

Student Employee Weekly Hour Limitations

Student employees cannot work more than the hours listed below.

Additional notes are listed below.

	<u>Fall & Spring</u>	<u>Summer</u>	<u>Winter</u>	<u>Spring Break & Fall Break*</u>
Regular & Work Study	25 hours	25 hours if enrolled in a summer class and it is in session. 40 hours if not enrolled in a summer class or it is not in session.	25 hours if enrolled in a winter class and it is in session. 40 hours if not enrolled in a winter class or it is not in session.	40 hours
International	20 hours	20 hours if enrolled in a summer class and it is in session. 40 hours if not taking summer classes (or not in session), have maintained full-time student status in the spring, and intend to register for the fall semester.	20 hours if enrolled in a winter class and it is in session. 40 hours if not taking winter classes (or not in session), have maintained full-time student status in the fall, and intend to register for the spring semester.	40 hours

*Fall Break is the fourth week of November.

- Departments can set hour limits below the university's hour limits depending on departmental need and budget.
- It is recommended to schedule a student at least one hour below the limit in case they clock in early or leave late one day.
- If a student works multiple jobs on campus, all of their hours combined cannot exceed the hour limits mentioned above.
- Student employees must not work during their scheduled class time even if the class is let out early or cancelled.
- Guidance is sent via email by the university when there are unplanned university closures (such as ice storms).
- The weeks are counted as pay periods so the dates are very important. For example, students not enrolled in wintermester can currently work if they are continuing their degree and enrolling in Spring 2024. The last day that they could work increased hours is Saturday, January 13th as classes start on January 16th which is part of the weekly pay period beginning Sunday, January 14th.