Minor Hour Restrictions

15-Year-Olds

School Year	Summer Break
Monday – Friday Max hours per day: **2.5** No later than: **6:30pm**	**Any Day of the Week** Max hours per day: **6** No later than: **8:30pm**
Saturday - Sunday Max hours per day: **6** No later than: **6:30pm**	
School Closed Max hours per day: **6** No later than: **6:30pm**	

16-and 17-Year-Olds

School Year	Summer Break
Monday - Thursday Max hours per day: **3.5** No later than: **9:30pm**	**Any Day of the Week** Max hours per day: **7.5** No later than: **11:30pm**
Friday - Sunday Max hours per day: **7.5** No later than: **9:30pm**	
School Closed Max hours per day: **7.5** No later than: **9:30pm**	

- **School Year:** Starts on Septembers 1st and ends on the day prior to the first full week of day camp. (Reach out to HR for any exceptions to Sept. 1st.)
- **Summer Break:** Starts on the first day of the first full week of day camp and ends on August 31st.
- **Definitions, Examples, and FAQs** about school closed and more can be found in this packet.

Other Minor Restrictions

Earliest minors can work

- 15-year-olds: 7am
- 16-and 17-year-olds: 6am

All minors can work a maximum of 6 days in a workweek*

Maximum amount a 15-year-old can work in a workweek:*

- School year: 18 hours
- Summer break: 40 hours
- School closed for an entire workweek: 40 hours

Maximum amount a 16-and 17-year-old can work in a workweek:*

- School year: 28 hours
- Summer break: 48 hours
- School closed for an entire workweek: 48 hours

15-year-olds can not lifeguard waterfront

- Although the Red Cross permits 15-year-olds to lifeguard at waterfront locations, the U.S. Department of Labor does not; therefore, we must follow the more restrictive requirement.
- Waterfront or natural environment facilities include rivers, streams, lakes, ponds, quarries, reservoirs etc.

*The workweek is from Saturday through Friday

Definitions:

School Year: Starts on Septembers 1st and ends on the day prior to the first full week of day camp.*

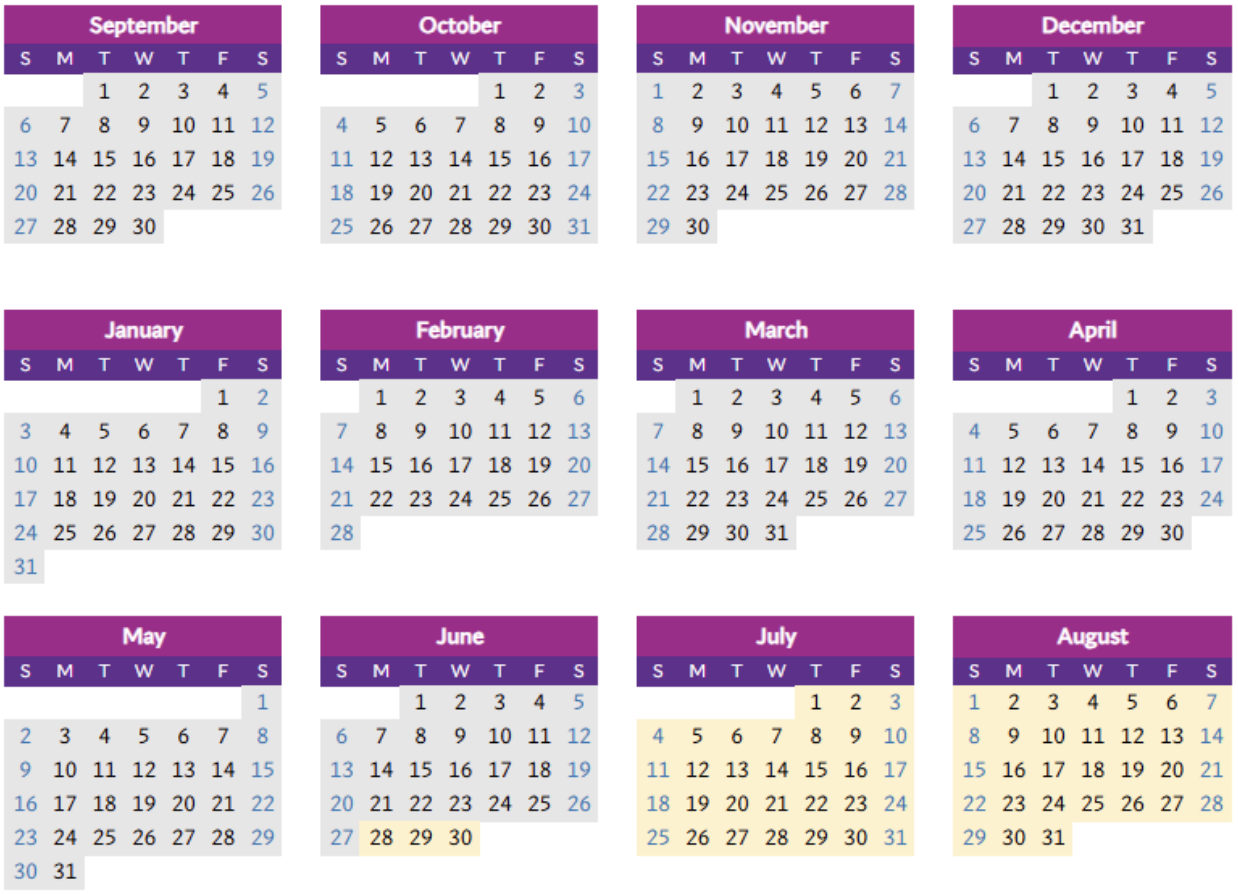
Summer Break: Starts on the first day of the first full week of day camp and ends on August 31st.

Example: The first full week of day camp is June 28th through July 2nd.

- School Year First Day: September 1st
- School Year Last Day: June 27th

- Summer Break First Day: June 28th
- Summer Break Last Day: August 31st

Calendar Picture Example:
- School Year: Gray
- Summer Break: Yellow



*Please call HR if any exceptions to the September 1st date are needed.

Definitions:

School: The below definitions of school apply to **anytime** school is mentioned in this resource.

- 15-year-olds: The school they attend **and** the public school district they reside in
- 16-and 17-year-olds: The school they attend
- Homeschool: The public school district they reside in

School Hours: The start time and dismissal time of school.

School Closed: A scheduled day where school is closed for the entire day.

Example:
A 15- and 17-year-old attend the same private school and live in the same public school district. Their private school is closed the day after Easter. But the public school is open the day after Easter.

Therefore the 17-year-old can work more hours the day after Easter, but the 15-year-old can not.

The 15-year-old can not work the day after Easter because the public school district they reside in is open.

Example:
A 15-year-old is homeschooled and finishes homeschooling at 1:30 p.m., while the public school district where the minor resides dismisses at 2:30 p.m.

The 15-year-old cannot begin working until after 2:30 p.m., because the school hours of the public school district where the homeschooled minor resides must be followed

Minor Training

Training for all minors must be:

- Completed at the branch, while clocked into the training pay code
- Accurately recorded in their timecard - clocked in and out at the time training was performed and, on the day(s), training occurred
- Training time is recorded as actual hours worked and not allotted hours
- Paid in the paycheck for the workweek when the training occurred
- This includes new hire training, annual training, etc.

Training hour restrictions:

- Training is considered work time and is subject to the same minor hour restrictions as regular work.
- Please see the table on page 1 for minor hour restrictions

Example:

A 15-year-old needs to complete their annual training, and it's November.

Therefore, they are restricted to 2.5 hours to do the training on Mondays through Fridays prior to 6:30pm.

They could also do training on the weekends or if school is closed, as long they are not working/training for more than 6 hours, and training doesn't go past 6:30pm.

Example:

You're putting together onsite training for newly hired camp counselors before camp starts and it's June. Some of the camp counselors are 16-and 17-years old.

Therefore, you would make sure that training starts after school is dismissed. If training is on a Monday through Thursday, it would be restricted to 3.5 hours and can not go past 9:30pm.

If training is on a Friday, Saturday, Sunday, or school is closed, training/work is restricted to 7.5 hours and cannot go past 9:30pm.

Prior to training you would make sure that their onboarding was completed 24 hours prior to the training. That way they will have access to clock in and out.

Minor FAQs

What about snow days or similar closures, would those days count as school being closed?

No, it must be preplanned well in advance. For example, it's a day that is on the school's academic calendar.

If school is closed for a half day, would this count as school being closed?

No, school must be closed for the entire day.

Is school considered closed if the reason is for a conference?

Yes, if a minor is not required to attend school on a particular day, school is closed. This includes conference days, holidays, school breaks, teacher in-service days, and other days on the school's academic calendar.

Can a minor who has early dismissal start working prior to the time that their school dismisses?

No, the only time they can is if that minor is enrolled in a cooperative work experience program approved by the department of education.

Do we need a minor's work permit before they start working?

Yes, because training is considered work time.

Do minors need to take a 30-minute break?

Yes, if they are working for more than 6 hours.

I'm not finding the answer to my question/situation, what should I do?

Please reach out to the HR Director.