



# 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 <b>school year</b> : Sun _____ Mon _____ Tue _____ Wed _____ Thu _____ Fri _____ Sat _____			Max. hours to be worked <i>per week</i> during <b>school year</b> : _____ = Weekly max.		
Max. hours to be worked <i>per day</i> during <b>non-school year</b> : Sun _____ Mon _____ Tue _____ Wed _____ Thu _____ Fri _____ Sat _____			Max. hours to be worked <i>per week</i> during <b>non-school year</b> : _____ = Weekly max.		
If employed, the minor will have the following job duties:   					
<b>Earliest</b> working hours during <b>school year</b> :		Sun _____ am/pm	<b>Latest</b> working hours during <b>school year</b> :		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
<b>Earliest</b> working hours during <b>non-school year</b> :		Sun _____ am/pm	<b>Latest</b> working hours during <b>non-school year</b> :		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

<b>Non-agricultural Employment of Minors WAC 296-125</b>				
	14- and 15-year-olds		16- and 17-year-olds	
	School	Non-School*	School	Non-School**
<b>Hours per day</b>	3 hours (8 hours Sat. – Sun.)	8 hours	4 hours (8 hours Fri. – Sun.)	8 hours
<b>Hours per week</b>	16 hours	40 hours	20/28***	48 hours
<b>Days per week</b>	6 days	6 days	6 days	6 days
<b>Start</b>	7 a.m.	7 a.m.	7 a.m.	5 a.m.
<b>Quit</b>	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.

<b>Agricultural Employment of Minors WAC 296-131</b>				
	14- and 15-year-olds		16- and 17-year-olds	
	School	Non-School	School	Non-School
<b>Working hours</b>	*7 a.m. – 8 p.m.	5 a.m. – 9 p.m.	**5 a.m. – 10 p.m.	5 a.m. – 10 p.m.
<b>Max. hours per day</b>	3 hours	8 hours	4 hours	10 hours
<b>Max. hours/ non-school day</b>	8 hours	8 hours	8 hours	10 hours
<b>Max. hours per week</b>	21 hours	40 hours	28 hours	***50 hours
<b>Max. days per week</b>	6 days	6 days	6 days	6 days
<b>Exceptions</b>	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.
<b>Ages 12 &amp; 13:</b> 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.