

# Permission to Work Form for Minors

## Section 1: Minor's Personal Information

Full Legal Name of Minor:	
Date of Birth:	
Minor's Signature:	
Date:	

## Section 2: Legal Information Notice

### (a) Federal Fair Labor Standards Act (FLSA) Overview

The federal Fair Labor Standards Act (FLSA) establishes the baseline minimum age for employment across the United States and defines certain fundamental requirements, including limitations on working hours, for employees who have not yet reached the age of sixteen. This federal legislation serves as the foundation upon which all state-level child labor regulations are built.

**Important Notice:** Each individual state within the United States maintains its own set of regulations governing the employment of minors. These state laws may impose additional restrictions beyond those established by federal law. It is strongly advised to seek guidance from a qualified attorney licensed to practice in your specific state to fully comprehend all applicable laws regarding minor employment.

### (b) FLSA Employment Standards by Age Category

**General Prohibitions:** Minors of any age are prohibited from employment in any occupation or industry that has been designated as hazardous by the Secretary of Labor. These hazardous occupations include, but are not limited to, mining, manufacturing explosives, operating power-driven machinery, and working in environments with exposure to radioactive substances.

**Age-Based Employment Limitations:**

<b>Age Category</b>	<b>Employment Restrictions</b>
18 years and older	No employment limitations apply under child labor laws
16 and 17 years	Prohibited from hazardous employment; however, no limitations on the number of hours they may work
14 and 15 years	Restricted to non-hazardous employment during hours outside of regular school schedule
Under 14 years	Generally prohibited from employment except in limited circumstances

The age of sixteen serves as the general minimum age threshold established by the FLSA for employment unless the Secretary of Labor issues specific regulations or orders providing exceptions for particular industries or occupations.

**(c) Restrictions for Individuals Aged 14 and 15 Years**

Individuals aged fourteen and fifteen years are restricted to working only during hours outside of their regular school schedule. The following limitations apply:

**Work Hour Limitations During School Sessions:**

- Maximum of eighteen hours per week during periods when school is in session
- Maximum of three hours per day on days when school is in session
- Prohibited from working before 7:00 AM or after 7:00 PM

**Work Hour Limitations During School Vacation Periods:**

- Maximum of forty hours per week during periods when school is not in session
- Maximum of eight hours per day on days when school is not in session
- During the period from June 1 through Labor Day, work may continue until 9:00 PM

**(d) Permitted Employment Fields for 14 and 15 Year Olds**

The following occupations and employment fields are generally permitted for individuals aged fourteen and fifteen years, provided all other applicable restrictions are observed:

- **Retail Establishments:** General retail work including cashiering, stocking shelves, customer service, and sales assistance in appropriate retail environments
- **Intellectual and Creative Endeavors:** Computer programming, educational instruction, tutoring services, vocal performance, theatrical acting, musical instrument performance, and similar creative or intellectual work

- **Messenger and Delivery Services:** Delivery work utilizing foot travel, bicycle transportation, or public transportation systems; motorized vehicle operation is prohibited
- **Maintenance and Landscaping Tasks:** General grounds maintenance and landscaping work excluding operation of power-driven lawn mowers, cutting equipment, trimming devices, edging tools, or comparable motorized machinery
- **Automotive Service Activities:** Fuel and oil dispensing at service stations, vehicle washing, and manual vehicle polishing; mechanical repair work is prohibited
- **Kitchen and Food Preparation Duties:** Food reheating using conventional cooking methods, dishwashing, equipment sanitation, and limited cooking responsibilities that do not involve operation of deep fryers or exposure to open flames
- **Produce Preparation:** Vegetable and fruit cleaning, packaging, sealing, labeling, weighing, pricing, and merchandise stocking when performed in areas separate from freezer units or refrigerated meat storage facilities
- **Loading and Unloading:** Hand tools and equipment intended for worksite use including rakes, manual clipping tools, shovels, and similar non-motorized implements
- **Sawmill and Woodworking Facilities:** Individuals aged fourteen and fifteen who satisfy specific qualifications established by the Department of Labor may perform restricted duties in sawmill and woodworking facilities under appropriate supervision
- **Lifeguard Services:** Individuals aged fifteen who meet established certification criteria may serve as lifeguards at conventional swimming pools and aquatic recreation facilities

## **Section 3: State-Specific Standards Notice**

### **(a) Important State Law Consultation Requirement**

Individual state regulations governing the employment of minors must be consulted prior to commencing any employment relationship. State laws may impose additional or more restrictive requirements beyond those established by federal legislation. Employers, parents, guardians, and minors are responsible for ensuring compliance with both federal and state regulations applicable to their specific jurisdiction.

The following example illustrates state-specific regulations using Alabama as a reference. Similar or varying regulations exist in all fifty states, and consultation with appropriate state authorities or legal counsel is essential.

## **(b) Example: Alabama State Standards**

### *(i) Regulations for Minors Aged 16 and 17 Enrolled in Educational Institutions*

Work hours for minors aged sixteen and seventeen who are currently enrolled in educational institutions are restricted as follows: employment is prohibited earlier than 5:00 AM and later than 10:00 PM on evenings preceding school days.

### *(ii) Prohibited Occupations for 16 and 17 Year Olds in Alabama*

The following occupations are prohibited for individuals aged sixteen and seventeen years under Alabama state law:

#### **Mining and Extraction:**

- Mining operations in any capacity
- Coke processing facilities
- Quarry work in any capacity

#### **Construction and Demolition:**

- Building demolition and structure dismantling operations
- Ship dismantling operations
- Underground tunnel construction or excavation work at depths of four feet or greater
- Roofing operations
- Scaffolding work
- Abrasive blasting activities

#### **Transportation and Heavy Equipment:**

- Operation or driving of trucks or heavy machinery exceeding three tons gross vehicle weight
- Employment on steam, electric, diesel, hydraulic, or other railway systems

#### **Forestry and Lumber:**

- Timber harvesting operations
- Employment in or around sawmill facilities
- Lath manufacturing operations
- Shingle production facilities
- Barrel-making mills

#### **Power-Driven Equipment Operation:**

- Power-driven woodworking equipment

- Power-driven bakery equipment
- Power-driven paper processing machinery
- Metal stamping equipment for sheet metal or tinware production
- Stamping machinery for paper or leather manufacturing
- Stamping equipment in fastener or hardware production facilities
- Power-driven metal forming, cutting, straightening, drawing, punching, or shearing equipment
- Paper cutting, stapling, corrugating, or punching equipment
- Circular saws, band saws, or guillotine cutting equipment
- Printing press equipment

**Industrial Operations:**

- Work in or around steam boiler systems or metal rolling mill equipment
- Operation or assistance in operating power-driven lifting equipment including elevators, freight elevators, cranes, and derricks (excluding unattended automatic passenger elevators)
- Assembly, adjustment, cleaning, lubrication, or servicing of machinery while in operation

**Food and Beverage:**

- Employment in or around facilities where alcoholic beverages are produced, bottled, packaged, or prepared for distribution
- Slaughtering, butchering, or meat processing activities

**Hazardous Materials:**

- Production, storage, or transportation of explosive materials or components
- Production or transportation of hazardous or toxic chemical substances
- Work involving exposure to toxic dyes, hazardous gases, concentrated lye solutions, corrosive acids, or pesticide applications
- Activities involving radioactive materials or ionizing radiation exposure
- Work around asbestos or other carcinogenic substances

**Manufacturing:**

- Brick, tile, or similar construction material manufacturing
- Firefighting duties

**General Prohibition:**

- Any occupation designated as hazardous by the Alabama Department of Labor

*(iii) Child Labor Certificate Requirements*

Employers operating within the State of Alabama must obtain Child Labor Certificates from the Alabama Department of Labor for each work location where minors are employed. The certificate classification requirements are as follows:

<b>Minor Age</b>	<b>Certificate Required</b>
14 and 15 years	Class I Certificate
16 and 17 years	Class II Certificate

Certificates must be obtained prior to the commencement of employment and must be maintained at the work location for inspection by authorized officials.

*(iv) Additional Restrictions for 14 and 15 Year Olds in Alabama*

In addition to all occupations prohibited for sixteen and seventeen year olds listed above, individuals aged fourteen and fifteen are further prohibited from the following occupations and activities:

**Manufacturing and Processing:**

- All manufacturing occupations
- Processing occupations of any kind
- Work in freezers or meat coolers
- Work in preparation of meats for sale

**Transportation and Warehouse:**

- Warehouse work except office and clerical duties
- Work on motor vehicles, trucks, or trailers
- Loading and unloading goods from trucks, railroad cars, or conveyors

**Construction:**

- Construction work of any kind
- Work on building trades

**Maintenance and Repair:**

- Maintenance and repair of buildings, machines, or equipment
- Outside window washing involving work above ground level
- Work involving ladders, scaffolds, or similar equipment

**Hazardous Locations:**

- Work performed in connection with mining, quarrying, or excavating
- Work in workrooms or workplaces where goods are manufactured, mined, or processed
- Public messenger service
- Operation of motor vehicles or service as helpers on motor vehicles

**Work Hour Limitations for 14 and 15 Year Olds:****During School Session:**

- Maximum six days per school week
- Maximum eighteen hours per school week
- Maximum eight hours on non-school days
- Maximum three hours on school days
- Work permitted only between 7:00 AM and 7:00 PM

**During School Vacation:**

- Maximum six days per work week
- Maximum forty hours per work week
- Work permitted only between 7:00 AM and 9:00 PM

**(v) Employer Record-Keeping Requirements**

Employers of minors in Alabama are required to maintain the following documentation and records:

**Required Documentation:**

- Employee Information Form completed for each minor employee
- Proof of Age documentation
- Time Records including daily hours worked, start and end times, and break periods

**Acceptable Proof of Age:**

- Valid driver's license
- Government-issued identification card containing name and date of birth
- Certified copy of birth certificate

**Required Employee File Information:**

- Full legal name of minor
- Residential address
- Telephone number

- Date of birth
- Employment start date
- Age verification documentation
- Name and address of school attended
- Complete time records for duration of employment

*(vi) Restrictions for Youth Aged 13 and Younger*

Individuals aged thirteen years and younger cannot be employed in public places or street occupations unless working for educational, charitable, religious, scientific, historical, literary, or nonprofit organizations where no employer-employee relationship exists or services are rendered on a purely voluntary basis without compensation.

## **Section 4: Parental or Legal Guardian Consent**

### **(a) Authorization for Minor Employment**

**Relationship to Minor:**

Parent

Legal Guardian

**Minor's Current Age:**

### **(b) Consent Statement**

I am the parent or legal guardian of the minor identified in Section 1 of this document (hereinafter referred to as the "Minor"). My minor child is \_\_\_\_\_ years of age. I hereby grant my authorization for my minor child to accept employment in the position with the employer specified below.

### **(c) Employment Details**

**Name of Employer:**

**Position or Job Title:**

**Anticipated Weekly Work Hours:**

### **(d) Notice Regarding Modifications**

Any modifications to the Minor's position, job title, scheduled hours, or work responsibilities must receive written approval from the parent or legal guardian prior to implementation. The employer is required to notify the parent or legal guardian of any proposed changes and obtain documented consent before such changes take effect.

**(e) Parent or Legal Guardian Certification**

By signing below, I certify that:

1. I have read and understand the federal and state regulations regarding minor employment as outlined in this document.
2. I have verified that the proposed employment complies with all applicable federal and state child labor laws.
3. I authorize my minor child to accept and maintain employment with the employer specified above.
4. I understand that I may revoke this authorization at any time by providing written notice to the employer.
5. I agree to ensure that my minor child's employment does not interfere with their educational obligations or physical well-being.

<b>Full Legal Name of Parent/Guardian:</b>	
<b>Signature of Parent/Guardian:</b>	
<b>Date:</b>	

**Section 5: Educational Institution Authorization**

**(a) School Authorization Requirement**

Minors who are currently enrolled in school and wish to obtain employment must provide written authorization from their educational institution. The minor's designated immediate supervisor must also confirm the nature of work the minor will perform. This authorization serves to verify that the proposed employment will not conflict with the minor's educational responsibilities.

**(b) Principal or Authorized School Official Statement**

I serve as the principal or authorized administrative official at the educational institution where the Minor identified in Section 1 of this document is presently enrolled. By affixing my signature below, I grant authorization for the Minor to accept employment in the position and with the employer specified in Section 4 of this document.

I hereby certify the following:

- 1) This employment will be conducted exclusively outside of regular school hours.

- 2) This employment will not negatively impact the Minor's academic progress or educational development.
- 3) The Minor is currently in good academic standing at this institution.
- 4) I have reviewed the proposed work schedule and confirm it does not conflict with the Minor's school attendance requirements.
- 5) I understand that this authorization may be revoked if the Minor's academic performance or school attendance is adversely affected by the employment.

**(c) Educational Institution Information**

<b>Name of High School or Educational Institution:</b>	
<b>Full Name of Principal or Authorized Official:</b>	
<b>Signature of Principal or Authorized Official:</b>	
<b>Date:</b>	

**Section 6: Supervisor Verification**

**(a) Employer and Supervisor Acknowledgment**

The undersigned supervisor or authorized employer representative hereby acknowledges and certifies the following:

- 1) I have reviewed all sections of this Permission to Work Form for Minors and confirm that the information provided is accurate to the best of my knowledge.
- 2) I understand and agree to comply with all applicable federal and state child labor laws and regulations governing the employment of minors.
- 3) I confirm that the Minor will not be assigned to perform any tasks or duties that are prohibited by federal or state law for individuals of their age.
- 4) I certify that the Minor's work schedule will comply with all applicable hour restrictions and will not conflict with the Minor's educational obligations.
- 5) I agree to maintain all required employment records for the Minor as specified by applicable federal and state regulations.

- 6) I understand that any violations of child labor laws may result in civil penalties, criminal prosecution, and other legal consequences for the employer.
- 7) I agree to notify the Minor's parent or legal guardian immediately of any workplace injuries, safety concerns, or proposed changes to the Minor's employment conditions.
- 8) I confirm that the employer has obtained all required Child Labor Certificates or work permits as mandated by the applicable state jurisdiction.

**(b) Supervisor Information and Certification**

<b>Full Name of Supervisor or Authorized Representative:</b>	
<b>Signature of Supervisor or Authorized Representative:</b>	
<b>Date:</b>	