



## **Guidance for Student/Graduate Assistant Employment During Holidays & University Break Periods**

With approval by managers, all students (U.S. and international undergraduate and graduate students) may request to work up to 40 hours per week during fall and spring break periods when school is not in session and during summer sessions. These break periods include the winter break, spring break, and the period between academic terms which is understood to begin at 12:01 am (midnight) immediately after the first day of Commencement and end at 11:59 pm (midnight) immediately before the first day of classes.

Student employees and graduate assistants are not generally expected to work during semester breaks or university designated [holidays](#); however, the work expectation depends on the type of position and the nature of the work performed. A graduate assistant (GA) position may require work during holidays and/or school breaks. Managers and GAs should communicate time off requests/expectations in advance of any anticipated absences.

### ***Note for monthly paid Graduate Assistant employees:***

It is best practice **not** to place monthly paid GAs (GAT/GAL/GAR titles) on leave during a semester break or university holiday(s), unless a GA temporarily leaves the designated work location for personal reasons and/or is otherwise not performing the functions related to the assigned position.

### ***Note for international students:***

F-1 international students are permitted to work over 20 hours per week during the break periods listed above without obtaining authorization from International Student & Scholar Services (ISSS) as long as they maintain a valid F-1 status. J-1 international students are required to obtain ISSS authorization in order to work on-campus. If a J-1 student's current on-campus work authorization is part-time, this permits a maximum of 20 hours per week, so the student would need to obtain updated ISSS authorization to work more than 20 hours per week during the break periods listed above. Visit <https://global.tamu.edu/iss> for full details.

Questions? Contact [grad-employment@tamu.edu](mailto:grad-employment@tamu.edu)