



## Student Employment Policy Exception to Work Over 29 Hours

Requestor: \_\_\_\_\_

Department: \_\_\_\_\_

Student T#: \_\_\_\_\_

Student Name: \_\_\_\_\_

Start Date of Appointment: \_\_\_\_\_ End Date: \_\_\_\_\_

Total estimated work hours per week: \_\_\_\_\_

Time Period for over 29 hours: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Reason for exception:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Does department have the funding to pay for health insurance? \_\_\_\_\_

**Requestor:**

\_\_\_\_\_  
Department Signature

\_\_\_\_\_  
Date

**Approved:**

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

*\* Exception will not be approved if the department cannot fund health insurance.*