



Washington State Department of
Labor & Industries

Employment Standards Program
PO Box 44510
Olympia WA 98504-4510
Phone (866) 219-7321 FAX (360) 902-5300

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 and within the limits of the child labor regulations.

Email: teensafety@Lni.wa.gov or Web page: www.TeenWorkers.Lni.wa.gov

This is not a Minor Work Permit

Employers must have a minor work permit endorsement on their Business License for each work location with employees under age 18 and renew it each year.

See <http://bls.dor.wa.gov/minorworkpermit.aspx>

Do not mail this form to L&I. This form is to be **kept on file by the employer** at the minor's workplace and be available for department audit. A copy should also be maintained by the minor's school representative. Additionally, the employer must renew this parent/school authorization by September 30, of **each year or when work schedule changes.**

Employee Information

| | | | | |
|------------------|----------------------------------------------------------------|-------|-----|--------------|
| Name of Employee | Minor's Date of Birth (Must be accompanied by proof) | Month | Day | Year |
| Employee Address | City | State | Zip | Phone number |

Employee School Information

| | |
|---------------------------------------------------------|----------------------------------|
| Name of Employee School (If home schooled, please note) | Phone Number (include area code) |
| School's Address | City State Zip |

Employer Information

| | | | |
|----------------------------------|--------------|-----------------------------------|---------------------------------------|
| Employer Business Name | Phone Number | 9-Digit UBI for Business Location | Expiration Date of Minor Work Permit: |
| Address of Minor's Work Location | City | State | Zip |

| | | | |
|----------------------------|--------------------------------------------------------------------------|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Wage per hour: \$ _____ | Number of days per week: School week: _____ Non-School week: _____ | List Job Duties: | Is minor employed at any other job? <input type="checkbox"/> Yes <input type="checkbox"/> No If answered as "yes", how many hours per week _____ |
|----------------------------|--------------------------------------------------------------------------|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|

Maximum number of work hours during **School year**

| |
|----------------------------------------------|
| Maximum hours to be worked Per Day : |
| Monday - Thursday _____ |
| Friday - Sunday _____ |
| School/parent may adjust limits as needed: |
| Maximum hours to be worked Per Week : |
| Weekly maximum: _____ |
| School/parent may adjust limit as needed: |

Start and Quit time during **School year**

| | |
|-----------------------------------------------|-------------------|
| Earliest start time: | Circle One |
| Monday - Thursday _____ | AM PM |
| Friday - Sunday _____ | AM PM |
| Latest quit time | Circle One |
| Sunday - Thursday _____ | AM PM |
| Friday - Saturday _____ | AM PM |
| School/parent may adjust quit time as needed: | |

Maximum number of work hours during **Non- School year**

| |
|----------------------------------------------|
| Maximum hours to be worked Per Day : |
| Monday - Sunday _____ |
| Parent may adjust limits as needed: |
| Maximum hours to be worked Per Week : |
| Weekly maximum: _____ |
| Parent may adjust limit as needed: |

Start and Quit time during **Non-School year**

| | |
|----------------------------------------|-------------------|
| Earliest start time: | Circle One |
| Monday - Sunday _____ | AM PM |
| Latest quit time | Circle One |
| Monday - Sunday _____ | AM PM |
| Parent may adjust quit time as needed: | |

Employer Signature

| | | | |
|------|--------|-----------------------------------|------------|
| Date | Title: | Employer Representative Signature | Print Name |
|------|--------|-----------------------------------|------------|

Employee (Minor's) Signature

| | | |
|------|----------------------------|------------|
| Date | Employee (Minor) Signature | Print Name |
|------|----------------------------|------------|

Parental Authorization

(These sections to be completed by the minor's parent or 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 | Phone Number | Parent or Guardian Signature | Print Name |
|------|--------------|------------------------------|------------|

School Authorization (when school is in session)

The stated hours of employment meet the requirements of school attendance regulations and are hereby approved.

| | | | | |
|------|--------------|--------|----------------------------|------------|
| Date | Phone Number | Title: | School Authority Signature | Print Name |
|------|--------------|--------|----------------------------|------------|

NOTE: Parents and school representatives should **not** sign this form **unless** the boxes for the daily and weekly work schedule are completely filled out to reflect the anticipated maximum hours of work. The school or parent 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 are requested by the employer.

Optional School Week Special Variance Authorization
(Non-Agricultural Employment Only)
For 16- and 17-year-old Minors

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. All parties must agree to these additional hours, [pursuant to WAC 296-125-070(3)].

School officials should not sign for any additional hours allowed by the Special Variance if a review of the student's progress indicates the additional work hours will be detrimental to the minor's educational activities.

Please check if planning to use the Special Variance for additional school-week work hours.

Yes No

_____ Parental Authorization

_____ School Authorization

Parents: To get a copy of the prohibited duties and other child labor provisions, contact L&I by phone or email listed on the front of this form or via the internet at www.TeenWorkers.Lni.wa.gov.

Padres: Si tiene preguntas o necesita información en español sobre este formulario u otros requisitos para los trabajadores adolescentes, por favor vaya a www.Lni.wa.gov/Spanish/WorkplaceRights/TeenWorkers o llame al 1-866-219-7321.

For translation help in any other language, please call 1-866-219-7321 and press 0.

Comments by School Representative or Parent:

General Information on Hours of Work Allowed For Minors

Once this form has been signed by parents and school, parents may keep the chart of work hours below for their reference. For more information, email teensafety@Lni.wa.gov or visit the Teen Workers website at www.TeenWorkers.Lni.wa.gov.

| Hours and Schedules Minors are permitted to Work in Non-Agricultural Jobs | | | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|--------------|-------------|--------|----------------------------------------|
| | Hours of 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 week | 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 of 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 may perform work only during non-school week's hand-harvesting berries, bulbs, cucumbers and spinach. | | | | | |
| 14- and 15-year-olds | | | | | |
| School week | 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. |
| 16- and 17-year-olds | | | | | |
| School week | 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: 14- to 17-year-olds are allowed to work 7 days a week in dairy, livestock, hay harvest and irrigation during school and non-school weeks. | | | | | |