

VIRGINIA APPRENTICESHIP COUNCIL STATEMENT OF POLICY

When interpreting standards for apprenticeship, hours of work for apprentices shall be the same as for other employees working full-time in the occupation and industry. Full-time shall be construed to be the industry standard but not less than 32 hours per week with reasonably continuous employment. Any sponsor requesting less than 37 hours of work shall document that some other schedule of hours per week is a reasonable standard for the occupation and industry. Seasonal variations in employment practices which are established as normal and standard for the occupation and industry may also be recognized.

Exemptions should be rare and the following questions should be answered by the sponsor requesting exemption from the above policy. The completed request will then be presented to the Director of the Division of Registered Apprenticeship for review and approval. The Director shall report to the Virginia Apprenticeship Council all exemptions granted at the next regularly scheduled meeting.

All apprentices shall work 37-40 hours per week or be exempted by approval of the Director of the Division of Registered Apprenticeship.

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**REQUEST TO RECOGNIZE OTHER THAN 37-40 HOURS PER WEEK  
FULL TIME EMPLOYMENT PRACTICES**

SPONSOR NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

DOT CODE \_\_\_\_\_ TRADE \_\_\_\_\_

HOURS REQUESTED \_\_\_\_\_

*Please answer the questions listed below. If additional space is needed attach additional sheets of paper to this form.*

1. Describe in detail the reason for request; why is this considered a reasonable standard for this occupation and industry?
  
  
  
  
  
  
  
  
  
  
2. Provide names of other employers in this occupation and industry that follow reduced work hours. What are their work schedules?

3. Attach any documentation of state/national statistics which support these reduced work hours as a reasonable standard for this occupation and industry. (For example, past industry practices, labor market statistics, trade or industry association statistics, Chamber of Commerce articles, trade publication articles, etc.)
  
4. What is the overall length of the proposed apprenticeship? What accommodation has been made because of the work schedule?
  
5. Describe how related instruction for this proposed apprenticeship will be handled so there is no adverse affect from the work schedule.
  
6. Describe how safety and safety training for this proposed apprenticeship will be handled so there is no adverse affect from the work schedule.
  
7. Describe what employee benefits these apprentices will be eligible to receive. How are these different from other employee benefits?

Virginia Apprenticeship Council June 17, 1999  
Revised December 13, 2007