

LABOR LAW PARENTAL NOTIFICATION FORM

In order to inform minor associates (those between 14 and 17 years of age) and their parents of the federal labor law requirements and of JiLLy's Stores, internal requirements in regards to minor workers, we have outlined the laws and guidelines below. The Management of JiLLy's Stores wants associates and their parents to understand the labor laws; therefore, we require associates and their parents read and sign this document as an acknowledgement of the employment requirements at JiLLy's Stores.

Federal and State Law Require:

- Minors age 14 must have properly completed working papers before they begin work. Minors age 15 and older may begin work up to 14 days before their working papers are completed, where they are working during school vacations.
- Minors work schedule must be posted.
- Minors (aged 14-15) may not work more than 3 hours per day on school days.
- Minors (aged 14-15) may not work more than 8 hours per day on non-school days.
- Minors (aged 14-15) may not work more than 18 hours per week in school weeks.
- Minors (aged 14-15) may not work more than 40 hours per week in non-school weeks.
- Minors (aged 14-15) may not work more than 6 consecutive days.
- Minors (aged 14-15) may only work between 7am and 7pm except from school end to Labor Day when the evening hours can be extended to 9pm with special permission of parent or guardian.
- Minors (aged 16-17) may not work more than 8 hours per day.
- Minors (aged 16-17) may not work more than 40 hours per week.
- Minors (aged 16-17) may not work more than 6 consecutive days.
- Minors (aged 16-17) may only work between 6am and 11pm except on days not preceding a school day, when they may work until 3am with special permission of parent or guardian.

JiLLy's Internal Guidelines:

- Minors will not work more than five consecutive shifts per week.
- 14 and 15 year olds will not work more than five 7-hour shifts for a total of 35 hours per week.
- 16 and 17 year olds will not work more than five 7.5 hour shifts for a total of 38 hours per week.
- Shifts of 14 and 15 year olds will begin no earlier than 8 AM and end no later than 9PM.
- Minor associates must complete a daily time sheet (internal system clock) for each scheduled shift.
- Minor associates must wear a company name tag at all times.
- Work schedules may not be switched with other associates without management approval
- Minors must complete all paperwork, including working papers, before beginning employment.

These internal guidelines may change without notice. In addition to the above, associates must meet the requirements stated in the Associate Handbook and explained at JiLLy's Orientation.

I, _____, understand the responsibilities I will assume while working at JiLLy's Stores and agree to meet these responsibilities.

Signature: _____

Date: _____

Parents Signature: _____

Date: _____