

OVERTIME-STUDENT EMPLOYEE BENEFITS-JURY DUTY

Overtime:

As a campus policy, students **are not permitted to work overtime**. It is the Supervisor's responsibility to make sure that their students not exceed 18 hours a week during the fall and spring semester and 40 hours a week during semester breaks.

Student Employee Benefits:

Holiday and Sick Pay: Employees must be on pay status at least one-half of the working hours of a month or quadriweekly cycle to be eligible for sick and holiday benefits pursuant to the University of California Staff Personnel Policy for Staff Members (PPSM). These benefits will generally only apply to Student Assistant employees who work more than 50% of a full-time schedule during the summer. During the academic year students are limited to working no more than a total of 18 hours per week. Students who work 40 hours/week during school breaks are eligible to accrue sick leave. They are allowed to use their sick leave only during a scheduled work day and must note the number of sick hours used on their timesheet (under Sick Leave). Sick leave hours can move with students from job to job. Students are **not eligible** to cash out their sick leave upon graduation/separation from job.

For specifics on these benefits, please visit the University of California Staff Personnel Policy for Staff Members at
http://atyourservice.ucop.edu/employees/policies/staff_policies/index.html

Jury Duty:

Students employed in Casual/Restricted positions are **not eligible** for pay for scheduled hours forfeited due to jury duty obligations.