

MINOR WORK PERMIT INFORMATION

Buffalo Grove High School and Township High School District 214 strictly follow all minor work permit requirements detailed in Illinois State Child Labor Law (820 ILCS 205/). Please visit the Illinois General Assembly website at <http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=2418&ChapterID=68> for more detailed information.

1. Work permits are issued to minors aged 0 months through 15 years.
2. Work permits CANNOT be issued to minors 0 months through 13 years of age UNLESS the minor will be employed as a model or in a motion picture, radio or television production (see 820 ILCS 205/8).
3. **A WRITTEN APPLICATION MUST BE COMPLETED** in order to obtain a work permit for a minor and is REQUIRED under Section 205/12 of the Illinois Child Labor Law.
4. **THE PARENT/GUARDIAN MUST BE PRESENT** at the time the work permit application is submitted. The parent/guardian's presence at the time the application is filed is required under Section 205/12 of the Illinois Child Labor Law.
5. **THE MINOR CHILD MUST BE PRESENT** at the time the work permit application is submitted. The parent/guardian may not come in without the minor child to obtain a work permit for the minor child (see 820 ILCS 205/12).
6. **YOU MUST HAVE THE MINOR CHILD'S SOCIAL SECURITY NUMBER** This is a State of Illinois Child Labor Law requirement.
7. **ITEMS REQUIRED FOR VERIFICATION BEFORE A WORK PERMIT CAN BE ISSUED:**
 - a. **A Statement of Intention to Employ signed by the prospective employer** listing the nature of the occupation in which he/she intends to employ the minor. The exact hours of the day and number of hours per day and days per week must be listed. (NOTE: The employer can opt to fulfill this requirement by completing and signing the Employer's Statement on the Work Permit Application.) *Don't apply for a work permit until you have a job!*
 - b. **Verification of age**, proven by:
 - i. **Birth Certificate** furnished by the State/County or a signed statement of the recorded date and place of birth issued by a registrar of vital records **OR Passport** **OR** Certificate of Baptism duly certified showing the date of birth and place of baptism of the child
 - c. **Social Security Card**
 - d. **Phone number and current address**
 - e. **Certificate of Physical Fitness** or physical exam dated within one year of the date the minor is applying signed by the examining doctor or school nurse
 - f. **Principal's Statement to Issuing Officer** verifying that the minor is making satisfactory academic progress to work part time. Can be issued on school letterhead and signed by the principal or using the official State of Illinois Department of Labor form (**ONLY REQUIRED DURING THE SCHOOL YEAR**)
8. **WHAT TO DO WHEN YOU RECEIVE THE SIGNED WORK PERMIT FORMS:**
 - a. One copy MUST be given to the employer
 - b. One copy MUST be retained by the parent/guardian
9. **WORK PERMITS ARE VALID FOR ONE YEAR ONLY FROM THE DATE OF ISSUE**
10. **IF YOU CHANGE JOBS YOU NEED A NEW WORK PERMIT** Work permits are valid only for employment with the employer who provided the Statement of Intention to Employ and/or completed and signed the Employer's Statement on the Work Permit Application.

*****Please allow up to 3 business days to process your Minor Work Permit Application*****

What Hours Can a Minor Work?

1. When school is in session, minors 14 and 15 years of age may work:
 - Up to 3 hours per day;
 - Up to 24 hours per week; and
 - The combined hours of school and work may not exceed 8 hours per day.
2. When school is NOT in session (including summer vacations, holidays and weekends), minors under age 16 may NOT work:
 - More than 8 hours per day;
 - More than 6 days per week; nor
 - More than 48 hours per week.
3. Allowed hours of work are 7am-7pm except between June 1st and Labor Day, when working hours may be extended to 9pm.
4. A scheduled meal period of at least 30 minutes shall be provided no later than the 5th consecutive hour of work.

Who is Exempt from Work Permits?

The Child Labor Law does not apply to the following:

- Sale and distribution of magazines and newspapers at hours when the school of the district are not in session;
- Employment of a minor outside of school hours in and around a home of an employer when the work is not business related;
- Work of a minor 13 or more years of age, in caddying at a golf course;
- Minors 12 and 13 years of age employed as officials at youth sports for clubs and park districts (restrictions apply).

What are considered Hazardous Occupations that cannot employ minors?

- In, about or in conjunction with any public messenger or deliver service, bowling alley, pool room, billiard room, skating rink (except an ice skating rink owned and operated by a school or unit of local government); exhibition park or place of amusement, garage or as a bell boy in any hotel or rooming house or about or in connection with power-driver machinery.
- In the oiling, cleaning or wiling of machinery or shafting
- In or about any mine or quarry;
- In stone cutting or polishing;
- In or about any hazardous factory work;
- In or about any plant manufacturing explosives or articles containing explosive components, in their use or transport;
- In or about plants manufacturing iron or steel, ore reduction works, smelters, foundries, forging shops, hot rolling mills or any place in which the heating melting or heat treating of metals is carried on;
- In the operation of machinery used in the cold rolling of heavy metal stock, or in the operation of power-driven punching, shearing, stamping or meta [late pending machines;
- In or about sawmills or lath, shingle or cooperage stock mills;
- In the operation of power driven woodworking machines or off bearing from circular saws;
- In the operation of freight elevators or hoisting machines and cranes;
- In spray painting or in occupations involving exposure to lead or its compounds or to dangerous or poisonous dyes or chemicals;
- In any place or establishment in which intoxicating alcoholic liquors are served or sold for consumption on the premises, or in which such liquors are manufactured or bottled; except as follows:
 - A. busboy and kitchen employment, not otherwise prohibited, when in connection with the service of meals at any private club, fraternal organization or veteran's organization shall not be prohibited by this subsection;
 - B. this subsection 13 does not apply to employment that is performed on property owned or operated by a park district, as defined in subsection (a) of Section 1-3 of the Park District Code, if the employment is not otherwise prohibited by law;
- In oil refineries, gasoline blending plants or pumping stations on oil transmission lines;
- In operation of laundry, dry cleaning or dyeing machinery;
- In occupations involving exposure to radioactive substances;
- In or about any filling station or service station;
- In construction work, including demolition and repair;
- In roofing operations;
- In excavating operations;
- In logging operations;
- In public and private utilities and related services;
- In operations in or in connection with slaughtering, meatpacking, poultry processing and fish and seafood processing.
- In operations which involve working on an elevated surface, with or without use of equipment, including but not limited to ladders and scaffolds;
- In security positions or any occupation that requires the use or carrying of a firearm or other weapon; or
- In occupations, which involve the handling or storage of blood, blood products, body fluids or body tissue.