



Work Permits

Information and Procedures

➤ **What is a Work Permit, and why do I need one?**

The Louisiana Department of Labor governs the distribution, inspection, and requirements for work permits for all minors between the ages of 14 to 17 years old. Work permits are issued to help regulate and enforce federal and state child labor laws.

➤ **Where can I get all of the information about employment restrictions for minors?**

Visit www.laworks.net/Downloads/ORS/EmploymentofMinors.pdf to view a complete list of employment restrictions and rules for minors.

➤ **How old do I need to be to receive a work permit?**

There are two types of work permits. One type is for 14 and 15 year olds. The other is for 16 and 17 year olds.

➤ **How many hours can I work as a minor?**

The amount of time a minor can work per day/week is limited for **14 and 15 year olds**.

Rules during School Session

-not before 7a.m. or after 7p.m.

-no more than 3 hours a day

-no more than 18 hours per week

-Minors under the age of sixteen can not work more than six consecutive days

in one week or more than 40 hours in one week (school session and summer)

Rules during the Summer

-not before 7 a.m. or after 9 p.m.

-no more than 8 hours a day

-no more than 40 hours a week

All minors (14-17) can work any five hour period without one interval (at least 30 minutes) for meals.

➤ **What kinds of jobs are not permitted?**

A complete list of jobs that are not permitted for minors is available on the laworks website. Below are a few examples:

14 and 15 year olds may not be employed in:

-any manufacturing occupation

-operating power driven machinery

-cooking and baking

-bartending

-public messenger service

-construction

-warehousing and storage

-transportation of people or products

➤ **What kinds of jobs are permitted?**

Below are a few examples of jobs allowed for **14 and 15 year old minors**:

-office and clerical work

-price marking, bagging, shelving

-preparing and serving food and beverages

-cashiering, selling, and modeling

-clean-up work

-car cleaning, washing and polishing

➤ **How do I get a work permit?**

The first step in getting a work permit is to get a job. Work permits are only issued for a specific job. The employer should give you an “**Intent to Employ**” form. The intent to employ form must be completed and signed by the employer and by your parent before a work permit can be issued. In order to get a work permit, you need to provide Mrs. Libby Holmes or Ms. Cheramie, the issuing agents for Mount Carmel, with two things:

1) completed and signed “Intent to Employ” form,

2) “Proof of Age” document (driver’s license or birth certificate)

Please note, the school office will be closed in July. If you need a work permit in July, you may contact the parish school board office for information.

