



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.

Email: teensafety@lni.wa.gov OR web page: www.TeenWorkers.Lni.wa.gov

THIS IS NOT A MINOR WORK PERMIT

Employers must obtain a minor work permit endorsement on their Master Business License for each workplace with employees under age 18. Minor work permit endorsements must be renewed each year. Go to www.DoL.wa.gov/forms/700028.htm

PLEASE NOTE: This form is to be kept on file by the employer at the minor's workplace and be available for departmental audit. Additionally, the employer must renew this parent/school authorization by September 30 of each year.

(This section to be completed by the employer and minor employee.)				COMPLETE ALL SECTIONS IN FULL.			
Name of minor:			Name of minor's school: (If home schooled, please note)				
Minor's address:			School's address:				
City	State	ZIP	City	State	ZIP		
Minor's Birth Date			Date	Signature of MINOR EMPLOYEE:			
(Must be accompanied by proof)			Month	Day	Year		
Wage <i>per hour</i> to be paid: \$	Number of <i>working days per week</i> :		Is minor employed at any other job? <input type="checkbox"/> Yes <input type="checkbox"/> No		If answered as "yes", list total hours worked <i>per week</i> at other job:		
Max. hours to be worked <i>per day</i> during school year: Monday - Thursday _____ Friday - Sunday _____			Max. hours to be worked <i>per week</i> during school year: Weekly max: _____				
Max. hours to be worked <i>per day</i> during non-school year: Monday - Sunday _____			Max. hours to be worked <i>per week</i> during non-school year: Weekly max: _____				
<i>Earliest</i> start time during school year Monday-Sunday am-pm: _____			<i>Latest</i> quit time during school year Sun- Thursday am-pm: _____ Friday - Saturday am-pm: _____				
<i>Earliest</i> start time during non-school year Monday-Sunday am-pm: _____			<i>Latest</i> quit time during non-school year Monday -Sunday am-pm: _____				

The minor will have the following job duties:

Name of firm		Telephone number
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Location address of *minor's* workplace:

City	State	ZIP
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UBI number for *this* business location:

9-Digit UBI Number for business location			3-Digit business ID	4-Digit Location ID	Expiration date of minor work permit endorsement:		
			Month			Day	Year
Date	Title	Signature of EMPLOYER or REPRESENTATIVE					

PARENTAL AUTHORIZATION

(These sections to be completed by the minor's parent or legal 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	Telephone Number	Signature of PARENT or LEGAL GUARDIAN
Address of parent or legal guardian		
City	State	ZIP

Note: The school 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 requested by the employer or parent.

SCHOOL AUTHORIZATION (when school is in session)

THE STATED HOURS OF EMPLOYMENT MEET THE REQUIREMENTS OF SCHOOL ATTENDANCE REGULATIONS AND ARE HEREBY APPROVED.			
Date	Telephone Number	Title:	Signature of SCHOOL AUTHORITY

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

	Hours a Day	Hours a Week	Days a Week	Begin	Quit
14- and 15-year-olds					
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)
16- and 17-year-olds					
School Weeks	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"> ▪ 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. ▪ These rules also apply to home-schooled teens. 					



PARENTS: To obtain a copy of the prohibited duties and other child labor provisions, you may contact L&I's central office through the various options listed on the front side of this form, or call your local L&I office listed in the government pages of the telephone book.



STATE OF WASHINGTON

DEPARTMENT OF LABOR AND INDUSTRIES

Employment Standards
P. O. Box 44510
Olympia, Washington 98504-4510
Phone (360) 902-5316
Fax (360) 902-5300

APPROVED VARIANCE

Upper Columbia Academy
3025 E Spangle Waverly Road
Spangle, WA 99031

In accordance with the provisions of Chapter 296-126-130, Washington Administrative Code, the Department of Labor and Industries of the state of Washington is granting your variance request as follows: **HOURS OF WORK / WAC 296-125-027**

Group Variance

❖ School Weeks- 16 and 17

- Cafeteria Workers 5:30-7:30 a.m.
- Maintenance Workers 5:00-7:00 a.m. (Snow Days)
- Resident Assistants- 10:00-11:00 p.m.
(Students that do not have early morning class)
- Head Resident Assistants- 10:00-11:30 p.m.
(Students that do not have early morning class)
- Front Desk Dorm Workers 5:30-7:00 a.m.
- Front Desk Dorm Workers 10:00 p.m. -12:00 a.m.
(Students that do not have early morning class. They may study while at work)

❖ Non School Weeks- 16 and 17

- Maintenance, Grounds, and Computer Support, students may work 10 hour days per week not to exceed 40 hours in a week, with required breaks.

❖ Effective Dates June 01, 2009 through May 31, 2010

Here are the conditions you must meet:

- A copy of this letter must accompany the Parent/School Authorization Form for parents and school authorities to see the conditions of this variance.
- You must have an updated Parent/School Authorization form (signed by parent and school) on file. The updated form must include the new work hours and conditions you requested in your variance for your minor employees.
- While this variance is granted by the Department of Labor and Industries, parents and schools have the authority to limit the hours of work for each student; evidence of discrimination against those unable to work additional hours may jeopardize this approval.

Employment Standards Representative
Date: June 5, 2009 Expires: May 31, 2010

For more information about minor work variances, see WAC 296-125-060

