



Palatine
Park
District

Date: _____

TO: Whom It May Concern
RE: Letter of Intent - Child Labor Laws

As a _____ part-time employee for the Palatine Park
(insert job title)

District, _____ will not work more than:
(insert full name)

- When school is in session
 - ✓ 3 hours per day
 - ✓ 24 hours per week
 - ✓ The combined hours of school and work will not exceed 8 hours per day.

- When school is not in session (including summer vacation, holidays, and weekends)
 - ✓ 8 hours a day
 - ✓ 6 days per week
 - ✓ 48 hours per week

Additionally, daily hours of work will not be before 7:00am or after 7:00pm except between June 1 and Labor Day when working hours may be extended to 9:00pm. A scheduled meal period of at least thirty (30) minutes will be provided no later than the fifth consecutive hour of work. Liquor will not be served and this is not only for summer work.

Sincerely,

Phil Riskin

Phil Riskin
Human Resource Manager & Safety Coordinator
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