

REQUEST FOR SUMMER WORK PERMITS
PARENT/STUDENT DIRECTIONS
Twin Rivers Unified School District/Student Services
5115 Dudley Blvd.
McClellan, CA 95652
566-1620
Hours 8:00 – 4:00
Permits will be processed the following business day

Work permits will be issued to students who provide proof of enrollment in an educational program and satisfactory grades and attendance.

Work permits are required for students under the age of 18 UNLESS student can provide proof of High School Graduation or has a Certificate of Proficiency.

PLEASE COMPLETE THE “REQUEST FOR WORK PERMIT & STATEMENT OF INTENT TO EMPLOY MINOR”

_____ Pupil to complete Minor’s Information and name of School last attended

_____ Employer to complete 2nd section including signature

_____ Parent to sign and date. 3rd section

The District must be able to verify the information below. You may be asked to provide documentation

Proof of age - School record; Birth/Baptismal Certificate; Drivers License, State ID; Card, Immigration Card

Proof of school enrollment-Last quarter report card or Letter of verification or attendance

*Student must be present to sign in the presence of issuing authority.

MINORS WORK HOURS

Students cannot work during school hours

<u>AGE</u>	<u>NONSCHOOL DAYS</u>	<u>SCHOOL DAYS</u>	<u>FRIDAY</u>
14-15	8 per day/40 per week	3 per day/18 per week	3
16-17	8 per day/48 per week	4 per day/36 per week	8

If an employer is covered by both state and federal laws, the higher standards applies (generally F.L.S.A.).

14-15 7a.m. to 7 p.m. (Summer 6/1 – Labor Day 7 a.m. – 9 p.m. F.L.S.A.)***
16-17 5 a.m. to 10 p.m. (12:30 a.m. when no school next day, **I.W.C.)

DEFINITIONS

***F.L.S.A/U.S. Department of Labor-Fair Standards Act , 2031 Howe Avenue, Sacramento 263-1811.