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Permission to Work Form for Minors

Minor Name: _____

Minor Date of Birth: _____

Minor Signature: _____

Date: _____

Information: The federal Fair Labor Standards Act (FLSA) sets the minimum age of employment for workers in the United States as well as certain minimum standards, such as a cap on hours, for minor workers under the age of 16. Each state, however, also has certain restrictions on minors working. It is always a good idea to consult with an attorney licensed in your particular state to understand the laws around minors working.

The standards set by the FLSA are as follows (please be advised the standards for minors working may be more restrictive in individual states, but may not be less restrictive in the areas covered by federal law and that in all applicable cases, the more restrictive standard, be that federal or state, will apply):

- Minors may not work in any positions or fields declared hazardous by the Secretary of Labor.
- Those 18 years of age or older: no restrictions on work
- 16- and 17-year-olds: may not work in hazardous positions, but no restrictions on hours worked
    - 16 is the general age minimum provided by the FLSA for employment unless the Secretary for Labor issues a regulation or order otherwise
- 14- and 15-year-olds may only work outside normal school hours.
    - Additionally, they may not work:

        - More than 18 hours per week while school is in session
        - More than 40 hours per week while school is not in session
        - More than 3 hours a day on school days
        - More than 8 hours a day on non-school days
        - Before 7:00 AM or after 7:00 PM, except from June 1 until Labor Day, during which time may work until 9:00 PM
    - May work only in the following fields (provided by YouthRules.gov):
        - retail
        - intellectual or creative work such as computer programming, teaching, tutoring, singing, acting, or playing an instrument
        - errands or delivery work by foot, bicycle, and public transportation
        - clean-up and yard work which does not include using power-driven mowers, cutters, trimmers, edgers, or similar equipment
        - in connection with cars and trucks such as dispensing gasoline or oil and washing or hand polishing;
        - some kitchen and food service work including reheating food, washing dishes, cleaning equipment, and limited cooking
        - cleaning vegetables and fruits, wrapping, sealing, and labeling, weighing, pricing, and stocking of items when performed in areas separate from a freezer or meat cooler
        - loading or unloading objects for use at a worksite including rakes, hand-held clippers, and shovels
        - 14- and 15-year-olds who meet certain requirements can perform limited tasks in sawmills and wood shops
        - 15-year-olds who meet certain requirements can perform lifeguard duties at traditional swimming pools and water amusement parks.

State Standards: Standards on minors working for the state of Alabama are as follows (please be advised the following is not to be considered a comprehensive list - rules and statutes for individual states must be consulted):

- In Alabama, youth aged 16 and 17 enrolled in high school or middle school may not work earlier than 5:00 AM or later than 10:00 PM on any night preceding a school day. These minors may not work in the following:
    - in connection with any mine, coke breaker, coke oven, or quarry in any capacity
    - wrecking, demolition, and shipbreaking
    - in tunnels or excavations with a depth of four feet or more
    - in any roofing, scaffolding, or sandblasting operation
    - operating or driving a truck or heavy equipment over three tons gross weight
    - in logging

    - around any sawmill, lath mill, shingle, or cooperage-stock mill
    - operating power-driven woodworking machinery
    - operating power-driven bakery machinery
    - operating power-driven paper-products machinery
    - upon steam, electric, diesel, hydraulic, or other railroads
    - as a firefighter
    - operating stamping machines used in sheet metal or tinware
    - operating stamping machines used in paper or leather manufacturing
    - operating stamping machines used in washer or nut factories
    - in or around steam boiler or rolling mill machinery
    - operating any power-driven metal forming, cutting, straightening, drawing, punching, or shearing machines
    - operating or assisting in operating power-driven hoisting apparatus, including elevators, open-freight elevators, cranes, and derricks, with the exception of an unattended automatic passenger elevator
    - operating any paper cutting, stapling, corrugating, or punching machines
    - assembling, adjusting, cleaning, oiling, or servicing machinery in motion
    - operating circular saws, band saws, or guillotine shears
    - in or around a distillery where alcoholic beverages are manufactured, bottled, wrapped, or packed
    - in the manufacture, storage, or transportation of explosive components
    - in the manufacturing of brick, tile, or similar products
    - in the manufacture or transportation of dangerous or toxic chemicals or compounds
    - in, about, or in connection with, poisonous dyes, dangerous or poisonous gases, compositions of lye in dangerous quantities, dangerous or poisonous acids, or pesticides
    - in any activity involving exposure to radioactive substances or ionizing radiation
    - around asbestos or any other cancer-causing agents
    - operating or assisting in operating any job, cylinder, or offset printing presses
    - in any activity involving slaughtering, butchering, and meat cutting
    - in any place or occupation which the Alabama Department of Labor may declare dangerous to life or limb or injurious to the health or morals of youth under 18 years of age
- Employers who wish to employ any minors must obtain a Child Labor Certificate from the State of Alabama Department of Labor for each location where the minor will be employed. 14- and 15-year-olds require a Class 1 Child Labor Certificate and 16- and 17-year-olds require a Class II Child Labor Certificate.
- For 14- and 15-year-olds, an Eligibility to Work form must be obtained from the minor's school. This form must be kept in the minor employee's file. These minors

cannot work in the following:
    - manufacturing or mechanical establishments
    - cannery, mill, workshop, warehouse, or machine shops
    - operating or assisting in operating sandpaper or wood polishing machinery
    - operating or assisting in operating washing, grinding, or mixing machinery
    - operating or assisting in operating commercial laundry equipment
    - operating or assisting in operating machines used in picking wool, cotton, hair, or any other material
    - a rolling mill, machine shop, or manufacturing establishment which is hazardous or dangerous to health, limb, or life
    - in proximity to hazardous or unguarded gearing
    - any vessel or boat engaged in navigation or commerce within the jurisdiction of Alabama
    - manufacturing or packing paints, colors, or white or red lead
    - occupations causing dust in injurious quantities
    - soldering, brazing, heat treating, or welding
    - the building trades, except when the 14- or 15-year-old is a member of the immediate family of the contractor and is employed in trades involving non-hazardous duties or occupations
    - repairing, painting, or cleaning buildings or structures while working at the top of ladders, lifts, or scaffolds exceeding a height of six feet
    - junk or scrap metal yard
    - assorting, manufacturing, or packing tobacco
    - operating any automobile, truck, or motor vehicle, or flagging or directing traffic
    - airport hangars or landing strips or taxi and maintenance aprons
    - lumberyards
    - selling fireworks, unless under the direct supervision of an individual who is at least 18 years of age.
    - any place or occupation the Alabama Department of Labor declares to be dangerous to life or limb or injurious to the health or morals of children under 16 years of age
- 14- and 15-year olds may only work as follows:
    - While school is in session
        - for no more than 6 days in a school week
        - for no more than 18 hours in a school week
        - for no more than 8 hours on a non-school day
        - for no more than 3 hours on a school day
        - between 7:00 a.m. and 7:00 p.m.
    - While school is out of session
        - for no more than 6 days in a workweek

        - no more than 40 hours in a workweek
        - between 7:00 a.m. and 9:00 p.m. on any given day
- Employers must also maintain for all minors including an Employee Information Form, Proof of Age, and Time Records for the number of hours worked per day (including starting and ending times as well as break times). Proof of Age can be in the form of a driver's license, identification card issued by a federal, state, or local government (as long as it includes the minor employee's name and date of birth), or a copy of a birth certificate. If the Employee Information Form provided by the Alabama Department of Labor is not used, the following information must be included in the minor employee's file: name, address, telephone number, date of birth, date of hire, proof of age, school of attendance, and time records.
- Youth aged 13 and under may not work in any street or public place unless they are working for educational, charitable, religious, scientific, historical, literary, or nonprofit organizations, and no true employer-employee relationship exists or where the services are performed on a voluntary basis.

Parental Permission: I am the parent/legal guardian (circle one) of the minor named above (the "Minor"). My minor child is 2 (two) years of age. I hereby give permission for my minor child to work in the position for the employer described below.

Employer Name: _____

Position Title: _____

Hours Minor Will Be Working Per Week: 2 (two)

Any changes in the Minor's position, title, or hours must be approved once again in writing.

Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Date: _____

School Permission: Minors desiring to work who are in school must provide a permission statement from their high school. The minor's planned immediate supervisor must also verify the work which the minor will be performing.

I am the principal at the school where the Minor is currently attending. By signing below, I give my permission to the Minor to work in the position listed above for the employer listed above. I certify that this work will only be done after school hours. This work will

not interfere with the Minor's education.

Name of High School: _____

Name of Principal: _____

Principal's Signature: _____

Date:_____

Supervisor Name: _____

Supervisor Signature: _____

Date: _____