



# UNIVERSITY HIGH SCHOOL

*A Nationally Recognized Exemplary School*

4771 Campus Drive, Irvine, California 92612 • (949) 936-7600, FAX (949) 936-7609

Website: <http://www.universityhigh.org>

## Work Permits

2022-2023

A work permit is a legal document required by the state of California that allows a person under 18 years of age (minor) to hold a job. Minors must meet mandatory school attendance laws and academic requirements in order to obtain and/or maintain a work permit. Schools have the right to restrict or reduce the type of employment and/or the hours of work if evidence is shown that schoolwork is being impaired by the employment. Students granted work permits must demonstrate and maintain a 2.0 grade point average and satisfactory attendance.

Reasons for cancelling a work permit include:

- Job does not fit legal requirements for minors
- Hours scheduled create a truancy or absence problem for the student
- Student is performing poorly in classes
- Poor attendance (absences/ tardies)
- The job site is not safe
- Parent's request

Workers who are ages 14 and 15 may work 3 hours on a school day and 8 hours on a non-school day for a total of no more than 18 hours per week during the school year. They may work no later than 7 pm. Workers who are ages 16 and 17 may work 4 hours on a school day and 8 hours on a non-school day for a total of no more than 28 hours per week during the school year. Workers who are ages 16 and 17 may work no later than 10 p.m. on a school night, and no later than 12:30 a.m. on a night before a non-school day (such as Friday and Saturday nights). Please allow for up to 24-48 hours to process a Work Permit request.

Student Name: \_\_\_\_\_ Long Student ID: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Email: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

