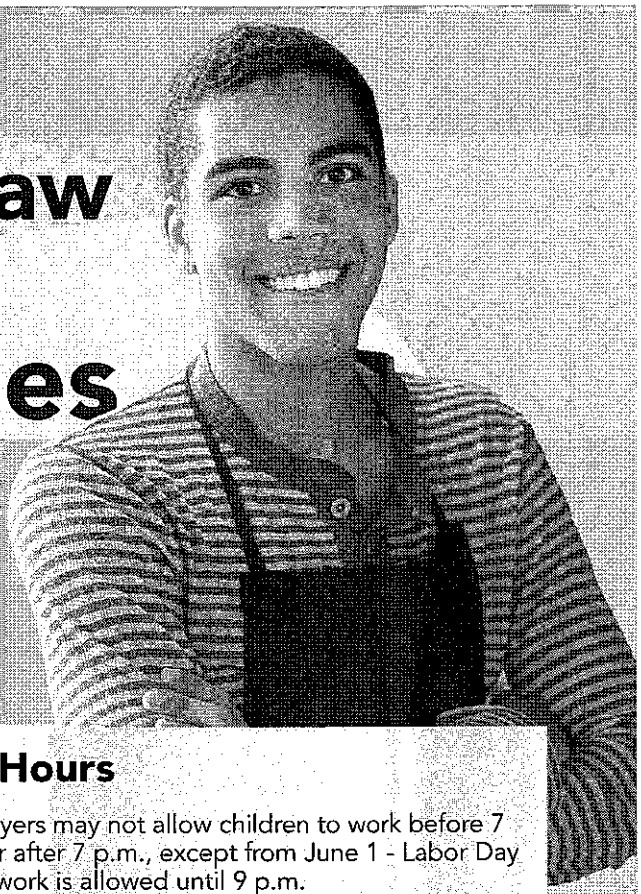
WORK PERMIT PACKET

You'll need:

- Employment Certificate Application Form (enclosed)
- Birth Certificate
- Original Social Security Card
- Copy of a physical completed within a year
- Issuing Officer's Statement (Provided by School)

State of Illinois
Illinois Department of Labor

Illinois Child Labor Law Resource for Parents & Families



All Child Workers Have Legal Rights

- **To be paid a minimum $13 per hour for all hours worked**
- **To have a 30-minute break for every 5 hours worked**
- **To attend school**

Age Requirements

The Child Labor Law regulates the employment of workers under 16 years of age. Employers are allowed to hire 14 and 15-year-olds if the work meets the requirements of the law. Employers are not allowed to hire children 13 and younger except in specific circumstances such as agriculture, performing in the entertainment industry, working at a park district or golf course, or delivering newspapers.

Work Hours

- Employers may not allow children to work before 7 a.m. or after 7 p.m., except from June 1 - Labor Day when work is allowed until 9 p.m.
- Employers must provide all children under 16 with a minimum 30-minute meal break for every 5 hours worked.
- On any day of the week, a child's school time plus work time cannot be more than 8 hours.
- A child cannot work more than 6 consecutive days.

Prohibited Hazardous Occupations

Employers may not allow children to work in dangerous environments, such as:

- work in/around exposed power-driven machinery (except ice cream shops);
- any hazardous factory work;
- work around materials such as explosives, alcohol, oil & gas, spray paint, lead, or other dangerous chemicals;
- metalworking or woodworking;
- laundry;
- construction; and
- meat/fish processing.

Protections for Child Workers

- The Illinois Department of Labor will only take enforcement action against employers, not child workers or their families.
- Every worker is entitled to legal protections, regardless of immigration or work authorization status.
- Please contact the Illinois Department of Labor if you suspect or have concerns about an employer who may be illegally employing children.
- The Illinois Department of Labor does not ask about the immigration/work authorization status of workers and does not report any information to immigration authorities.
- It is a violation of Illinois Child Labor Law to retaliate, take adverse action or discriminate against a child worker if they exercise a right under the child labor law. (e.g. file a complaint, cooperate with an investigation, testify in any related legal proceeding)

Contact Numbers
Child Labor Information:
(312) 793-5570
Child Labor HOTLINE:
(800) 645-5784 (toll-free)

Contact Email:
General Child Labor Questions:
dol.childlaborquestions@illinois.gov
To report possible child labor violations:
dol.childlaborcomplaints@illinois.gov

ILLINOIS DEPARTMENT OF LABOR

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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 required all minors to have employment certificates.

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

HOUR 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 and 7:00 PM except between June 1st 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 scheduled stating the hours of work and time of the lunch period. The employer must also furnish any minor4 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.

Exemptions

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 certain sports activities.

OCCUPATIONS DEEMED HAZARDOUS TO MINORS - 820 ILCS 206/40

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

- in any mechanic's garage, including garage pits, repairing cars, trucks, or other vehicles or using garage lifting racks;
- in the oiling, cleaning, or wiping of machinery or shafting;
- in or about any mine or quarry;
- in stone cutting or polishing;
- in any factory work;
- in or about any plant manufacturing explosives or articles containing explosive components, or in the use or transportation of same;
- in or about plants manufacturing iron or steel, ore reduction works, smelters, foundries, forging shops, hot rolling mills or any other place in which the heating, melting, or heat treatment 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 metal plate bending machines;
- in or about logging, 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 and repair of freight elevators or hoisting machines and cranes;
- in spray painting;
- in occupations involving exposure to lead or its compounds;
- in occupations involving exposure to acids, dyes, chemicals, dust, gases, vapors, or fumes that are known or suspected to be dangerous to humans;
- in any occupation subject to the Amusement Ride and Attraction Safety Act;
- in oil refineries, gasoline blending plants, or pumping stations on oil transmission lines;
- in the operation of laundry, dry cleaning, or dyeing machinery;
- in occupations involving exposure to radioactive substances;
- in or about any filling station or service station, except that this prohibition does not extend to employment within attached convenience stores, food service, or retail establishments;
- in construction work, including demolition and repair;
- in any energy generation or transmission service;
- in public and private utilities and related services;
- in operations in or in connection with slaughtering, meat packing, 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 occupations that require the use or carrying of a firearm or other weapon;
- in occupations which involve the handling or storage of human blood, human blood products, human body fluids, or human body tissues;
- in any mill, cannery, factory, workshop, or coal, brick, or lumber yard; any occupation which is prohibited for minors under federal law; or
- in any other occupation or working condition determined by the Director to be hazardous.

No person shall employ, allow, or permit a minor to work at:

- any cannabis business establishment subject to the Cannabis Regulation and Tax Act or Compassionate Use of Medical Cannabis Program Act;
- any establishment subject to the Live Adult Entertainment Facility Surcharge Act;
- any firearm range or gun range used for discharging a firearm in a sporting event, for practice or instruction in the use of a firearm, or the testing of a firearm;
- any establishment in which items containing alcohol for consumption are manufactured, distilled, brewed, or bottled;
- any establishment where the primary activity is the sale of alcohol or tobacco;
- an establishment operated by any holder of an owners license subject to the Illinois Gambling Act; or any other establishment which State or federal law prohibits minors from entering or patronizing.
- An employer shall not allow minors to draw, mix, pour, or serve any item containing alcohol or otherwise handle any open containers of alcohol. An employer shall make reasonable efforts to ensure that minors are unable to access alcohol.
- An employer may allow minors aged 14 and 15 to work in retail stores, except that an employer shall not allow minors to handle or be able to access any goods or products which are illegal for minors to purchase or possess.
- No person shall employ, allow, or permit an unlicensed minor to perform work in the practice of barber, cosmetology, esthetics, hair braiding, and nail technology services requiring a license under the Barber, Cosmetology, Esthetics, Hair Braiding, and Nail Technology Act of 1985, except for students enrolled in a school and performing barber, cosmetology, esthetics, hair braiding, and nail technology services in accordance with that Act and rules adopted under that Act.

WORK PERMIT AND AGE CERTIFICATE REQUIREMENTS

WORK PERMITS are issued to minors 0 months through 15 years.

Employment certificates cannot be issued to minors 0 months through 13 years of age unless the minor will be employed as a model (Section 250.260 of the Child Labor Law)

1. **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.

2. **THE PARENT/GUARDIAN MUST BE PRESENT** when you are issuing a work permit to someone 15 years of age or younger. The parent/guardian's presence at the time the application is filed is required under section 205/12 of the Illinois Child Labor Law.

3. **THE MINOR CHILD MUST BE PRESENT** when you are issuing a work permit. The parent may not come in without the minor child to obtain a work permit for the minor child.

4. **YOU MUST HAVE THE MINOR CHILD'S SOCIAL SECURITY CARD** We do not number work permit forms. Instead of permit numbers, we will not use the minor's social security number.

5. **ITEMS NEEDED 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 intends to employ the minor. The exact hours of the day and number of hours per day and days per week must be listed.
    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. Phone Number & Current Address
    d. Social Security Card
    e. Principal's Statement - stating the student is in good standing.
    f. Physical date within one year of the date the minor is applying

EMPLOYMENT CERTIFICATE APPLICATION FORM

The Work Permit is ONLY Issued and VALID for Students 15 years old and younger as per the Illinois Department of Child Labor Law

Date:_____ Name of Student:_____Male/Female

Address:_____
City State Zip

Phone:_____Social Security #:_____

PARENT (S): I have read the statement from the employer below and give my son/daughter permission to work in his/her establishment.

Parent Name (Print):_____Parent Signature:_____

Parent Address:_____

Phone #_____ Date:_____

EMPLOYER: (Please fill in the following information or submit a letter on company letterhead including the same information. Including date of employment)

I agree to employ the above named student.

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

Place of employment:_____ Nature of Industry:_____

Address:_____
City State Zip

Type of work to be done:_____

Position:_____

Student will work_____hours on school days and not more than eight (8) hours on days when school is NOT in session, or _____.

Employer's Name (Print):_____

Signature of Employer:_____Phone #:_____

COPIES OF THE APPLICANT'S OFFICIAL BIRTH CERTIFICATE, ORIGINAL SOCIAL SECURITY CARD, PRINCIPAL'S STATEMENT, AND A PHYSICAL WITHIN A YEAR MUST ACCOMPANY THIS APPLICATION FOR IT TO BE PROCESSED

BOTH THE STUDENT AND PARENT MUST BE PRESENT TO COMPLETE THE PROCESS

State Of Illinois, Department Of Labor

Issuing Officer's Statement

Required by Section 55 of the Child Labor Law, 820 ILCS 206/55 (b)(4)(C)

Date _____ Name of School _____

This is to certify that the undersigned has interviewed _____ residing at _____ 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. The minor is in school from _____ AM to _____ PM with _____ hour for lunch.

Parents' names are:

Parents/Legal Guardians: _____ _____

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

Issuing Officer _____

Signature _____

MINOR, PLEASE NOTE: EMPLOYMENT CERTIFICATES ARE ISSUED BY CITY AND COUNTY SUPERINTENDENTS OF SCHOOLS OR THEIR DULY AUTHORIZED AGENTS IN EACH SCHOOL DISTRICT.

NOTE: THIS IS NOT AN EMPLOYMENT CERTIFICATE BUT SHOULD BE COMPLETED AND FILED BY THE ISSUING OFFICER WHO WILL ISSUE NECESSARY CERTIFICATE AS REQUIRED BY LAW. THIS FORM MAY BE REPRODUCED BY LOCAL SCHOOL AUTHORITIES AND ADDITIONAL INFORMATION ADDED IF NECESSARY TO MEET LOCAL CONDITIONS.