MSS
The HR People

Employing Young Persons Toolkit

Employing those under 18 years of age



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Employing young people requires employers to take additional care to ensure their working hours, breaks, rest periods and working arrangements comply with the Protection of Young Persons (Employment) Act 1996.

This toolkit provides guidance on the key requirements when employing young persons, including permitted working hours, start and finish times, breaks, rest periods and your responsibilities as their employer.



Before Employing a Young Person

- [ ] Confirm the employee's date of birth and age
- [ ] Check that the proposed employment is permitted for their age
- [ ] For employees under 16, obtain written permission from a parent or guardian before employment and inspect a copy of their birth certificate
    - [ ] Store permission on their personal file
- [ ] Confirm the proposed duties and hours are appropriate for the employee's age
- [ ] Ensure appropriate breaks are considered when rostering, applicable to the employee's age, to ensure the company is not short staffed for periods.

Maximum Working Hours Per Week

Age Group	Term Time	School Holidays	Work Experience
14 years	Not permitted	35 hours p/ week	40 hours p/ week
15 years	8 hours p/ week	35 hours p/ week	40 hours p/ week
16 and 17 years	40 hours p/ week	40 hours p/ week	40 hours p/ week

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Permitted Start and Finish Times

Age Group	Earliest Start	Latest Finish
Under 16 years	8:00am	8:00pm
16 and 17 years, school next day	6:00am	10:00pm
16 and 17 years, no school next day	6:00am	11:00pm

Please note: Night work beyond 10 pm requires Ministerial approval by regulation. Specific regulations have been made for licensed premises.

Breaks and Rest Periods

Age Group	Break	Rest Period in 24 Hours	Rest Period in 7 Day Period
Under 16 years	30 minutes following 4 hours work	14 Hours off	2 days off
16 and 17 years	30 minutes following 4.5 hours work	12 hours off	2 days off

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Employer Responsibilities

- [ ] Inspect the employee's birth certificate before employment
- [ ] Maintain a register of all employees under 18
- [ ] Obtain written parent or guardian permission before employing anyone under 16
- [ ] Record the employee's full name and date of birth
- [ ] Record the time work begins and finishes each day
- [ ] Record the rate of wages or salary paid
- [ ] Record the total amount of wages or salary paid
- [ ] Assess any health and safety risks associated with employing a young person and provide appropriate supervision and training

Displaying the Abstract of the Act

- [ ] Display the official Abstract of the Protection of Young Persons (Employment) Act 1996 in a prominent location where employees can easily access and read it
- [ ] Provide each employee under 18 with a copy of the official summary within one month of commencing employment



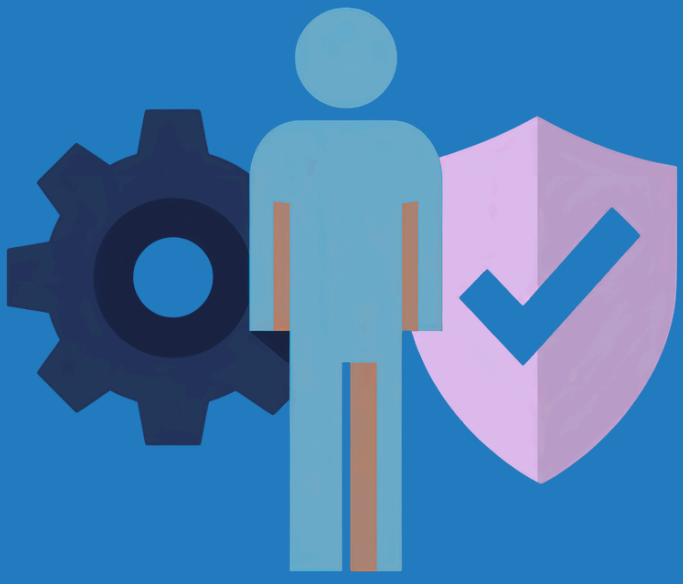
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HR Compliance Reminder

- ✓ Check the employee's age before agreeing working hours
- ✓ Comply with maximum hours, start and finish times, breaks and rest periods
- ✓ Obtain parental consent before employing anyone under 16
- ✓ Maintain the required register for all employees under 18
- ✓ Display the official abstract and provide the summary within one month

MSS Compliance Tip

Create a separate record for each employee under 18 and set reminders for their birthday and review their permitted working arrangements as they move into a different age group



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