



Regional Office Of  
**EDUCATION**  
HENDERSON, KNOX, MERCER AND WARREN COUNTIES  
*Serving our schools and communities.*

**JODI L. SCOTT**

*Regional Superintendent of Schools*

[jscott@roe33.net](mailto:jscott@roe33.net)

**LORI LOVING**

*Asst. Regional Superintendent of Schools*

[lloving@roe33.net](mailto:lloving@roe33.net)

## Got a Job? Get a Permit!

To protect the safety of Illinois teenagers, and place a priority on their education, minors age 14 or 15 may work, but not without first obtaining an Employment Certificate from their local high school or school administration office

You may work during the school year:

- Between 7 am and 7 pm
- Up to 3 hrs. per school day but not more than 8 hrs. per day when school hours are combined
- Up to 8 hrs. on a non-school day
- Up to 24 hrs. a week, but not more than 6 consecutive days.

*During summer break June 1st through Labor Day:*

- *Between 7 am and 9 pm*
- *Up to 48 hours a week, but not more than 6 consecutive days.*

*Exceptions:*

- Most work for persons in their private homes, such as baby-sitting and yard work.
- Minors may sell and distribute magazines and newspapers, and/or engage in agriculture pursuits outside of school hours and 13-year old can work as golf caddies.

## The Procedure

For Teens It's A, B, C

- **A.** When you find a job, you need a letter of intent to hire" from the prospective employer. It must outline the hours you will be working and what you will be doing
- **B.** You, and your parent or guardian, must take this letter to your School and request to see the issuing officer for an Employment Certificate.
- **C.** The issuing officer will review for safety and check for conflicts with your school schedule.

If everything is okay, You will be issued an employment certificate.

### **Business Office**

105 North E Street Phone: (309) 734 6822  
Monmouth IL, 61462 Fax: (309) 734-2452

### **Galesburg Office**

121 S. Prairie Street Phone: (309) 345 3828  
Galesburg IL 61401 Fax: (309) 345-6735



Regional Office Of  
**EDUCATION**  
HENDERSON, KNOX, MERCER AND WARREN COUNTIES  
*Serving our schools and communities.*

### **For Employers**

No employment certificate from a teen under age 16 means

### **NO WORK!**

Employers who work 14 or 15 year old teens without having a work permit on the premises are subject to fines by the Illinois Department of Labor. Children under age 14 are not employable.

### **Ages 16 to 19**

If your employer requires "proof of age" from you, the issuing officer mentioned in Step B above can provide you with a Proof of Age Certificate.

**Child Labor Hotline: 1-800-645-5784**

### **Safety First -- Common Prohibited Occupations**

#### **Work is prohibited IN ANY CAPACITY:**

- On premises where liquor is served.
- Occupations at filling or service stations, including
- the retail portion thereof.
- Occupations requiring the use of power-driven machinery.
- Most occupations in logging and saw milling.
- Any Occupation in construction, including demolition and repair.
- Occupations involving the use of ladders, scaffolds, or their substitutes.
- Occupations involving contact with moving vehicles.
- Occupations involving laundry, dry-cleaning or rug cleaning equipment.

**For a complete list: Please refer to the Child Labor Law 820 ILCS 205/1-22.**

#### **Business Office**

105 North E Street Phone: (309) 734-6822  
Monmouth IL, 61462 Fax: (309) 734-2452

#### **Galesburg Office**

121 S. Prairie Street Phone: (309) 345- 3828  
Galesburg IL 61401 Fax: (309) 345-6735