



REQUEST FOR SUMMER WORK PERMITS

Twin Rivers Unified School District - Student Services Department
5115 Dudley Blvd., McClellan, CA 95652 - (916) 566-1620

Hours: Monday – Thursday from 10:00 a.m. – 1:30 p.m. (Closed on Wednesday, June 19, Thursday, July 4, and Fridays).

Permits may be processed by 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. If proper documents are provided: Completed Intent to Employ form, student ID and a copy of the parent's ID that signed the form.

Work permits are required for students under the age of 18, unless students can provide proof of High School Graduation or have a Certificate of Proficiency.

Please complete the attached statement of "INTENT TO EMPLOY MINOR"

PLEASE BRING A COPY OF YOUR ID

- _____ 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. Copy of Parent ID required.

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; Driver’s 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>Non School Days</u>	<u>School Days</u>	<u>Friday’s</u>
14-15	8 per day/40 per week	3 per day/18 per week	3 hours
16-17	8 per day/48 per week	4 per day/36 per week	8 hours

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

14-15	7 a.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.)

Definition

***F.L.S.A/U.S. Department of Labor-Fair Standards Act, 2031 Howe Avenue, Sacramento (916)263-1811