



Washington State Department of  
**Labor & Industries**  
Employment Standards Program  
PO Box 44510  
Olympia WA 98504-4510  
Phone (866) 219-7321 FAX (360) 902-5300

# PARENT/SCHOOL AUTHORIZATION

For parents or legal guardians and school officials to indicate approval for a minor employee to work according to the terms listed by the employer and within the limits of the child labor regulations.

Email: [teensafety@Lni.wa.gov](mailto:teensafety@Lni.wa.gov) or Web page: [www.TeenWorkers.Lni.wa.gov](http://www.TeenWorkers.Lni.wa.gov)

## This is not a Minor Work Permit

*Employers must have a minor work permit endorsement on their Business License for each work location with employees under age 18 and renew it each year.*

See <http://bls.dor.wa.gov/minorworkpermit.aspx>

**Do not mail this form to L&I.** This form is to be **kept on file by the employer** at the minor's workplace and be available for department audit. A copy should also be maintained by the minor's school representative. Additionally, the employer must renew this parent/school authorization by September 30, of **each year or when work schedule changes.**

### Employee Information

Name of Employee	Minor's Date of Birth <b>(Must be accompanied by proof)</b>	Month	Day	Year
Employee Address	City	State	Zip	Phone number

### Employee School Information

Name of Employee School (If home schooled, please note)	Phone Number (include area code)		
School's Address	City	State	Zip

### Employer Information

Employer Business Name	Phone Number	9-Digit UBI for Business Location	Expiration Date of Minor Work Permit:
Address of Minor's Work Location	City	State	Zip

Wage <b>per hour</b> : \$ _____	Number of <b>days per week</b> : School week: _____ Non-School week: _____	<b>List Job Duties:</b>	Is minor employed at any other job? <input type="checkbox"/> Yes <input type="checkbox"/> No If answered as "yes", how many hours per week _____
------------------------------------	--	-------------------------	---

#### Maximum number of work hours during **School year**

Maximum hours to be worked <b>Per Day</b> : Monday - Thursday _____ Friday - Sunday _____ School/parent may adjust limits as needed: _____
Maximum hours to be worked <b>Per Week</b> : Weekly maximum: _____ School/parent may adjust limit as needed: _____

#### Start and Quit time during **School year**

<b>Earliest start time:</b> Monday - Thursday _____ AM PM Friday - Sunday _____ AM PM	<b>Circle One</b>
<b>Latest quit time</b> Sunday - Thursday _____ AM PM Friday - Saturday _____ AM PM	<b>Circle One</b>
School/parent may adjust quit time as needed: _____	

#### Maximum number of work hours during **Non- School year**

Maximum hours to be worked <b>Per Day</b> : Monday - Sunday _____ Parent may adjust limits as needed: _____
Maximum hours to be worked <b>Per Week</b> : Weekly maximum: _____ Parent may adjust limit as needed: _____

#### Start and Quit time during **Non-School year**

<b>Earliest start time:</b> Monday - Sunday _____ AM PM	<b>Circle One</b>
<b>Latest quit time</b> Monday - Sunday _____ AM PM	<b>Circle One</b>
Parent may adjust quit time as needed: _____	

## Employer Signature

Date	Title:	Employer Representative <b>Signature</b>	<b>Print Name</b>
------	--------	--	-------------------

## Employee (Minor's) Signature

Date	Employee (Minor) <b>Signature</b>	<b>Print Name</b>
------	-----------------------------------	-------------------

## Parental Authorization

*(These sections to be completed by the minor's parent or guardian and school after employer completes top portion.)*

I consent to allow the minor listed to be employed at the occupation and under the conditions stated above.

Date	Phone Number	Parent or Guardian <b>Signature</b>	<b>Print Name</b>
------	--------------	-------------------------------------	-------------------

## School Authorization (when school is in session)

**The stated hours of employment meet the requirements of school attendance regulations and are hereby approved.**

Date	Phone Number	Title:	School Authority <b>Signature</b>	<b>Print Name</b>
------	--------------	--------	-----------------------------------	-------------------

**NOTE:** Parents and school representatives should **not** sign this form **unless** the boxes for the daily and weekly work schedule are completely filled out to reflect the anticipated maximum hours of work. The school or parent may limit the hours of work for a student according to how the student will be affected by working too many hours, e.g., homework, attendance, etc. and may reduce and approve fewer hours than the rules allow or are requested by the employer.

### **\*Optional School Week Special Variance Authorization\*** **(Non-Agricultural Employment Only)** **For 16- and 17-year-old Minors**

A Special Variance allows a 16- or 17-year-old minor to work up to 28 hours per week with 6-hour shifts during the school week with approval of the authorized school official and the parent. All parties must agree to these additional hours, [pursuant to WAC 296-125-070(3)].

**School officials should not sign for any additional hours allowed by the Special Variance if a review of the student's progress indicates the additional work hours will be detrimental to the minor's educational activities.**

Please check if planning to use the Special Variance for additional school-week work hours.

**Yes**  **No** \_\_\_\_\_  
Parental Authorization School Authorization

**Parents:** To get a copy of the prohibited duties and other child labor provisions, contact L&I by phone or email listed on the front of this form or via the internet at [www.TeenWorkers.Lni.wa.gov](http://www.TeenWorkers.Lni.wa.gov).

**Padres:** Si tiene preguntas o necesita información en español sobre este formulario u otros requisitos para los trabajadores adolescentes, por favor vaya a [www.Lni.wa.gov/Spanish/WorkplaceRights/TeenWorkers](http://www.Lni.wa.gov/Spanish/WorkplaceRights/TeenWorkers) o llame al 1-866-219-7321.

For translation help in any other language, please call 1-866-219-7321 and press 0.

Comments by School Representative or Parent:

--

## General Information on Hours of Work Allowed For Minors

Once this form has been signed by parents and school, parents may keep the chart of work hours below for their reference. For more information, email [teensafety@Lni.wa.gov](mailto:teensafety@Lni.wa.gov) or visit the Teen Workers website at [www.TeenWorkers.Lni.wa.gov](http://www.TeenWorkers.Lni.wa.gov).

<b>Hours and Schedules Minors are permitted to Work in Non-Agricultural Jobs</b>					
	Hours of Day	Hours a Week	Days a Week	Begin	Quit
<b>14- and 15-year-olds</b>					
School weeks	3 hours (8 hours Sat. – Sun)	16 hours	6 days	7 a.m.	7 p.m.
Non-school weeks	8 hours	40 hours	6 days	7 a.m.	7 p.m. (9 p.m. June 1 to Labor day)
<b>16- and 17-year-olds</b>					
School week	4 hours (8 hours Fri. – Sun.)	20 hours	6 days	7 a.m.	10 p.m. (Midnight Fri – Sat)
School weeks with a special variance from school	6 hours (8 hours Fri. – Sun.)	28 hours	6 days	7 a.m.	10 p.m. (Midnight Fri – Sat)
Non-school weeks	8 hours	48 hours	6 days	5 a.m.	Midnight
<ul style="list-style-type: none"> <li>▪ An adult must supervise minors working after 8 p.m. in service occupations, such as restaurants and retail businesses.</li> <li>▪ Overtime rules apply for all hours worked over 40 in one week.</li> <li>▪ These rules also apply to home-schooled teens.</li> </ul>					

<b>Hours and Schedules Minors are permitted to Work in Agricultural Jobs</b>					
	Hours of Day	Hours a Week	Days a Week	Begin	Quit
<b>12- and 13-year-olds</b>					
Non-school weeks	8 hours	40 hours	6 days	5 a.m.	9 p.m.
Note: 12- and 13-year-olds may perform work only during non-school week's hand-harvesting berries, bulbs, cucumbers and spinach.					
<b>14- and 15-year-olds</b>					
School week	3 hours 8 hours non-school days	21 hours	6 days*	7 a.m. (6 a.m. in animal agriculture and irrigation)	8 p.m.
Non-school weeks	8 hours	40 hours	6 days*	5 a.m.	9 p.m.
<b>16- and 17-year-olds</b>					
School week	4 hours 8 hours non-school days	28 hours	6 days*	5 a.m.	10 p.m. (No later than 9 p.m. on more than 2 consecutive nights before a school day.)
Non-school weeks	10 hours	50 hours (60 hours per week in mechanical harvest of peas, wheat and hay)	6 days*	5 a.m.	10 p.m.
*Exception: 14- to 17-year-olds are allowed to work 7 days a week in dairy, livestock, hay harvest and irrigation during school and non-school weeks.					