

# Permit to Employ and Work

**EXAMPLE COPY**

California Department of Education  
Form No. B1-4 (Rev.5-91)

Maximum number of hours of work per day when school is in session:  
 Monday through Thursday 4 Friday\* 8 Total 32  
 \* And any other school days immediately preceding school holidays and other nonschool days.

For weekly maximums and maximum hours of employment on holidays and other nonschool days, see reverse.

Expires on: 9/5/2005

Type of Employee

Regular  Vacation

Work experience  Exempt

Valid only at: United Parts and Wires, Suite 130-A, 2010 Airport Way, Red Oaks, CA, 99942, (555) 555-1213

<u>Mou, Steven M</u>	<u>444-55-6666</u>	<u>17</u>	<u>6/13/1987</u>
Name of minor (last name first) <u>31644 La Rocca Ct</u>	Social Security Number <u>Santa Monica</u>	Age at issuance <u>90004</u>	Date of birth <u>247-557-6294</u>
Street address <u>Luke OverHill</u>	City <u>347 S. Central Ave</u>	ZIP code <u>YourCity</u>	Home phone <u>99999</u>
School Name	Street address	City	ZIP code
			School phone <u>9/9/2004</u>
Signature of minor	Signature of issuing authority		Date

Hours of compulsory school attendance (required for "regular" employees only): \_\_\_\_\_

Remarks/other important limitations:  
4 hours maximum per day, Monday to Thursday - 8 hours maximum per day, Friday to Sunday - 32 hours total per week - 5AM to 10PM - 5AM to 12:30AM, if no school next day.

Valid only if employer has filed Form B1-1, "Request for Work Permit and Statement of Intent to Employ Minor," with issuing school authority (except vacation employees).  
 IMPORTANT: See back of permit for further information.  
*Original--to be retained by employer*

- California law also sets out minimum ages, as summarized below, and restricts or prohibits employment of specified age groups of minors in specified hazardous occupations. (See "Child Labor Laws in California.")
- Information on federal labor laws is available from the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor. Information on state child labor laws is available from the Division of Labor Standards, California Industrial Welfare Commission (IWC). Both the federal and state agencies have offices in several California cities.
- Summary of Minors Work Regulations
1. Federal law generally prohibits employment of children younger than 14. State law generally prohibits employment of children younger than 12. Special rules apply to agricultural and domestic work and to the entertainment industry.
  2. Children generally must attend school until age 18 unless they are 16 or older and have graduated from high school or received a state Certificate of Proficiency.
  3. Employers of minors required to attend school must have a "Request for Work Permit and Statement of Intent to Employ Minor" (Form B1-1) on file with the school district of attendance for each such minor and must themselves have on file for each minor a "Permit to Employ and Work" (Form B1-4). Records are to be open at all times for inspection by school authorities and officers of the Division of Labor Standards Enforcement.
  4. A work permit must be revoked whenever the issuing authority determines the employment is impairing the health or education of the minor.
  5. Labor laws applicable to adult employees are generally applicable to minor employees, including workers' compensation insurance requirements.
  6. The child labor laws do not generally apply to minors who deliver newspaper or work at odd jobs, such as yard work and baby-sitting, in private homes where the minor is not regularly employed.
  7. Hours of work:
 

Age	Federal regulations	State regulations
12-13	Prohibits the nonfarm employment of minors under the age of 14	Cannot work on school days. When school is not in session: daily maximum 8 hours; weekly maximum 40 hours.
14-15	When school is in session: daily maximum 3 hours; weekly maximum 18 hours, except 2 1/2 hours if student is in work experience program. (Generally may not work during school hours except in work experience program.) When school is not in session: daily maximum 8 hours.	Some as federal regulations.
16-17	Same as for adult - state standard prevails.	School day maximum: 4 hours. May be permitted 8 hours maximum on school days immediately preceding nonschool days. Work experience education students are permitted to work a maximum of 8 hours. High school graduates and state Certificate of Proficiency recipients are treated as adults.
  8. Spread of hours:
 

12-13	(See 1. above)	Work must be performed between 7 a.m. and 7 p.m. except June 1 through Labor Day when the hour is extended till 9 p.m.
14-15	Work must be performed between 7 a.m. and 7 p.m. except June 1 through Labor Day when the hour is extended till 9 p.m.	Same as federal regulations.
16-17	Same as for adult - state standard prevails.	Work must be performed between 5 a.m. and 10 p.m. except that work may extend to one-half hour past midnight on nights preceding nonschool days, and students in work experience programs may be authorized to work until one-half hour past midnight on nights preceding school days.
  9. A day of rest from work is required if the total hours employed per week exceed 30 or if more than 6 hours are worked on any one day during the week.
  10. Prohibited hazardous occupations for minors under 18 by the federal FLSA:
 

1. Explosives	10. Power-driven meat slicing/processing machines and slaughtering
2. Motor vehicle driving/outside helper	11. Power hoisting machines
3. Coal mining	12. Power-driven paper products/paper-healing machines
4. Logging and sawmilling	13. Manufacturing brick, tile products
4. Power-driven woodworking machines	14. Power saws and shears
6. Radiation exposure	15. Wrecking/demolition
7. Power-driven hoists/forklifts	16. Roofing
8. Power-driven metal forming, punching and shearing machines	17. Excavation operations
9. Other mining	