

## GEAR UP Part Time Work Limit Hours Policies

### UVU Work Limit Policy

<https://policy.uvu.edu/getDisplayFile/56390b2e65db23201153c205>

### GEAR UP Work Limits for Variable Hour Employees

As part of a federally funded grant through the Department of Education, GU employees adhere to department policy for work limits along with UVU.

1. Part-time employees are hired to work up to 28 hours per week.
2. In exceptional cases, employees may work up to 30 hours per week, but prior approval from a supervisor is required.
3. The workweek is defined as Saturday through Friday.
4. Employees may not exceed 120 total hours in any calendar month due to grant budget restrictions. No exceptions will be made to work beyond this limit.

### Approval Process for Exceeding 28 Hours per Week

Any request to work over 28 hours in a week must be submitted in writing to a supervisor in advance, including the reason for the request.

Part-time employees should not work more than 9 hours per day, except with prior supervisor approval.

Time-off requests should be submitted at least two weeks in advance via email to the direct supervisor.

\*Exception requests for working over 28 hours per week should be due to Campus Closure, work assignment deadlines or program requests. Every effort should be made to make up the hours during the week, if it is a one-day campus closure. For multi-day campus closures, employees must coordinate with their supervisor to make up the missing hours within a two-week period.