

Letter of Employment

Employer Information – Please Print

Company Name: _____

Owner/Manager's Name: _____ Phone: _____

Company Address: _____

Type of Business: _____

I intend to hire: _____ as a _____
Name of Prospective Employee Job Title

Duties will include: _____

_____ Hours of the day to work	_____ Number of hours/day	_____ Days per week to work
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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 18 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 40 hours per week.
3. Allowed hours of work are 7am to 7pm except between June 1st to Labor Day, when working hours may be extended to 9pm.
4. A scheduled meal period of at least 30 minutes shall be provided no later than the 5th consecutive hour of work.

Employers of minors shall post a schedule stating the hours of work and time of the lunch period. The employer shall also furnish any minor with a statement describing the specific nature of the work to be performed and the hour and days the minor is to work. The minor must present this statement to the issuing officer at the minor's school (or the school district if the child has not yet been enrolled in school) along with a copy of minor's birth certificate. The minor must be accompanied by a parent or guardian.

When both the Illinois Child Labor Law and Fair Labor Standards Act provisions cover the establishment, the stricter of the two laws will prevail.

Signed by Employer/Manager: _____ Date: _____