



# Work Permit Packet

## **Regional Office of Education #21**

Regional Superintendent - Lorie LeQuatte  
Assistant Superintendent - Mandy Horn

Franklin Co. Office  
901 Public Square  
Benton, IL 62812  
618-438-9711

Johnson Co. Office  
111 South 5th St.  
Vienna, IL 62995  
618-800-3350

Massac Co. Office  
109 East 5th St.  
Metropolis, IL 62960  
618-524-3736

Williamson Co. Office  
502 W Jackson St.  
Marion, IL 62959  
618-998-1283



# Table of Contents

What You Need to Know .....	1
Exceptions and Procedures .....	2
Hazardous Occupations .....	3
Work Permit Requirements .....	4
Application Form.....	5
Physical Fitness Form.....	6
Principal's Statement.....	7

# WHAT YOU NEED TO KNOW TO COMPLY WITH THE CHILD LABOR LAW

**Child Labor Law Information: 312-793-2804**

**Child Labor Hot Line: 800-645-5784**

The Illinois Child Labor Law (820 ILCS 205/1 et seq.) regulates the employment of minors under the age of 16 years of age and required all minors to have employment certificates.

The Superintendents of Schools or their duly authorized agents issue employment certificates.

## HOOR RESTRICTIONS

1. When school is in session, children 14 and 15 years of age may work:
  - ◆ Up to 3 hours per day;
  - ◆ Up to 24 hours per week, and
  - ◆ The combined hours of school and work may not exceed 8 hours per day.
2. When school is NOT in session (including summer vacations, holidays, and weekends), children under the age of 16 may NOT work.
  - ◆ More than 8 hours per day;
  - ◆ More than 6 days per week; nor
  - ◆ More than 48 hours per week.
3. Daily hours of work may not be before 7:00 AM and 7:00 PM except between June 1<sup>st</sup> and Labor Day when working hours may be extended to 9:00 PM.
4. A scheduled meal period of at least thirty (30) minutes must be provided no later than the fifth consecutive hour of work.

Employers of minors must post a scheduled stating the hours of work and time of the lunch period. The employer must also furnish any minor she/he intends to employ with a statement describing the specific nature of the work to be performed and the hours and days the minor is to work. The minor must present this statement to the ROE when making application for an employment certificate, along with a copy of his/her birth certificate. The minor must be accompanied by a parent or guardian.

When both the Illinois Child Labor Law and the Fair Labor Standards Act child labor provisions cover an establishment, the stricter of the two laws will prevail.

The Illinois Child Labor Law does not apply to the sale and distribution of magazines and newspapers at hours when the schools of the district are not in session; nor to the employment of a minor outside of school hours in and around a home of an employer when the work is not business related; nor to the work of a minor 13 or more years of age, in caddying at a golf course nor to minors 12 and 13 years of age employed as officials at certain sports activities.

## **Exceptions:**

Most work for persons in their private homes, such as baby-sitting and yard work.

Minors may sell and distribute magazines and newspapers, and/or engage in agriculture pursuits outside of schools hours and 13 year olds can work as golf caddies.

## **The Procedure**

### **For Teens – It's A, B, C**

- A.** When you find a job, you need a 'letter of intent to hire' from the prospective employer. It must outline the hours you will be working and what you will be doing.
- B.** You and your parent or guardian must take this application to your local ROE and request to see the issuing officer for an Employment Certificate.
- C.** The issuing officer will review for safety and check for conflicts with your school schedule. If everything is okay, you will be issued an Employment Certificate to give to your new employer.

## **For Employers - It's Simple!**

No employment certificate for a teen under age 16 means NO WORK!

Employers who work 14 or 15 year old teens without having a work permit on the premises, are subject to fines by the Illinois Department of Labor. Children under age 14 are not employable. (see Exceptions above)

## OCCUPATIONS DEEMED HAZARDOUS TO MINORS

### Minors under the age of 16 MAY NOT WORK in any of the following Hazardous Occupations:

1. In, about or in conjunction with any public messenger or delivery service, bowling alley, pool room, billiard room, skating rink (except an ice skating rink owned and operated by a school or unit of local government); exhibition park or place of amusement, garage or as a bell boy in any hotel or rooming house or about or in conjunction with power-driven machinery.
2. In the oiling, cleaning or wiping of machinery or shafting;
3. In or about any mine or quarry;
4. In stone cutting or polishing;
5. In or about any hazardous factory work;
6. In or about any plant manufacturing explosives or articles containing explosive components, in the use or transportation of same;
7. In or about plants manufacturing iron or steel, ore reduction works, smelters, foundries, forging shops, hot rolling mills, or any place in which the heating, melting, or heat treating of metals is carried on;
8. In the operations of machinery used in the cold rolling of heavy metal stock, or in the operations of power-driven punching, shearing, stamping or metal plate pending machines;
9. In or about sawmills or lath, shingle or cooperage stock mills;
10. In the operation of power driven woodworking machines or off bearing from circular saws;
11. In the operations of freight elevators or hoisting machines and cranes;
12. In spray painting or in occupations involving exposure to lead or its compounds or to dangerous or poisonous dyes or chemicals;
13. In any place or establishment in which intoxicating alcoholic liquors are served or sold for consumption on the premises, or in which such liquors are manufactured or bottled; except as follows: (A) busboy and kitchen employment, not otherwise prohibited, when in connection with the service of meals at any private club, fraternal organization or veteran's organization shall not be prohibited by this subsection; (B) this subsection 13 does not apply to employment that is performed on property owned or operated by a park district, as defined in subsection (a) of Section 1-3 of the Park District Code, if the employment is not otherwise prohibited by law;
14. In oil refineries, gasoline blending plants or pumping stations on oil transmission lines;
15. In operation of laundry, day cleaning or dyeing machinery;
16. In occupations involving exposure to radioactive substances;
17. In or about any filling station or service station;
18. In construction work, including demolition and repair;
19. In roofing operations;
20. In excavating operations;
21. in logging operations;
22. In public and private utilities and related services;
23. In operations in or in connection with slaughtering, meat packing, poultry processing and fish and seafood processing;
24. In operations which involve working on an elevated surface, with or without use of equipment, including but not limited to ladders and scaffolds;
25. in security positions or any occupations that requires the use or carrying of a firearm or other weapon; Or
26. In occupations which involve the handling or storage of blood, blood products, body fluids or body tissue.

Office employment for 14 and 15 years olds is not prohibited.



## Work Permit Requirements

- Issued to minors age 14 & 15.
- They cannot be issued to minors age 0-13 unless the minor will be employed in the entertainment industry.
- The parent/legal guardian in addition to the minor child MUST be present when issuing a work permit to someone 15 years of age or younger.

**The following required information/items are to be verified and documentation kept on file at the ROE Office before a work permit for a minor can be issued:**

1. Parent Approval: Written note from the parent/guardian giving child permission to work. Include minor's name, address, and all parent/guardian contact information.
2. Social Security Card: (Should be copied for file)
3. Evidence of Age: Birth certificate or Passport (should be copied for file)
4. Employer Letter: On business letterhead (or otherwise include business name, address, phone number & contact person). A statement of intention to employ signed by the prospective employer listing the nature of the occupation in which he intends to employ the minor. The exact hours of the day and number of hours per day and days per week must be listed.
5. School Letter: Verifying that the minor is enrolled and in good standing and stating the current grade or last grade attended.
6. Physician Statement: Verify students are physically fit and able to work.

**EMPLOYMENT CERTIFICATE APPLICATION FORM**

The Work Permit is ONLY Issued and VALID for Students 15 years old and younger as per the Illinois Department of Child Labor Law

Date: \_\_\_\_\_ Name of Student: \_\_\_\_\_ Male/Female

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Social Security #: \_\_\_\_\_ City State Zip

.....  
PARENT (S): I have read the statement from the employer below and give my son/daughter permission to work in his/her establishment.

Parent Name (Print): \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Parent Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Date: \_\_\_\_\_

.....  
EMPLOYER: (Please fill in the following information or submit a letter on company letterhead including the same information. Including date of employment)

*I agree to employ the above named student.*

Is liquor served?  Yes  No Summer work only?  Yes  No

Place of employment: \_\_\_\_\_ Nature of Industry: \_\_\_\_\_

Address: \_\_\_\_\_

City State Zip

Type of work to be done: \_\_\_\_\_

Position: \_\_\_\_\_

Student will work \_\_\_\_\_ hours on school days and not more than eight (8) hours on days when school is NOT in session, or \_\_\_\_\_.

Employer's Name (Print): \_\_\_\_\_

Signature of Employer: \_\_\_\_\_ Phone #: \_\_\_\_\_

.....  
**COPIES OF THE APPLICANT'S OFFICIAL BIRTH CERTIFICATE AND A PHYSICAL WITHIN A YEAR MUST ACCOMPANY THIS APPLICATION FOR IT TO BE PROCESSED**

**BOTH THE STUDENT AND PARENT MUST BE PRESENT TO COMPLETE THE PROCESS**

State Of Illinois, Department Of Labor

# Certificate Of Physical Fitness

*Required by Section 12 of the Child Labor Law, 820 ILCS 205/1-22*

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Gender \_\_\_\_\_ Eye Color \_\_\_\_\_ Hair Color \_\_\_\_\_

Name of Employer \_\_\_\_\_

Address of Employer \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Description of Work Requested:

Remarks: (Physical Fitness for Requested Work):

Name of Examiner \_\_\_\_\_

Signature of Examiner \_\_\_\_\_

Date \_\_\_\_\_



State Of Illinois, Department Of Labor

# Principal's Statement To Issuing Officer

*Required by Section 12 of the Child Labor Law, 820 ILCS 205/1-22*

Date \_\_\_\_\_ Name of School \_\_\_\_\_

This is to certify that the undersigned has interviewed \_\_\_\_\_  
residing at \_\_\_\_\_ and that  
said minor requests that an employment certificate be issued permitting employment outside  
of school hours.

The school records disclose that above-named minor was born \_\_\_\_\_ and has  
completed the \_\_\_\_\_ Grade. He or she is in school from \_\_\_\_\_ AM to \_\_\_\_\_ PM  
with \_\_\_\_\_ hour for lunch.

Parents' names are:

Father: \_\_\_\_\_ Mother \_\_\_\_\_

According to the school records, above-named minor is making satisfactory progress; therefore,  
I recommend an employment certificate be issued for present employment.

Principal \_\_\_\_\_ By \_\_\_\_\_

**MINOR, PLEASE NOTE:** EMPLOYMENT CERTIFICATES ARE ISSUED BY CITY AND COUNTY  
SUPERINTENDENTS OF SCHOOLS OR THEIR DULY AUTHORIZED AGENTS IN EACH SCHOOL DISTRICT.

**NOTE:** THIS IS NOT AN EMPLOYMENT CERTIFICATE BUT SHOULD BE DELIVERED TO THE ISSUING  
OFFICER WHO WILL ISSUE NECESSARY CERTIFICATE AS REQUIRED BY LAW. THIS FORM MAY BE  
REPRODUCED BY LOCAL SCHOOL AUTHORITIES AND ADDITIONAL INFORMATION ADDED IF NECESSARY  
TO MEET LOCAL CONDITIONS.