provided by law, minors have to be 14 years old to work at non-agricultural jobs.

Minors working after 8 p.m. in service occupations, such as restaurants and retail businesses, must be supervised by an adult.

Agricultural Employment of Minors WAC 296-131				
	14- and 15-year-olds		16- and 17-year-olds	
	School	Non-School	School	Non-School
Working hours	*7 a.m. – 8 p.m.	5 a.m. – 9 p.m.	**5 a.m. – 10 p.m.	5 a.m. – 10 p.m.
Max. hours per day	3 hours	8 hours	4 hours	10 hours
Max. hours/non-school day	8 hours	8 hours	8 hours	10 hours
Max. hours per week	21 hours	40 hours	28 hours	***50 hours
Max. days per week	6 days	6 days	6 days	6 days
Exceptions	Dairy, livestock, hay harvest & irrigation: 7 days per week *6 a.m. start in animal agriculture & irrigation.	Dairy, livestock, hay harvest & irrigation: 7 days per week	Dairy, livestock, hay harvest & irrigation: 7 days per week **No later than 9 p.m. on more than 2 consecutive nights before a school day.	Dairy, livestock, hay harvest & irrigation: 7 days per week ***60 hours per week in mechanical harvest of peas, wheat & hay.
Ages 12 & 13: Can work up to 8 hours a day, 40 hours per week, 6 days per week only during non-school weeks hand-harvesting berries, bulbs and cucumbers and hand-cultivating spinach. Start and finish times: 5 a.m. to 9 p.m.				



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.