

# Work Permit -- Teenagers

**Description:** According to the State of Illinois, To protect the safety of Illinois teenagers, and place a priority on their education, minors age 14 or 15 may work, but not without first obtaining an Employment Certificate from their local high school or school administration office.

## **Teenagers may work:**

During the school year: between 7 AM and 7 PM, up to 3 hours per school day but not more than 8 hours per day when school & work hours are combined, up to 8 hours on a non-school day, up to 24 hours a week, but not more than six consecutive days.

During summer break June 1st through Labor day: between 7 AM and 9 PM, up to 48 hours a week, but not more than six consecutive days.

## **Exceptions:**

Most work for persons in their private homes, such as baby-sitting and yard work.

Minors may sell and distribute magazines and newspapers, and/or engage in agriculture pursuits outside of school hours and 13 year olds can work as golf caddies.

## **The Procedure For Teens; Ages 14-15**

A. When you find a job, you need a **“LETTER OF INTENT TO HIRE”** from the prospective employer. It must outline the hours you will be working and what you will be doing.

B. You will also need your **BIRTH CERTIFICATE and SOCIAL SECURITY NUMBER.**

C. You or your parent or guardian should call the issuing officer in the attendance office to **SCHEDULE AN APPOINTMENT** to get your work permit.

D. The issuing officer will review for safety and check for conflicts with your school schedule. If everything is okay, you'll be issued an employment certificate to give to your new employer.

## **Addition documents needed for children under the age of 14**

**A. CERTIFICATE OF PHYSICAL FITNESS**

**B. LETTER FOR THE STUDENT'S PRINCIPAL (FOR SCHOOL AGE STUDENTS)**

## **For Employers -- It's Simple!**

No employment certificate from a teen under age 16 means NO WORK!

Employers who work 14 or 15 year old teens without having a work permit on the premises, are subject to fines by the Illinois Department of Labor. Children under age 14 are not employable. (see Exceptions above)

## **Ages 16 to 19**

If your employer requires “proof of age” from you, the issuing officer mentioned in Step B above can provide you with a Proof of Age Certificate.

**Child Labor Hotline:** 1-800-645-5784

**Common prohibited occupations work is prohibited in any capacity:** On premises where liquor is served. Occupations at filling or service stations, including the retail portion thereof. Occupations requiring the use of power-driven machinery. Most occupations in logging and saw milling. Any occupation in construction, including demolition and repair. Occupations involving the use of ladders, scaffolds, or their substitutes. Occupations involving contact with moving vehicles. Occupations involving laundry, dry-cleaning or rug cleaning equipment. For a complete list please refer to the Child Labor Law, 820 ILCS 205/1-22.

Source: [State of Illinois](#)

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