

Request For Student Employee To Work **Additional Hours**



This form is to be completed by supervisors who want student employees to work in excess of hours allowed under IIT's policy. This form must be completed and submitted **at least 10 business days prior** to students working additional hours. Requests may be denied if there is inadequate time to review them.

STUDENT EMPLOYEE INFORMATION

Student Name:	Student CWID:
Student's Job Title:	FWS Student?
Supervisor Name:	Department:
Supervisor Email Address:	Today's Date:

POLICY

Student on-campus employees are limited to working 20 hours per week while class is in session and 40 hours per week during university break periods. Under extenuating circumstances, supervisors may request that a student employee work over the maximum number of hours per week for a short period of time by submitting this form to Student Employment.

Supervisors may not require students to work additional hours.

Student employees who work in excess of 40 hours per work week (Sunday through Saturday) must be paid at the overtime pay rate (equal to 1.5 times the hourly pay rate) for any and all hours worked over 40.

Students must remain in satisfactory academic standing while working additional hours.

REQUIRED INFORMATION

Number of Additional Hours per Week Requested:

The Expected Duration of the Additional Hours:

Explanation of work that needs to be completed and why additional hours are required:

SIGNATURES

Signature of Employee	Date:
Signature of Supervisor	Date:
Student Employment Office:	Date: