Washington State Department of Labor & Industries

Employment Standards Program
PO Box 44510
Olympia WA 98504-4510

Phone: 866-219-7321
Fax: 360-902-5300
Email: TeenSafety@Lni.wa.gov
Web: www.Lni.wa.gov/TeenWorkers

Parent/School Authorization

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

This is not a Minor Work Permit

Employers must have a Minor Work Permit endorsement on their Business License for each work location where minors are employed and renew it each year. To apply, go to: http://bls.dor.wa.gov/minorworkpermit.aspx

Do not mail this form to L&I. This form must 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 — To be completed by the employee

Employee Name	Date of Birth (mm/dd/yyyy) **(Must be accompanied by proof)**
Address	Phone Number
City	State / Zip Code

School's Name **(if home schooled/not enrolled in school/online classes please note)**	School's Phone (include area code)
School's Address	City / State / Zip Code

Are you employed at another job? ☐ Yes ☐ No	If "Yes", how many hours do you work per week?

Employer Information

Before allowing a minor to begin work, you must obtain and keep on file, at the minor's workplace, a fully completed Parent/School Authorization. As the employer, it is your responsibility to ensure that this form is completed by you before collecting signatures.

Employer Business Name	Phone Number
Olympic College	(360) 475-7480
Washington Unified Business Identifier (UBI)	Expiration Date of Minor Work Permit
91 - 0823201 - 662	

Location Address (Physical location where minor will be working)	City	State	Zip Code
1600 Chester Avenue	Bremerton	WA	98337

Contact Name

Wage per Hour
$

List of Specific Job Duties

Employers: Please read before filling out the anticipated hours and work schedule on the following page. Per WAC 296-125-027 — Minors ***cannot*** work during the hours that school is in session. Employers should refer to the minor's neighborhood school's website for the hours of school to determine what hours the minor is eligible to work. This rule also applies to homeschooled students. No students should work during the hours that their neighborhood school is in session unless the employer has been granted a variance from the Department of Labor & Industries.

Hours and Work Schedule — Parents & schools may adjust hours and schedule as needed.

Minors ***cannot*** work during the hours that school is in session. Employers should refer to the school's website to determine what these hours are.

Hours and Schedules Minors are Permitted to Work in Non-Agricultural Jobs

Age Group	School Week	Hours/Day	Hours/Week	Days/Week	Begin	Quit
14 — 15 Years Old	School Week	3 hours (8 hrs Sat-Sun)	16 hours	6 days	7 a.m.	7 p.m.
	Non-School Week	8 hours	40 hours	6 days	7 a.m.	7 p.m. (9 p.m. June 1 to Labor Day)
16 — 17 Years Old	School Week	4 hours (8 hrs Fri – Sun)	20 hours	6 days	7 a.m.	10 p.m. (Midnight Fri – Sat)
	School Week with a special variance	6 hours (8 hrs Fri – Sun)	28 hours	6 days	7 a.m.	10 p.m. (Midnight Fri – Sat)
	Non-School Week	8 hours	48 hours	6 days	5 a.m.	Midnight

- *An adult must supervise minors working after 8 p.m. in service occupations such as restaurants and retail businesses.*
- *Overtime rules apply for all hours worked over 40 in one week.*
- *Special Variance does not apply to home-schooled students.*

Hours and Schedules Minors are Permitted to Work in Agricultural Jobs

Age Group	School Week	Hours/Day	Hours/Week	Days/Week	Begin	Quit
12 — 13 Years Old	Non-School Week	8 hours	40 hours	6 days	5 a.m.	9 p.m.
14 — 15 Years Old	School Week	3 hours (8 hrs. non-school days)	21 hours	6 days*	7 a.m. (6 a.m. in animal agriculture & irrigation)	8 p.m.
	Non-School Week	8 hours	40 hours	6 days*	5 a.m.	9 p.m.
16 — 17 Years Old	School Week	4 hours (8 hrs 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 Week	10 hours	50 hours (60 hours per week in mechanical harvest of peas, wheat, and hay)	6 days*	5 a.m.	10 p.m.

- *12 – 13 year-olds may work only during non-school weeks hand-harvesting berries, bulbs, cucumbers, and spinach.*

**Exception — 14 – 17 year-olds are allowed to work 7 days a week in dairy, livestock, hay harvest, and irrigation during school and non-school weeks.*

	Days	Hours per Day		Hours per Week		Start Time *Circle A.M. or P.M.*		Quitting Time *Circle A.M. or P.M*	
		Employer	Parent/ School Adj.	Employer	Parent/ School Adj.	Employer	Parent/ School Adj.	Employer	Parent/ School Adj.
School Weeks	Mon — Thurs					A.M. / P.M.	A.M. / P.M.	A.M. / P.M.	A.M. / P.M.
	Fri — Sun					A.M. / P.M.	A.M. / P.M.	A.M. / P.M.	A.M. / P.M.
Non-School Weeks	Sun — Sat *Parents adjust only*					A.M. / P.M.	A.M. / P.M.	A.M. / P.M.	A.M. / P.M.

Required Signatures

Employee's Signature

Print Name	Employee's Signature	Date

Employer's Signature

Print Name	Employer Representative Signature	Title	Date

Note: Parents and school representatives should **not** sign this form **unless** the Hours and Work Schedule for daily and weekly work schedules are completely filled out to reflect the anticipated maximum hours of work. The school or parent may limit the hours of work for a minor according to how the minor 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.

Parental Authorization

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

Print Name	Parent or Guardian Signature	Phone Number	Date

Comments by Parental Authority

School Authorization

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

Print Name	School Representative Signature	Title

Phone Number	Date

Comments by School Representative

Optional School Week Special Variance Authorization

For 16 – 17 Year Old Minors in Non-Agricultural Employment Only

A Special Variance allows a 16 – 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 296-125-0700]

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 note: The Special Variance is only for minors enrolled in public or private school. This does not apply to homeschooled students.

Are you planning to use the Special Variance for additional school-week work hours?
☐ Yes ☐ No If checked "Yes", **both** signatures below are required.

Parental Authorization	School Authorization