



The Offices of Human Resources and Employee & Labor Relations | West Chester University  
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## **Student Employee Hours Process**

### **Terms of Employment**

- Student employees may hold multiple on-campus positions.
- Full-time students may work up to 20 hours per week during the semester.
- Student employees may work up to 8 hours per day. Meal breaks are unpaid.
- Student employees do not accrue paid vacation or sick leave.
- In the event of illness, student employees must notify their supervisor as soon as possible regarding absence(s) from work.
- Arrangements for time off without pay are negotiated and approved within the hiring department, including time off during university breaks.

### **University Breaks**

- Eligible students may work up to 40 hours total per week during university breaks when they are not enrolled in classes.
- Student employment during university breaks is not required and is contingent upon the needs of the department.
- University breaks are a function of the academic calendar and do not relate to student employee work assignments.

### **International Students**

- International students enrolled full-time may work up to 20 hours per week during the semester to ensure compliance with applicable USCIS regulations.

### **Students Working After Graduation**

- Student employment after graduation is contingent upon prior student employment at the University. It is intended for students who are completing existing projects related to their student employment.
- Students who have graduated are permitted to work an additional semester after their graduation for up to 40 hours total per week.