

YMCA of the Fox Cities
Work Permit Letter of Intent

We, _____ (Employer Name – Location)

(Address, street, city, state, zip)

will employ _____ to work as _____
Name Job Title

in compliance with all rules and regulations regarding minors. The position description is as follows:

The Hours of work/shift is: _____

Signature of employer Date

I give permission for _____ to work at the above job.
(print minor's name)

Signature of parent or guardian Date

The employee must present this completed form with the birth certificate (or baptismal certificate), social security card, and \$5.00 to a location that distributes work permits. The employee will be reimbursed the \$5.00 fee, either when the work permit is turned into the employer or no later than the first paycheck.

Restricted Hours

Minors 14 – 15 years of age may work:

- Outside of school hours
- 3 hours/day on a school day
- May work 8 hours on a non-school day or on the last day of a school week
- May work up to 40 hours/week during a non-school week
- May begin at 7:00 am, and may work until 7:00 p.m. on any day except from
June 1st – Labor Day when child may work from 7:00 am – 9:00 p.m.
- May work up to 18 hours/week on a school week
- May work up to 40 hours/week during a non-school week
- May work up to 24 hours/week when school week is less than 5 days/week

Minors 16 – 17 years of age may work:

- Between 7:00 am – 11:00 p.m. on school nights
- Until 12:30 p.m. on the last day of a school night
- Between 5:00 am – 11:00 p.m. on nonschool day preceding a school day
- Work no more than 5 hours/day during the school week except the last school
day of the week when school is in session
- Work up to 8 hours/day on the last day of the school day of the week
- May work a max of 26 hours/week during school time
- May work 32 hours/week during a less than 5 day school week
- May work up to 50 hours/week (with overtime) during a nonschool week
- Must have at least 8 hours off between workdays

Exceptions to restricted hours may be made for home schooled minors, minors legally out of school, high School graduates, and school-work experiences (however, all need work permits). See the human resource director for questions.