SEATTLE PACIFIC UNIVERSITY

Office of Student Employment
P 206-281-2047 **E** ose@spu.edu **F** 206-281-2835
3307 Third Avenue West, Suite 114, Seattle, Washington 98119
SPU.EDU/OSE

2021-22 Student Employee Overtime Petition Form

Student Name:	**SPU ID#:**

Policy: Students working on campus are limited to 20 hours per week while class is in session and 40 hours per week during the breaks (Summer, Christmas Break, & Spring Break). If a student is enrolled half-time or more (6+ for undergraduate or 3+ for graduate) during the Summer, they are limited to 20 hours per week.

Under extenuating circumstances, students may petition to be allowed to work over 20 hours per week for a **short period of time** but not more than 30 hours per week to comply with the Affordable Care Act. In order to submit a petition, students must complete this form and include a statement (email is ok) from their supervisor regarding why the overtime is needed in this particular situation.

Petitions must be submitted at least **10 business days** prior to the time in question. Late petitions may be denied if there is inadequate time to review them.

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1. **Position Name:**
2. **Supervisor Name:**
3. **Number of Hours per Week Requested & Why:**
4. **The Expected Duration of the Overtime:**
5. **Explanation of How Student will Maintain Satisfactory Academic Standing while Working Additional Hours:**

I have provided a response to all questions above.

I have attached a statement from my supervisor regarding the departmental needs that necessitate this request.

Student Signature Date Phone Email