

OVERLOAD REQUEST POLICY

An Overload Request is done when a department wishes to increase the number of hours a student is working. Overloads are reserved for US citizens or Permanent Residents only. International students are **never** allowed to hold Overloads. This is due to their visa status and their allowable tax limit.

Requests are always addressed to Dr. Marsha Read and come from the student's Academic Advisor. Overloads should be submitted on letter head and sent with the PAF and a set of Terms.

An Overload can be done as one of the following:

- LOA
- Casual Labor
- Student Worker
- Additional Half-time Assistantship.

When a student accepts an overload as either a LOA or a Casual Labor, FICA is taken from their pay due to loss of student exemption. When a student accepts an overload as a Student Worker or an additional Half-time Assistantship, they do not lose their student status, and FICA is not taken from their pay. Student's granted Overloads are permitted to work up to 30 hours a week at a 75% FTE level.

****Please note: Overload Requests are NOT Exception to Policy memos. Overloads deal with pay.**

****Exception to Policy memos only deal with Academics.**

**UNIVERSITY OF NEVADA, RENO
MEMORANDUM**

Overload Request

DATE:

TO: Dr. Marsha Read, Associate Dean, Graduate School

FROM:

SUBJECT: OVERLOAD REQUEST FOR

Contact Person:

Alternative Contact: