

## WORK PERMITS

1. Every employer must secure an employment certificate before they permit any minor, ages 14, 15, 16 or 17 years of age, to work for them at any time.
2. After getting a job, a student must obtain Intent **to employ** card from the Main Office. This card must then be filled out by the student and their employer. The parent or guardian, the student, and the employer must sign the card.
3. The completed intent to employ card and the student's birth certificate are to be brought to the Main Office before beginning work. **Please allow 1-2 days for processing.** An employment certificate is not transferable from one job to another. A student who changes jobs must obtain a new work permit.

### Grades

- a. **A student must have a passing grade in all classes they are enrolled in before a work permit will be issued.**
- b. Any student who fails two or more classes in a grading period may have his/her work permit revoked. If, in the next grading period, the student is passing all classes, his/her work permit may be reinstated.
- c. Any student who fails only one class in a grading period may be placed on probation. The student should understand that his/her work permit may be revoked unless he/she is passing all classes at the end of the next grading period. **The student and employer will be sent a warning letter, and the student will be placed on probation for the next grading period.**

### Attendance

- a. **A student may not have unexcused absences of more than 5% of the days in a grading period.**
- b. **If the student's record of unexcused absences is more than 5% in a grading period:**  
**The student's employer and student will be sent a warning letter, and the student will be placed on probation for the next grading period.**
- c. **If unexcused absences persist during the probation period:**  
**The school will revoke the student's work permit for the next grading period and the employer and student will be notified.**
- d. **The work permit will be reissued if the student's attendance reaches an acceptable level during the next grading period.**

The official end of a grading period for purposes of this policy will be the date report cards are issued.

**Should the work permit be revoked at the end of the school year, special provisions will be given to that student and he/she will be allowed to work during the summer while school is not in session.**

A student may appeal the revocation of a work permit or the refusal to issue or reissue a work permit, **but the school will override its decision only upon a student's demonstration of just cause.** Appeals are made to the school principal **in writing.**

Only students on approved vocational programs will be allowed to work during the school day.



## INTENTION TO EMPLOY / A1

State Form 896 (R6 / 6-99)

NOTE: This card must be presented by the minor to the issuing officer in their school before a certificate will be issued. For employer's protection, the minor must also present an acceptable proof of age to obtain an employment certificate. The hours minor may work are shown on the reverse side.

Name of minor ( <i>intend to employ</i> )			Date	
Residential street address			City, state, ZIP code	
Hours per day ( <i>appr.</i> )	Days of week ( <i>appr.</i> )	Hours per week ( <i>appr.</i> )	Is minor on school-directed Vocational Education Program with your firm? Yes      No	
List exact duties				
Name of business			Telephone no.	Type of business ( <i>Mfg., Process, Retail, Restaurant</i> )
Street address			City, state, ZIP code	
Signature of employer's rep.		Signature of minor		Signature of parent or guardian

FRONT

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46204. (Telephone: 317-232-2675 / TT Voice 1-800-743-3333)  
For more information, contact Indiana Department of Labor, 402 W. Washington St., Rm. W195, Indianapolis, IN  
HOUR OFFICE, U.S. DEPARTMENT OF LABOR, NEAREST YOU.

PLEASE CHECK ADDITIONAL JOB AND HOUR RESTRICTIONS IN FEDERAL LAW WITH THE WAGE AND

**NO MINOR UNDER THE AGE OF 18 MAY BE EMPLOYED IN ANY OCCUPATION DEEMED PROHIBITED UNDER THE CHILD LABOR PROVISIONS OF THE FEDERAL FAIR LABOR STANDARDS ACT.**

**PROHIBITED OCCUPATIONS (UNDER 18)**

**\* Requires written permission of parents on file with employer.**

- No more than 6 working days per week
  - Until midnight on nonschool nights\*
  - Until 10:00 p.m. on school nights
  - No work before 6 a.m.
  - 48 hours per nonschool week\*
  - 40 hours per school week\*
  - 30 hours per school week
  - 9 hours per nonschool day\*
  - 8 hours per school day
  - 9 hours per nonschool day\*
  - 30 hours per school week
  - 40 hours per school week\*
  - 48 hours per nonschool week\*
  - No work before 6 a.m.
  - Until 10:00 p.m. on school nights
  - Until 11:30 p.m. on school nights\*
  - Until 1:00 a.m. on school nights, but not on consecutive nights and not more than two school nights per week\*
  - Not more than 6 working days per week
- AGES 14 and 15 - Restricted to:**
- 3 hours per school day
  - 8 hours per nonschool day
  - 18 hours per school week
  - 40 hours per nonschool week
  - No work BEFORE 7 a.m. or AFTER 7 p.m. except 9 p.m. from June 1 through Labor Day (*time depends on local standards*)
- AGE 16 - Restricted to:**
- 8 hours per school day
  - 9 hours per nonschool day\*
  - 30 hours per school week
  - 40 hours per school week\*
  - 48 hours per nonschool week\*
  - No work before 6 a.m.
  - Until 10:00 p.m. on school nights
  - Until 11:30 p.m. on school nights\*
  - Until 1:00 a.m. on school nights, but not on consecutive nights and not more than two school nights per week\*
  - Not more than 6 working days per week
- AGE 17 - Restricted to:**
- 8 hours per school day
  - 9 hours per nonschool day\*
  - 30 hours per school week
  - 40 hours per school week\*
  - 48 hours per nonschool week\*
  - No work before 6 a.m.
  - Until 10:00 p.m. on school nights
  - Until 11:30 p.m. on school nights\*
  - Until 1:00 a.m. on school nights, but not on consecutive nights and not more than two school nights per week\*
  - Not more than 6 working days per week
- HOURS OF LABOR (UNDER 18)**

BACK