PROPOSED CHANGE OF NUMBER ONLY

Students

~~BP 5113.1~~
5113.2 (a)

WORK PERMITS

The Governing Board recognizes that part-time jobs can give students needed supplementary income, valuable work experience, and enhanced self-esteem. However, the Board also believes that outside employment should not interfere with students' educational progress nor impair their health. In accordance with law, students must obtain work permits from school authorities before accepting employment.

The Superintendent or designee shall issue work permits only as allowed by law and only to the extent that outside employment does not significantly interfere with the student's schoolwork. Students granted work permits must demonstrate and maintain satisfactory grades.

Students 16 or 17 years of age may be granted approval to work more than 20 hours a week only when justified by unusual circumstances which shall be stated on the work permit.

Legal Reference:
EDUCATION CODE
48231 Entrance into attendance area within 10 school days of end of term
49110-49119 Permits to work
49130-49135 Permits to work full time
49140-49141 Exceptions
49164 Inspection; cancellation or revocation
LABOR CODE
1285-1312 Employment of minors
1391-1394 Working hours for minors

Management Resources:
CDE MANAGEMENT ADVISORIES
1016.89 Local work permit policies

Policy adopted: March 16, 1999
Board: December 6, 2011

SAN LEANDRO UNIFIED SCHOOL DISTRICT
San Leandro, California

PROPOSED CHANGE OF NUMBER ONLY

Students

~~AR 5113.1(a)~~
AR 5113.2(a)

WORK PERMITS

Approval/Revocation of Work Permits

1. No work permit shall be issued until the student's parent or legal guardian, foster parent or residential shelter services provider has filed a written request with the district. (Education Code 49110)

2. The Superintendent or designee shall revoke a student's work permit whenever he/she determines that employment is impairing the student's health or education. (Education Code 49164)

Permits to Work Part Time When School Is in Session

1. A student 16 or 17 years of age who has completed the seventh grade may receive a permit to work outside of school hours for no more than four hours on any day on which the student is required by law to attend school. (Education Code 49112) The following exceptions shall apply:

   a. The four-hour limit may be exceeded for students 16 or 17 years of age who are employed in a school-approved work experience or cooperative vocational education program or in personnel attendance occupations as defined in Industrial Welfare Commission Minimum Wage Order #15. (Education Code 49116)

   b. A student 16 or 17 years of age may receive a permit to work outside of school hours for no more than eight hours on any day on which the student is required by law to attend school, provided it is a day which immediately precedes a nonschool day. (Education Code 49112)

2. While school is in session, a student 14 or 15 years of age who has completed the seventh grade may receive a permit to work outside of school hours for no more than three hours on any school day and no more than 18 hours in any week. (Education Code 49112, 49116)

   If enrolled in and employed pursuant to a school-supervised and school-administered work experience and career exploration program, a student 14 or 15 years of age may be employed for up to 23 hours a week, any portion of which may occur during school hours. (Education Code 49116)

WORK PERMITS (continued)

3. With the consent of the Superintendent or designee, a student who is 13 years old and has completed the sixth grade may receive a permit to work for no more than two hours on any given day, up to a maximum of four hours each week, provided that the student is participating in an employment program that is conducted on school premises and sponsored by one or more school districts to foster student appreciation of the importance of education in preparing for future employment and education. (Education Code 49112)

Note: The limitations on working hours specified in Education Code 49112 and 49116 do not apply to minors employed to deliver newspapers to consumers, nor do they apply to students granted permits to work full time under conditions specified below.

Permits to Work Full Time When School Is in Session, Students 16 or 17 Years of Age

A permit to work full time may be granted to a student 16 or 17 years of age when the Superintendent or designee has received and approved the following documents: (Education Code 49133)

1. The student's school record, including age, grade, and attendance for the current term, signed by the principal or teacher.

2. Evidence of sufficient age, such as a birth certificate, passport or affidavit of the student's age, signed by the parent or legal guardian.

3. A written statement from the prospective employer stating that work is waiting for the student and describing the nature of the work.

The Superintendent or designee shall give the name of the student and his/her employer to the continuation school when part-time classes are required. The student shall then enroll in the continuation school. (Education Code 49135)

WORK PERMITS (continued)

Permits to Work When School Is Not in Session

Students 12 through 17 years of age may receive a permit to work on a regular school holiday, during a regular or specified occasional public school vacation, and when the student is exempt from compulsory school attendance because he/she arrived from another state within 10 days before the end of the school term. (Education Code 49111)