

THIS DEVIATION MUST BE SUBMITTED WITH ORIGINAL YELLOW FRONT AND BACK WORK PERMIT

INDIVIDUAL APPLICATION FOR HOURS DEVIATION FOR 16 AND 17 YEAR OLD MINORS

Michigan Department of Education
Office of Career and Technical
P.O. Box 30712
Lansing, Michigan 48909
Telephone#: (517) 335-6041
Facsimile#: (517) 241-5347
www.michigan.gov/mde

For OCTE Office Use Only

Approval Date	Expiration Date
	Minor's 18th birth date and/or graduate

Authority: Act 90, Public Acts of 1978 as amended
MDE is an equal opportunity employer/program. Auxiliary aids, services, and other reasonable accommodations are available, upon request, to individuals with disabilities. Call (517) 335-6041 to make your needs known to this agency.

EMPLOYER INFORMATION

IMPORTANT: Deviation of hours must be completed and submitted to the Department for review and approval. If approved, by the Department, the deviation is returned and valid for the purpose indicated. The employer or employee of the employer at least 18 years of age or older must be present and provide supervision (ongoing instruction and guidance) to the minor during the period the minor is employed.

Business Name: _____ Telephone Number: _____
Corporate Name: _____ Federal ID#: _____
Corporate Mailing Address: _____
City: _____ State: _____ ZIP: _____

MINOR DUTIES/RESPONSIBILITIES TO BE PERFORMED: _____

Location where minor will work the deviated hours if approved by the Department:

Address: _____
City: _____ State: Michigan ZIP: _____ County: _____

- During the period school is in session, the business listed above requests approval to employ the named employee (listed below) as follows:
 - No earlier than 3:00 pm on school days Monday – Friday when school is in session, and
 - No later than 12:00 am midnight Sunday through Thursday when school is in session, and
 - No later than 2:00 am Friday & Saturday:
- The business listed above requests approval to employ the named employee, when school is not in session, during the following hours no earlier than 5:00 am and no later than 2:00 am during Winter, Spring, Summer and Christmas vacation (school out at least 7 consecutive days Sunday through Saturday)

EMPLOYEE INFORMATION

Minor's Name (Please Print) _____ Last Four Digits of Social Security Number _____ Date of Birth _____

PLEASE COMPLETE OTHER SIDE

STATEMENT OF SCHOOL ATTENDANCE

NOTE: This section must be signed and dated by school's representative and minor's ORIGINAL YELLOW FRONT AND BACK work permit attached to this form.

The named minor attends school _____ hours per week.

Name and Address of School Attended by Minor

Signature of School Representative

Date

PARENTAL/LEGAL GUARDIAN PERMISSION STATEMENT

I give my permission for _____ to work the deviated hours indicated on this application (***not to exceed 24 work hours in one (1) week when school is in session or 48 work hours when school is not in session***).

Signature of Parent OR Legal Guardian (**Check appropriate Box**)

Date

Print or Type Name of Parent or Legal Guardian

Home Telephone Number

Work Telephone Number

Signature of Employer or Representative

Title

Print Name of Employer or Representative

Date Application Signed

By signing this form the employer certifies that all statements in this application are true and that:

1. Records will be maintained on the premises where the minor is employed, certifying that ***work hours do not exceed 24 in one (1) week when school is in session OR 48 work hours when school is not in session, Spring, Summer, Christmas***
2. The employment of minors at this establishment will comply with all provisions including but not limited to Youth Employment Standards Act 90 of 1978 and Youth Employment Standards Rules.
3. Records required by Act 90 will be maintained and made available for inspection by an authorized representative of the department.

Any minor employed under the provisions of this deviation shall not be employed:

1. More than six (6) days in one (1) week.
2. More than an average of 8 hours per day.
3. More than 24 work hours in one (1) week when school is in session.
4. More than 48 work hours in one (1) week when school is ***not*** in session (Christmas/Spring/Summer/Winter vacation period).
5. Prior to 3:00 pm on school days, Monday, Tuesday, Wednesday, Thursday and Friday, when school is in session.
6. More than 5 hours continuously without a full documented and uninterrupted meal or rest period of 30 minutes or more.

A Parent or Guardian may deny or revoke approval for the minor to work the deviated hours requested.

The Director or their representative of the Department of Education may ***deny or revoke*** a deviation when the employer is in violation of any standard of the Department, or ***modify*** a deviation to comply with a related state or federal standard.

An employer may request a hearing to review a modification or denial by submitting written notice to the department. Upon receipt of the written appeal, a hearing will be scheduled before an administrative law judge, providing the employer an opportunity to justify the deviation.

THIS APPROVAL DOES NOT APPLY IF FEDERAL LAW OR A MUNICIPAL ORDINANCE ESTABLISHES A MORE RESTRICTIVE HOURS STANDARD.

**Michigan Department of Education Office of
Career and Technical Education John A. Hannah
Building
608 West Allegan Street/UP Level
P.O. Box 30712, Lansing, Michigan 48909**

ORIGINAL YELLOW FRONT AND BACK CA-7 YELLOW WORK PERMIT MUST BE SUBMITTED

Before submitting an Application for Individual Hours Deviation, please read these instructions carefully! If the application is not completed as indicated, it will be returned not processed.

COMPLETE THIS APPLICATION IF:

1. Records will be maintained on the premises at the fixed location/work site where the minor is employed certifying that work hours do not exceed 24 work hours in 1 week, if the minor is a student and school is in session **(effective October 18, 2011)**, AND
2. A valid work permit issued by a public, charter or private school is obtained, AND
3. All minors at this establishment will be employed in compliance with the provisions of the Youth Employment Standards Act 90 of 1978, as amended, AND
4. Pay and time records will be maintained and made available for inspection by an authorized representative of the Department, AND
5. No minor will be employed for more than six (6) days in one (1) week,
6. No minor will work longer than an average of eight (8) hours per day (*i.e., total hours worked divided by/ number of allowable days - effective October 18, 2011*)
7. No minor will work more than five (5) continuous hours without receiving a documented and uninterrupted interval of, at least, 30 continuous minute meal and/or rest period AND
8. Adult supervision is provided at all times.

COMPLETE THIS APPLICATION BY:

1. Entering the business name and telephone number, AND
2. Entering the corporate name and Federal Tax Identification number, AND
3. Entering the business mailing address, AND
4. Entering the address where the minor will be working the deviated hours, AND
5. Entering **DETAILED** description of duties to be performed by minor, AND
6. Entering the deviated hours requested for the minor, AND
7. Entering the signature of the employer or representative, their title, AND
8. Entering the name of the employer or representative and date application signed, AND
9. Entering the minor's first and last name, date of birth, last four digits of social security number, AND
10. Statement of School Attendance: **The school must complete this section including name and address of school attended by the minor and date and signature of the school representative and provide the CA-7 yellow front and back work permit with the deviation application, AND**
11. Parent/Legal Guardian Permission Statement: **ONLY THE PARENT/LEGAL GUARDIAN MAY COMPLETE THIS SECTION (signature, date, print name and home and work telephone# required).**