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.

<table>
<thead>
<tr>
<th>Name of minor (intend to employ)</th>
<th>Date</th>
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<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Residential street address</th>
<th>City, state, ZIP code</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>Hours per day (appr.)</th>
<th>Days of week (appr.)</th>
<th>Hours per week (appr.)</th>
<th>Is minor on school-directed Vocational Education Program with your firm?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

List exact duties

<table>
<thead>
<tr>
<th>Name of business</th>
<th>Telephone no.</th>
<th>Type of business (Mfg., Process, Retail, Restaurant)</th>
</tr>
</thead>
<tbody>
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<table>
<thead>
<tr>
<th>Street address</th>
<th>City, state, ZIP code</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Signature of employer’s rep.</th>
<th>Signature of minor</th>
<th>Signature of parent or guardian</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Name of business

Type of business (Mfg., Process, Retail, Restaurant)

Signature of employer’s rep.

Signature of minor

Signature of parent or guardian

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**STANDARDS ACT**

PROHIBITED OCCUPATIONS UNDER THE CHILD LABOR PROVISIONS OF THE FEDERAL FAIR LABOR STANDARDS ACT.

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

Please check additional job and hour restrictions in Federal law with the Wage and Hour Division of the Department of Labor.

For more information on hours and restrictions of hours, please contact the Wage and Hour Office of the Department of Labor in your area.

For more information, contact Indiana Department of Labor, 402 W. Washington St., Rm. W195, Indianapolis, IN 46204. (Telephone: 317-232-2675 /TT Voice 1-800-743-3333)

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**HOURS OF LABOR (UNDER 18)**

**AGES 14 and 15 - Restricted to:**

- No more than 6 hours per day, per week
- No more than 30 hours per school week
- No more than 40 hours per nonschool week
- No work before 6 a.m.
- No work after 9 p.m.
- No work on school nights
- No work on school days
- No work on school holidays
- No work on school breaks
- No work on school vacations
- No work on school holidays
- No work on school breaks
- No work on school vacations

**AGES 16 - Restricted to:**

- 3 hours per school day
- 7 hours per school week
- No work after 9 p.m.
- No work on school nights
- No work on school holidays
- No work on school breaks
- No work on school vacations
- No work on school holidays
- No work on school breaks
- No work on school vacations

**AGES 17 - Restricted to:**

- 3 hours per school day
- 7 hours per school week
- No work after 9 p.m.
- No work on school nights
- No work on school holidays
- No work on school breaks
- No work on school vacations
- No work on school holidays
- No work on school breaks
- No work on school vacations

For more information, contact Indiana Department of Labor, 402 W. Washington St., Rm. W195, Indianapolis, IN 46204. (Telephone: 317-232-2675 /TT Voice 1-800-743-3333)