

EMPLOYER INTENT FORM

**State law change in June 2017 indicating that work permits
are only needed for minor's under 16 years of age.**

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

BUSINESS PHONE: _____

INTENDS TO HIRE: _____

ADDRESS: _____

SOCIAL SECURITY # _____

WHAT SCHOOL DOES MINOR ATTEND: _____ **MINOR'S AGE:** _____

DATE OF BIRTH _____

TO DO THE FOLLOWING DUTIES: _____

**WE WILL ABIDE BY THE REGULATIONS SO STATED FOR THE AGE GROUP AS STATED ON
THE BACK SIDE OF THIS FORM. WE HAVE A COPY OF THE POSTER PROVIDED BY DILHR
DISPLAYED PER IND. 70.12.**

SIGNED: _____ **DATE:** _____

(Manager's Signature)

PRINTED NAME: _____ **TITLE:** _____

(Manager's Name)

PARENT OR GUARDIAN TO COMPLETE THIS SECTION:

I, _____ **GIVE MY SON/DAUGHTER** _____,

(Parent's Name)

PERMISSION TO DO THE ABOVE-MENTIONED DUTIES FOR _____.

SIGNED: _____ **DATE:** _____

(Parents' Signature)

****Youth must bring the following to the County Clerk's office to obtain work permit:**

1. Birth certificate or Baptismal record or valid Wisconsin driver's license or picture ID card.
2. Social Security card/number
3. This form filled out by employer and parent/guardian
4. \$10.00 fee to be reimbursed by the employer
(Fee increased to \$10.00 on July 1, 2009 by State of Wisconsin)

Hours and Times of Day Minors May Work in Wisconsin

State and federal laws do not limit the hours that minors 16 years of age or over may work, except that they may not be employed or permitted to work during hours of required school attendance under Wis. Stat. § 118.15.

State and federal laws also permit minors under 16 to work up to seven days per week in the delivery of newspapers and agriculture. In most other types of labor, minors under 16 may only work six days a week.

Most employers must obtain work permits for minors under 16 before permitting them to work. For further information, see the Wisconsin Employment of Minors Guide (ERD-4758-P).

Maximum Hours of Work for 14 & 15 year-old minors	After Labor Day through May 31	June 1 through Labor Day
<u>Daily Hours</u>		
Non-School Days	8 hours	8 hours
School Days	3 hours	3 hours
<u>Weekly Hours</u>		
Non-School Weeks	40 hours	40 hours
School Weeks	18 hours	18 hours
Permitted Time of Day	7am-7pm	7am-9pm

Employers subject to both federal and state laws must comply with the more stringent section of the two laws.

State child labor laws prohibit work during times that minors are required to be in school, except for students participating in work experience and career exploration programs operated by the school.

Minors under 16 years of age are limited to the maximum hours and time of day restrictions even though they may work for more than one employer during the same day or week.

Minors under 14 years of age are allowed to work in certain occupations (e.g., street trades, agriculture, and work in school lunch programs. See the Wisconsin Employment of Minors Guide, ERD-4758-P, for more detail). These minors are subject to the same hourly and time of day restrictions as minors who are 14 or 15 years of age.

Minors under 18 years of age may not work more than 6 consecutive hours without having a 30-minute, duty free meal period.

Minors 16 & 17 years of age who are employed after 11:00 pm must have 8 hours of rest between the end of one shift and the start of the next shift.

Minimum Wage for minors is \$7.25 per hour. Employers may pay an "Opportunity Wage" of \$5.90 per hour for the first 90 days of employment. On the 91st day, the wage must increase to \$7.25 per hour.

For further information about the federal child labor laws call (608) 441-5221, or write to U.S. Department of Labor, Wage & Hour, 740 Regent Street, Suite 102, Madison, WI 53715.

For further information about the state child labor laws, call the Equal Rights Division in Madison (608) 266-6860 or Milwaukee (414) 227-4384.

DEPARTMENT OF WORKFORCE DEVELOPMENT - EQUAL RIGHTS DIVISION

PO BOX 8928 MADISON WI 53708

Telephone: (608) 266-6860 TTY: (608) 264-8752

Website: <http://dwd.wisconsin.gov/er/>

The Department of Workforce Development is an equal opportunity employer and service provider. If you have a disability and need to access this information in an alternate format or need it translated to another language, please contact us.