

Hours Extension Form

Employment Operations & Records
903 W University Ave
Gainesville, FL 32601
352-273-1079
ufhr-employment@ufl.edu

Department Information: The primary reason students attend UF is to pursue their educational goals. Employment should not interfere or take priority over students' educational pursuits. For this reason, students who are registered full time are limited to working 20 hours per week. Students registered full time and working 20 hours per week, in combination with study hours, have approximately 40 hours per week of time devoted to those activities. Students who are registered full time and would like to work up to 31 hours per week, must complete the Hours Extension form. Once students complete the Hours Extension form they are to return it to the employing department for submission to UF Human Resources.

Student Section: Please read and complete the student section. Next, take this form to your Academic Advisor and ask them to complete their section. Finally, please take the completed form to your employing department.

Name: _____ UF ID: _____

Address: _____

Phone Number: _____ Email Address: _____

Please check one: Undergraduate Graduate

I am requesting to work a **total** of _____ hours per week in the department(s) of _____

Academic Advisor Section: The above student is requesting to work more than 20 hours per week on campus. We are asking you to please meet with the student and complete the Academic Advisor Section. The student's employer, based on your recommendation, will make a final determination. Thank you for your input and assistance regarding the student's circumstances. After meeting with the student, my recommendation is:

Academic Standing: Good Warning Probation Suspension

Recommend Approval Recommend Denial

Comments: _____

Academic Advisor's Signature

Academic Advisor's E-mail

****Please provide a copy of this form to your employing department.****