



Please read these instructions carefully to expedite the work permit process.

Criteria for Work Permits:

1. The student must be ***under the age of 16.***
2. The student must be ***enrolled in school; not habitually truant; not under suspension; and passing a majority of courses*** during the current grading period.
3. The student must have the "***promise of a job***" from employer.
4. Apply for the permit at the Superintendent's Office and bring the items listed below.
5. The work permit ***is valid only for the employer and positions*** listed on the permit as issued by the Department Of Labour.

The following forms will need to be provided to the Superintendent's Office at **353 Cumberland Avenue** between the hours of **8:00 a.m. and 3:30 p.m.**

- ***Maine State Work Permit Form***
- ***Show documentation that provides student's date of birth;***
- ***Work Permit Authorization Form*** signed by the Guidance Office (not needed if school is closed for summer vacation); and
- ***Parent signature on work permit***

PLEASE NOTE:

If the student already has a work permit assigned and is changing jobs, the previous work permit must be surrendered when applying for a new permit.

Please plan ahead. **It takes approximately two weeks after applying** for a work permit at the Superintendent's Office for the approved permit to return from the State Department of Labor in Augusta. The approved permit will then be sent to the mailing address listed on the work permit form. The student is then responsible to provide the copy of the approved work permit to his/her employer prior to beginning work. The minor cannot work until the approved work permit is received from the State.



How many hours can teens work? How early and late can they work?

Employers must keep daily time records for minors. The records must show what time the minor began work, total hours worked, and what time the minor finished for the day.

Child labor laws specify how early, how late and how long minors can work. See below for details.

Following are the hours and times minors may work:

A. Minors under 16 years old

Work Hours

- Between 7 a.m. and 7 p.m. during the school year
- Between 7 a.m. and 9 p.m. during summer vacations only
- Not during school hours

Maximum Hours

- 3 hours a day on school days, including Fridays
- 18 hours in any week during a school week
- 40 hours in a week with no school
- 8 hours on days without school (during weekends, holidays, vacations, storm days, etc.)
- No more than 6 days in a row

B. 16- and 17-Year Olds (enrolled in school, including home-school)

Work hours (may work)

- After 7 a.m. on a school day
- After 5 a.m. on a nonschool day
- Until 10:15 p.m. on a day before a school day
- Until midnight if no school the next day
- Minors under 17 may NOT work during school hours

Maximum hours (may work)

- 6 hours on a school day;
- 8 hours on the last school day of the week - there are some exceptions for co-op (work-study) students, and students with an alternative education plan with a work component.
- 10 hours a day on weekends, holidays, vacations, teacher workshops
- 24 hours a week in any week with 3 or more school days
- 50 hours a week each week there are less than 3 scheduled school days or during 1st and last week of school year
- **May NOT** work more than 6 days in a row

NOTE: *The Maine law which limits hours for 16- and 17-year-old workers includes several exceptions. Federal law does not limit work hours for 16- and 17-year olds. Call the Maine Department of Labor at 1-877-safe-345 for details. tty:1-800-794-1110(for deaf and hard hearing)*



WORK

PERMIT AUTHORIZATION

To be completed by the Guidance Office: (Not needed if school is closed for summer vacation)

Name: _____

Date: _____

School: _____

Grade: _____

Legal Residence: _____

Age: _____

Mailing Address: _____

DOB: _____

Phone: _____

1. Is the student enrolled at the school named above? Yes No
2. Is the student habitually truant? Yes No
3. Is the student currently under suspension? Yes No
6. Is the student currently passing courses in this grade period? Yes No
7. Has the student been granted an exception to compulsory education (Title 20a, Section 5001a)? Yes No

I hereby certify that the above information is correct.

Date

Signature

Title



STATE OF MAINE

WORK PERMIT

PERMIT NUMBER

Note: During the school year, minors may have only one active work permit at any given time. During summer school vacation, minors may have two active work permits. Permits should not be submitted until minors have the promise of a job. Work permits do not excuse minors from attending school or classes. Falsification of information or documentation will result in permit revocation.

INFORMATION ON MINOR
PLEASE COMPLETE ALL FIELDS

Name of Minor: Phone:

Email:

Legal Residence: City/Town State Zip

Mailing Address of Minor:

Meets the following requirements, as applicable:

Yes No During regular school session, not habitually truant, not under suspension and is passing a majority of courses during current grading period.

Yes No Enrolled in a summer school program (last regular school day until Labor Day; enrollment will be verified with Superintendent of Schools prior to permit issuance).

INFORMATION ON EMPLOYER

Name of Business (Employer):

Email:

Business Address: Address City/Town Maine State Zip

Industry of Employer (Type of Business): Phone:

Occupation and Job Duties of Minor:

Starting Wage of Minor:

Signature of Superintendent or Issuing Officer and Title:

Superintendent's School District:

Signature of Parent or Legal Guardian:

Printed Name of Parent or Legal Guardian:

Phone Number of Parent or Legal Guardian:

NOTE: THIS PERMIT IS VALID ONLY AFTER APPROVAL GRANTED FROM THE BUREAU OF LABOR STANDARDS AND ONLY FOR THE MINOR, OCCUPATIONS AND EMPLOYER NAME LISTED ON PERMIT.