

**STUDENT:**

**PLEASE READ THIS PAGE BEFORE FILLING OUT YOUR WORK PERMIT REQUEST**

1. **PUT YOUR STUDENT NUMBER IN THE TOP RIGHT CORNER OF THE WORK PERMIT REQUEST.**
2. Return this completed work permit request to the Career Center. Your work permit will be ready for you within **two** days for you to pick up. Return the work permit to your employer immediately.
3. It is important that **ALL** blank spaces on the work permit request form be filled in to insure prompt processing of your work permit, including your **Social Security Number and student ID number.**
4. If this is a second job, and you have another work permit on file for a different job, please indicate by writing "2nd Job" in the upper left corner.
5. Your work permit **Expiration Date** is printed in the upper left-hand corner of the work permit.
  - a. Your work permit expires when you leave a job.
  - b. You must request a new work permit each time you get a job until you are age 18 or graduate from high school.
  - c. Your work permit expires when you change schools, even if you do not change jobs.
  - d. You must request a new work permit from your new school upon registration.
  - e. If you do not register with another school and are not 18, you are not eligible to work.
6. Parents and employers must sign below after they have read the Work Permit Requirements section. This is to let you, your employer, and your parent/guardian know the attendance and GPA conditions of the work permit.
7. Students not enrolled in an Elk Grove Unified School District school are required to bring confirmation of school enrollment on the school's stationary.

**ELK GROVE UNIFIED SCHOOL DISTRICT WORK PERMIT REQUIREMENTS**

1. Students with work permits in the Elk Grove Unified School District are required to maintain appropriate attendance and school performance to maintain their work permits.
2. Students with three (3) or more school days (or 18 class periods) of unexcused absences within a school year will have their work permit revoked. Employers and parents will be notified of the revocation of the work permit.
3. Students must have a current quarter GPA of 2.0 to obtain a work permit. Students having a work permit with a current GPA below 2.0 will have their work permit revoked at the end of the current quarter. Employers and parents will be notified of the revocation of the work permit.
4. If the work permit is revoked, students may apply to have their work permit reinstated if attendance and/or academic performance have improved enough to maintain a 2.0 current quarter GPA and/or no unexcused absences for one quarter.

**I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION ON THE REQUIREMENTS FOR RECEIVING A WORK PERMIT.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR A WORK PERMIT—CERTIFICATE OF AGE**

CDE Form B1-1 (Rev. 02-14)

A "STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR A WORK PERMIT—CERTIFICATE OF AGE" form (CDE Form B1-1) shall be completed in accordance with California *Education Code* 49162 and 49163 as notification of intent to employ a minor. This form is also a Certificate of Age pursuant to California *Education Code* 49114.

*(Print Information)***Minor's Information**

Minor's Name ( <i>First and Last</i> )		Home Phone	Grade
Home Address		City	Zip Code
Birth Date	Social Security Number	Age	Student's Signature

**School Information**

Elk Grove High School		(916) 686-7741	
School Name		School Phone	
9800 Elk Grove-Florin Rd.		Elk Grove	95624
School Address		City	Zip Code

**To be filled in and signed by parent or legal guardian**

*This minor is being employed at the place of work described with my full knowledge and consent. I hereby certify that to the best of my knowledge and belief, the information herein is correct and true.*

Parent's Name ( <i>Print First and Last</i> )	Parent's Signature	Date
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**To be filled in and signed by employer**

Business Name or Agency of Placement	Business Phone	Supervisor's Name
Business Address	City	Zip Code
Employer's Maximum Expected Work Hours: _____ hours per day _____ hours per week		
Describe nature of work to be performed: _____		

*In compliance with California labor laws, this employee is covered by workers' compensation insurance. This business does not discriminate unlawfully on the basis of race, ethnic background, religion, sex, sexual orientation, color, national origin, ancestry, age, physical handicap, or medical condition. I hereby certify that, to the best of my knowledge, the information herein is correct and true.*

Employer's Name ( <i>Print First and Last</i> )	Employer's Signature	Date
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**For authorized work permit issuer use ONLY**

Maximum number of work hours when school is in session:								Maximum number of work hours when school is not in session:							
Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total
Proof of Minor's Age ( <i>Evidence Type</i> )								<b>Check Permit Type:</b> <input type="checkbox"/> Full-time <input type="checkbox"/> Restricted <input type="checkbox"/> General <input type="checkbox"/> Work Experience Education, Vocational Education, or Personal Attendant <input type="checkbox"/> Workability							
Verifying Authority's Name and Title ( <i>Print</i> )															
Verifying Authority's Signature															

**For more information** about child labor laws, contact the U.S. Department of Labor at <http://www.dol.gov/>, and the State of California Department of Industrial Relations, Division of Labor Standards Enforcement at <http://www.dir.ca.gov/DLSE/dlse.html>.

**STATEMENT OF INTENT TO EMPLOY MINOR AND REQUEST FOR WORK PERMIT**

CDE B1-1 (REV. 04-10)

**General Summary of Minors' Work Regulations**

FLSA-Federal Labor Standards Act, CDE-California Department of Education, *EC-California Education Code, LC-California Labor Code*

- **If federal laws, state laws, and school district policies conflict, the more restrictive law (the one most protective of the minor) prevails. (FLSA)**
- Employers of minors required to attend school must complete a "Statement of Intent to Employ Minor and Request for Work Permit" (CDE B1-1) for the school attendance for each such minor. (*EC 49162*)
- Employers must retain a "Permit to Employ and Work" (CDE B1-4) for each such minor. (*EC 49161*)
- Work permits (CDE B1-4) must be retained for three years and be available for inspection by sanctioned authorities at all times. (*EC 49164*)
- A work permit (CDE B1-4) must be revoked whenever the issuing authority determines the employment is illegal or is impairing the health or education of the minor. (*EC 49164*)
- A day of rest from work is required in every seven days, and shall not exceed six days in seven. (*LC 551, 552*)
- Minors under the age of 18 may not work in environments declared hazardous or dangerous for young workers, examples listed below: (*LC 1285-1312*)
  1. Explosive exposure
  2. Motor vehicle driving/outside helper
  3. Roofing
  4. Logging and sawmilling
  5. Power-driven woodworking machines
  6. Radiation exposure
  7. Power-driven hoists/forklifts
  8. Power-driven metal forming, punching, and shearing machines
  9. Power saws and shears
  10. Power-driving meat slicing/processing machines

**HOURS OF WORK**

<b>16 &amp; 17 Year Olds</b>	<b>14 &amp; 15 Year Olds</b>	<b>12 &amp; 13 Year Olds</b>
Must have completed 7 <sup>th</sup> grade to work while school is in session. ( <i>EC 49112</i> )	Must have completed 7 <sup>th</sup> grade to work while school is in session ( <i>EC 49112</i> )	Labor laws generally prohibit non-farm employment of children younger than 14. Special rules apply to agricultural work, domestic work, and the entertainment industry. ( <i>LC 1285-1312</i> )

**School In Session**

4 hours per day on any schoolday ( <i>EC 49112; 49116; LC 1391</i> ) 8 hours on any non-schoolday or on any day preceding a non-schoolday. ( <i>EC 49112; LC 1391</i> ) 48 hours per week ( <i>LC 1391</i> ) WEE students & personal attendants may work more than 4 hours on a schoolday, but never more than 8. ( <i>EC 49116; LC 1391, 1392</i> )	3 hours per schoolday outside of school hours ( <i>EC 49112, 49116; LC 1391</i> ) 8 hours on any non-schoolday No more than 18 hours per week ( <i>EC 49116; LC 1391</i> ) WEE students may work during school hours & up to 23 hours per week. ( <i>EC 49116; LC 1391</i> )	2 hours per schoolday and a maximum of 4 hours per week. ( <i>EC 49112</i> )
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**School Not In Session**

8 hours per day ( <i>LC 1391, 1392</i> ) 48 hours per week ( <i>LC 1391</i> )	8 hours per day ( <i>LC 1391, 1392</i> ) 40 hours per week ( <i>LC 1391</i> )	8 hours per day ( <i>LC 1391, 1392</i> ) 40 hours per week ( <i>LC 1391</i> )
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**Spread of Hours**

5 a.m.–10 p.m. However, until 12:30 a.m. on any evening preceding a nonschoolday ( <i>LC 1391</i> ) WEE students, with permission, until 12:30 a.m. on any day ( <i>LC 1391.1</i> ) Messengers: 6 a.m.–9 p.m.	7 a.m.–7 p.m., except that from June 1 through Labor Day, until 9 p.m. ( <i>LC 1391</i> )	7 a.m.–7 p.m., except that from June 1 through Labor Day, until 9 p.m. ( <i>LC 1391</i> )
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