

# Request For Student Employee To Work



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 to students working additional hours. Requests may be denied if there is inadequate time to review them.

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

**POLICY**

Student 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 a student employee work over the number of hours per week for a short period of time .

Supervisors may not require students to work additional hours.

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

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:

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Ghi XYbh9a d`cma YbhCZ]W.	