



## Work Permit Requirements

It is solely within the discretion of Villa Park High School to determine whether a minor may obtain a work permit and be employed. The local school district has discretion to impose additional requirements and restrictions for the issuance of a work permit. In order to be eligible for a work permit, Villa Park High School students must meet the following criteria:

- Minimum GPA of 2.0
- Minimal truancies or absences
- Good discipline record

\*Work permits are good for up to one year.

\*\*Work permits will be revoked due to poor school attendance and/or grades

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

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

STATE OF CALIFORNIA DEPARTMENT OF EDUCATION  
**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 a 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**

Villa Park High School	(714) 532-8020	
School Name	School Phone	
18042 Taft Ave.	Villa Park	92861
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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<b>For authorized work permit issuer use ONLY</b>															
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>.

*Special rules or provisions, which may be important to you, may not be included in these summaries. Where doubt remains, you should consult the Division of Labor Standards Enforcement for details on California laws or the Wage and Hour Division of the U.S. Department of Labor for details on federal laws*

### SUMMARY CHART

	<b>Ages 16 and 17</b> Must have completed 7th grade to work while school in session. (EC 49112)	<b>Ages 14 and 15</b> Must have completed 7 <sup>th</sup> grade to work while school in session (EC49112)	<b>Ages 12 and 13</b>
<b>SCHOOL IN SESSION*</b>	4 hours per day on any schoolday** [EC 49112, 49116, LC 1391(a)(4)]  8 hours on any non-schoolday or on any day preceding a non-schoolday. [EC 49112, LC 1391(a)(3)]  48 hours per week [LC 1391(a)(3)]  WEE students and personal attendants*** may work more than 4 hours on a schoolday, but never more than 8. [EC 49116, LC 1391(a)(4)(A)]	3 hours per schoolday outside of school hours [EC 49112, 49116; LC 1391(a)(2)]  8 hours on any non-schoolday [LC 1391(a)(1)]  18 hours per week [EC 49116, LC 1391(a)(2)]  WEE students may work during school hours and up to 23 hours per week. [EC 49116, LC 1391(a)(2)]	May be employed only during school holidays and vacations (usually construed to include weekends). May never be employed on any schoolday, either before, during, or after school. [EC 49111]  Daily and weekly work hour maximums while school is in session are not specified in statute, but may not exceed the maximum allowed when school is not in session or the maximum stated on permit. [LC 1391]  Not eligible for WEE programs. [EC 49113]
<b>SCHOOL NOT IN SESSION</b>	8 hours per day [LC 1391(a)(3)]  48 hours per week [LC 1391(a)(3)]	8 hours per day [LC 1391(a)(1)]  40 hours per week [LC 1391(a)(1)]	8 hours per day [LC 1391(a)(1)]  40 hours per week [LC 1391(a)(1)]
<b>SPREAD OF HOURS</b>	5 a.m. – 10 p.m. However, until 12:30 a.m. on any evening preceding a nonschoolday [LC 1391(a)(3)]  WEE students, with permission, until 12:30 a.m. on any day [LC 1391.1]  Messengers: 6 a.m. – 9 p.m. [LC 1297]	7 a.m. – 7 p.m., except that from June 1 through Labor Day, until 9 p.m. [LC 1391(a)(1)]	7 a.m. – 7 p.m., except that from June 1 through Labor Day, until 9 p.m. [LC 1391(a)(1)]

#### STATUTE

#### PENALTY

EC 49111, 49112, 49116  
LC 1297  
LC 1391

Misdemeanor. Fine, imprisonment, or both. EC 49182]  
Misdemeanor. Fine, imprisonment, or both [LC 1303]  
Fine, imprisonment, or both. [LC 1391(c)]  
Third and subsequent violations, Class A, violation, fine \$5,000 - \$10,000 [LC 1288] Misdemeanor [LC1303]  
\$5,000 - \$10,000. [LC 1288] Misdemeanor.[1303]  
Class A violation \$5,000 - \$10,000. [LC1288] (Minor must be a ward or apprentice.) Misdemeanor [LC 1392]

Permits shall be subject to cancellation by school officials or the Labor Commissioner if the conditions for the legal issuance of the permit or certificate of age do not exist or did not exist at the time the permit or certificate was issued. A permit to work shall be revoked by the issuing authority when he is satisfied that the employment of the minor is impairing the health or education of the minor, or that any provision or condition of the permit is being violated, or that the minor is performing work in violation of any provision of law. [LC 1300; EC 49164]

With few exceptions, all employees are entitled to one day's rest in seven. [LC 551, 552] Days of rest may be accumulated, provided, that in each calendar month the employee receives the equivalent of one day's rest in seven. [LC 554] A violation of Sections 551, 55 and/or 554 is a misdemeanor. [LC 553] School attendance is not considered work time.

\*Statutes governing work hours for 14- and 15-year-olds use the phrase, "while school is in session", for the three-hour day, 18-hour week. California provides no precise definition of this phrase. However, the phrase is also used in federal regulations from which California's standard is derived. [29 CFR 570.35(a)] The U.S. Department of Labor considers the phrase "when school is in session" to mean the scheduled schooldays of the public school system in the county where the minor resides. A school week under federal standards is any week during which school is in session for at least one day. Thus, school is considered in session during any week that has at least one scheduled schoolday. Since the school session is derived from the schedule for the county's public schools, school may be considered in session for a minor who attends a private school that is closed during the summer if the public schools are in session at that same time.

\*\*A "schoolday" is any day that the minor is required to attend school for 240 minutes or more. [ LC 1391(b)]

\*\*\*"Personal attendant" is defined in IWC Order 15-2001, Section 2(J). Also see "Household Occupations" in Chapter 7 of this booklet.