



Office of Human Resources | West Chester University

201 Carter Drive, Suite 100 | West Chester, PA 19383 | 610-436-2800 | fax: 610-436-3464 | www.wcupa.edu

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 eight (8) hours per day.
- Meal breaks are unpaid and are not included in students' work time.
- 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.

West Chester University is a member of the Pennsylvania State System of Higher Education