

REGIONAL OFFICE *of* EDUCATION  
*Monroe & Randolph Counties*

134 North Main Street  
Red Bud, IL 62278  
(618) 680-0154



KELTON DAVIS  
*Regional Superintendent  
of Schools*

CHRIS DIDDLEBOCK  
*Assistant Superintendent  
of Schools*

To: The Minor Seeking Employment:

Congratulations on beginning your working career! We are proud to have you in our community.

To obtain a work permit, the following is required:

**Forms attached to this letter:**

- Statement of Intent to Employ – to be completed by the intended employer
- Principal's Statement – only necessary for work done during the months that school is in session (not summer-only work)
- Parent Approval – a parent/legal guardian must **accompany** the minor at the time of issuing a work permit and show a photo ID

**Documents to be brought in by the minor at the time of issuing the work permit:**

- Copy of your Birth Certificate
- Copy of a Current Physical – must be dated within the last 12 months of the day you request the work permit
- Original Social Security Card

Once all the forms are completed and the documents are collected, please call our office to schedule a time to have your work permit prepared and issued. This appointment will last approximately 20 minutes. A parent/legal guardian **must accompany** you at the time of this appointment.

*Notes:*

- Our office can only issue a work permit for employment within the State of Illinois and for students residing in Monroe or Randolph counties. For employment outside of Illinois, please contact the Department of Labor in that state for specific rules and regulations.
- When selecting your place of employment, adhere to the Illinois Child Labor Law Regulations that are attached. One of the major restrictions for approved places of employment is that the employer cannot serve open alcohol on the premises (exception: private clubs and fraternal and veteran organizations). See the last page of this packet for all restrictions placed on employed minors.

Please call our office if you have any questions.  
Red Bud - 618.680.0154

Sincerely,



Kelton Davis, Regional Superintendent of Schools

# STATEMENT OF INTENT TO EMPLOY

Minor Work Permit

Employee Name: \_\_\_\_\_

## To be filled out by the Employer:

Place of Employment: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Industry: \_\_\_\_\_ Position: \_\_\_\_\_

Is liquor served?  Yes  No Summer work only?  Yes  No

Type of work to be done: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student will work \_\_\_\_\_ hours on school days and not more than eight (8) hours on days when school is not in session. This will be done between the hours of \_\_\_\_\_ and \_\_\_\_\_ daily for \_\_\_\_\_ days per week.

**I agree to employ the above named student,  
while adhering to the Illinois Department of Labor's Child Labor Laws.**

\_\_\_\_\_  
Employer Name Printed

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Date

## PRINCIPAL'S STATEMENT TO ISSUING OFFICER

State of Illinois, Department of Labor  
Required by Section 12 of the Child Labor Law, 820 ILCS 205/1-22

Name of School: \_\_\_\_\_

*This is to certify that the undersigned has interviewed:*

Name of Minor: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Parents' names: \_\_\_\_\_ (Mother) \_\_\_\_\_ (Father)

And that said minor requests that an Employment Certificate be issued, permitting employment outside of school hours. The school records disclose that above-named minor was born \_\_\_\_\_ and has completed the \_\_\_\_\_ grade. He or she is in school from \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m. with \_\_\_\_\_ hour for lunch.

According to school records, the above-named minor is making satisfactory progress; therefore, I recommend an employment certificate be issued for present employment.

\_\_\_\_\_

Principal

Date

**Note:** This is not an Employment Certificate, but should be delivered to the issuing officer (Regional Office of Education #45) who will issue necessary certificate as required by law.

# PARENT APPROVAL

Minor Work Permit

Employee Name: \_\_\_\_\_

## To be filled out by the Parent:

Parent Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**I give my approval and permission for my child, as stated above, to be employed  
in the capacity listed in the Statement of Intent to Employ form.**

\_\_\_\_\_  
Parent Name Printed

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## ILLINOIS DEPARTMENT OF LABOR

Fair Labor Standards Division  
160 North LaSalle Street - Suite C-1300  
Chicago, Illinois 60601-3150

# WHAT YOU NEED TO KNOW TO COMPLY WITH THE CHILD LABOR LAW

**Child Labor Law Information: 312-793-2804 Child Labor Hot Line: 800-645-5784**

The Illinois Child Labor Law (820 ILCS 205/1 et seq.) regulates the employment of minors under the age of 16 years of age and requires all minors to have employment certificates.

The Superintendents of Schools or their duly authorized agents issue employment certificates.

### HOURLY RESTRICTIONS

1. When school is in session, children 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), children under the age of 16 may NOT work.
  - More than 8 hours per day;
  - More than 6 days per week; nor
  - More than 48 hours per week.
3. Daily hours of work may not be before 7:00 AM or after 7:00 PM except between June 1<sup>st</sup> and Labor Day when working hours may be extended to 9:00 PM.
4. A scheduled meal period of at least thirty (30) minutes must be provided no later than the fifth consecutive hour of work.

Employers of minors must post a schedule stating the hours of work and time of the lunch period. The employer must also furnish any minor she/he intends to employ with a statement describing the specific nature of the work to be performed and the hours and days the minor is to work. The minor must present this statement to his/her school principal when making application for an employment certificate, along with a copy of his/her birth certificate. The minor must be accompanied by a parent or guardian.

When both the Illinois Child Labor Law and the Fair Labor Standards Act child labor provisions cover an establishment, the stricter of the two laws will prevail.

The Illinois Child Labor Law does not apply to the sale and distribution of magazines and newspapers at hours when the schools of the district are not in session; nor to the employment of a minor outside of school hours in and around a home of an employer when the work is not business related; nor to the work of a minor 13 or more years of age, in caddying at a golf course nor to minors 12 and 13 years of age employed as officials at certain sports activities.



## OCCUPATIONS DEEMED HAZARDOUS TO MINORS

**Minors under the age of 16 MAY NOT WORK in any of the following Hazardous Occupations:**

1. In, about or in conjunction with any public messenger or delivery 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-driven machinery.
2. In the oiling, cleaning or wiping of machinery or shafting;
3. In or about any mine or quarry;
4. In stone cutting or polishing;
5. In or about any hazardous factory work;
6. In or about any plant manufacturing explosives or articles containing explosive components, in the use or transportation of same;
7. 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;
8. 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 metal plate pending machines;
9. In or about sawmills or lath, shingle or cooperage stock mills;
10. In the operation of power driven woodworking machines or off bearing from circular saws;
11. In the operation of freight elevators or hoisting machines and cranes;
12. In spray painting or in occupations involving exposure to lead or its compounds or to dangerous or poisonous dyes or chemicals;
13. 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;
14. In oil refineries, gasoline blending plants or pumping stations on oil transmission lines;
15. In operation of laundry, dry cleaning or dyeing machinery;
16. In occupations involving exposure to radioactive substances;
17. In or about any filling station or service station;
18. In construction work, including demolition and repair;
19. In roofing operations;
20. In excavating operations;
21. In logging operations;
22. In public and private utilities and related services;
23. In operations in or in connection with slaughtering, meat packing, poultry processing and fish and seafood processing.
24. In operations which involve working on an elevated surface, with or without use of equipment, including but not limited to ladders and scaffolds;
25. In security positions or any occupation that requires the use or carrying of a firearm or other weapon, or
26. In occupations which involve the handling or storage of blood, blood products, body fluids or body tissue.

Office employment of 14 and 15 year olds is not prohibited.