



Summary on Work Hour Limits for Non Benefit Eligible Employees

Student Assistants

- May work up to 20 hours per week (all positions combined)
- *Exceptions to work up to 29 hrs per week may be permitted (VP approval required), BUT only for 60 days.

International Students

- May work no more than 20 hours per week during long semesters (Fall & Spring - all positions combined)
- A max of 29 hrs per week may be permitted (VP approval required), BUT for only 60 days and only during:
 - Spring Break (5 weekdays, plus the Saturday and Sunday before and after)
 - Summer (day after May graduation through day before August classes start)
 - Winter Break (day after December graduation through day before January classes start)

Graduate Assistants

- May work up to 19 hrs per week
- Insurance eligibility begins at 20+ hours

Temporary Employees

- May work up to 19 hrs per week
- *Exceptions to work up to 29 hrs per week may be permitted, BUT only for 60 days.

****NOTE: Beyond the 60 day window, per ACA guidelines, employment of 30+ hours per week leads to possible insurance eligibility with a full state contribution. Upon audit, possible penalties up to \$2,000 per employee at MSU at the time of violation.**