

Measuring Employees under the §4980H Look-Back Measurement Method

**A guide to determining full-time status for new and ongoing employees
for employers choosing to use the look-back measurement method**

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I. General Rules

A. Look-Back Measurement Method Background

Employers may average hours of service over a period of 3–12 months (the employer’s choice) to determine full-time status. If the employee averages full-time hours of service during the measurement period, the employee is then considered full-time for a corresponding stability period (generally matching the length of the measurement period). In other words, the employee will remain benefit eligible for the duration of the corresponding stability period, regardless of hours worked during that time (subject to certain exceptions). It is common for employers to use a 12-month measurement and stability period because it can be aligned with the plan year and requires measurement and enrollment only once per year; however, some employers prefer a 6-month cycle to provide additional flexibility. We don’t recommend that employers use anything less than 6 months due to a special rule that requires a stability period of at least 6 months for those who earn full-time status. The look-back measurement method requires a bit more administration and less flexibility than the monthly measurement method, but for employers that have many employees crossing back and forth between part-time and full-time status from month to month (i.e. variable hour employees) or a significant number of seasonal employees, this is usually the more appropriate measurement method choice.

B. Standard Cycle (for Ongoing Employees)

Only those who are “ongoing employees” (i.e. those employed for at least one full standard measurement period) will be measured in the standard cycle. Those who have not yet been employed for one full standard measurement period are subject to special rules for new hires (see Subsection C, below).

The standard cycle is made up of three parts:

1. The standard measurement period (SMP) can be anywhere from 3–12 months. It is not required to be based on calendar months, but rather could be aligned with the employer’s payroll cycles to enable hours of service to be tracked more easily.
2. The administrative period (the time between the end of the measurement period and the beginning of the stability period) cannot exceed 90 calendar days.
3. The stability period must generally match the length of the measurement period but cannot be less than 6 months for those who earn full-time. Unlike the SMP, it must be based on calendar months, and it is generally aligned with the plan year.

For example, for a calendar year plan, the employer could handle measurement using either of the following:

- **12-Month Cycle**

SMP: November–October (or perhaps mid-October to mid-October to align with the payroll cycles)
Administrative Period: November–December (or mid-October through December)
Stability Period: January–December

**Employees with 1,560 or more hours of service during the SMP are considered full-time and should be offered coverage for January through December.*

- **6-Month Cycle**

SMP: November–April and May–October
Administrative Period: May–June and November–December
Stability Period: January–June and July–December

**Employees with 780 or more hours of service during the SMP are considered full-time and should be offered coverage for January–June and July–December as applicable.*

***Keep in mind that when counting hours of service, it is necessary to count all time paid (including things such as holidays, PTO, and sick time).

C. Initial Cycle (for New Hires)

Full-time new hires are offered coverage after the plan's regular waiting period (e.g., on the 1st of the month following 60 days) and then transitioned into the standard cycle with the rest of the ongoing employees. Such an employee is measured monthly until the employee has been employed for one full standard measurement period.

New hires categorized as part-time, variable hour, or seasonal (see definitions below) upon hire may be subjected to an initial measurement period. Regardless of hours worked during the initial measurement period, unless there is a formal status change to full-time, there is no obligation to offer coverage until the employee has completed the initial measurement period and is determined to be full-time.

Variable Hour Employee =

Based on the facts and circumstances at the start date, it cannot be determined that the employee is reasonably expected to work at least 30 hours per week for the entire measurement period.

The final rules provided some factors to consider when making the determination between variable hour and full-time, which include:

- whether the employee is replacing an employee who was or was not a full-time employee;
- the extent to which employees in the same or comparable positions are or are not full-time employees; and
- whether the job was advertised, or otherwise communicated to the new hire or otherwise documented (for example, through a contract or job description), as requiring hours of service that would average 30 (or more) hours of service per week or less than 30 hours of service per week.

Seasonal Employee =

An employee in a position for which the customary annual employment is six months or less. The reference to "customary" means that by the nature of the position, an employee in this position typically works for a period of six months or less, and that period should begin each calendar year in approximately the same part of the year, such as summer or winter.

The initial cycle for part-time, variable hour, and seasonal employees is made up of three parts:

1. The initial measurement period (IMP) can be anywhere from 3–12 months, and it generally matches the length of the standard measurement period. The measurement for such new hires may begin any time between the date of hire and the 1st of the month following, but most employers choose to use the 1st of the month following the date of hire for administrative ease.
2. The initial administrative period (the time between the end of the IMP and the beginning of the stability period associated with the IMP) cannot exceed 90 calendar days; however, those determined to be full-time during the initial measurement period must be offered coverage no later than 13 and a partial month from date of hire if they are determined to be full-time. Therefore, if the employer chooses a 12-month initial measurement period, there could be only a 1-month administrative period.
3. The stability period associated with the IMP must match the length of the standard stability period used for ongoing employees.

Example: *Employee hired Jul 18, 2019 as a variable hour or part-time employee. Employer has a calendar year plan and uses a 12-month measurement and stability period.*

- *Employee is measured August 2019–July 2020 (the IMP) and is considered full-time and requires an offer of coverage for September 1, 2020–August 31, 2021, if the employee achieved 1,560 or more hours of service during the IMP.*

D. Break in Service Rules

The break in service rules require an employee who is rehired or reinstated within less than 13 weeks to be treated as a “continuing employee.” For a continuing employee, the following rules would apply:

- If the employee was previously covered before the break in service, coverage must be reinstated as soon as administratively possible if the employee is considered full-time upon rehire (on the 1st of the month following rehire).
- The measurement and stability periods continue as if the employee had never left, although no hours of service are credited during the break in service unless it was a leave of absence due to FMLA, USERRA, or jury duty (“special unpaid leave”). If the leave was “special unpaid leave,” and the employee is considered a continuing employee, the employer is required to either exclude the leave or to impute hours for the leave when measuring hours to determine full-time status.

On the other hand, if the break in service was 13 weeks or longer, the employee may be treated as a new hire, allowing the employer to impose a new waiting period or initial measurement period as applicable upon a rehire or return to work (no “special unpaid leave” rules apply requiring the employer to exclude the leave or impute hours when the employee may be treated as a new hire).

II. New Hires

A. Full-Time New Hires

A full-time employee isn't ever subject to an initial measurement period (IMP). An IMP is applicable only to a variable hour, seasonal, or part-time new hire. Based on information available at hire, an employee who is reasonably expected to average full-time hours should be offered coverage after the plan waiting period (no later than 1st of the fourth full month following hire). Prior to completion of one full standard measurement period (SMP), a full-time new hire's status as part-time or full-time is *determined on a monthly basis*. Even upon a move to variable hour or part-time status, the employee will continue to be measured monthly until after the employee has completed one full SMP. Once a full-time employee has been employed for the duration of a full SMP, then that employee becomes "ongoing" and hours are measured over the SMP to determine full-time status for the associated stability period.

Example: *Employee hired February 12, 2019, and expected to average full-time hours. Employer has a calendar year plan and uses a 12-month measurement and stability period.*

- *Employee should be offered coverage after the plan waiting period, but no later than June 1, 2019.*
- *Employee is measured monthly March 2019–December 2020. For any month during this time in which the employee does not maintain 130 or more hours of service, the employee is considered part-time and an offer of coverage is not required.*
- *Employee is measured November 2019–October 2020 (the SMP) along with the rest of the ongoing employees and then is considered full-time and requires an offer of coverage for the 2021 plan year if the employee achieved 1,560 or more hours of service during the 2019–2020 SMP.*

B. New Part-Time, Variable Hour, and Seasonal Hires

New part-time, variable hour, and seasonal hires may be put into an initial measurement period (IMP) of up to twelve (12) months. The IMP may begin at any time between the date of hire and the first of the month following the date of hire. So for example, an IMP for a new non-full-time hire who begins work on October 15, 2018, could either begin on that date (and run through October 14, 2019), or it could begin on November 1, 2018 (and run through October 31, 2019). Most employers choose to use first of the month following the date of hire to reduce the number of tracking dates.

If the employer wishes to apply any administrative period to the IMP, then the combined IMP and administrative period can't extend beyond the 1st of the month following the first full calendar month following a year after the employee's date of hire. This ends up being 13 and a fraction months. So in the case of an employee hired October 15th, the stability period would need to begin (and coverage be offered) no later than December 1st of the following year. If the employee averages full-time hours of service during the IMP (e.g., achieves 1,560 or more hours of service over 12 months, or 780 or more hours of service over 6 months), then coverage should be offered for the associated stability period. And if the employee does not average full-time hours of service during the IMP, then no offer of coverage is required.

However, in either case, the employer should also measure the employee under the first SMP that applies after the date of hire (i.e., the measurement period the employer is using for its ongoing employees). Just like a full-time new hire, an employee hired as part-time/variable hour/seasonal who remains employed for the duration of a full SMP will then become an "ongoing employee" (and the terms "part-time," "variable hour," or "seasonal" will no longer apply). If, at the end of the SMP, the employee averages full-time hours of service, the employer must make an offer of coverage for the stability period associated with the SMP. **This is true even if the employee didn't average full-time hours of service under the IMP and that associated stability period hasn't ended yet.**

Example: Employee hired March 14, 2019, as a variable hour or part-time employee. Employer has a calendar year plan and uses a 12-month measurement and stability period.

- Employee is measured April 2019–March 2020 (the IMP) and is considered full-time and requires an offer of coverage May 1, 2020–February 28, 2021, if the employee achieved 1,560 or more hours of service during the IMP.
- Employee is also measured November 2019–October 2020 (the SMP) along with the rest of the ongoing employees and then is considered full-time and requires an offer of coverage for the 2021 plan year if the employee achieved 1,560 or more hours of service during the 2019–2020 SMP.

C. Temporary/Short-Term Employees & Interns

In general, there are no special rules or exceptions for temporary employees or interns. Therefore, if a temporary employee or intern is hired to work full-time, and the employer is considered the common law employer, the temporary employee or intern should be treated just like any other full-time employee—i.e., measured monthly until the temp/intern remains employed for one full SMP and, if full-time, offered coverage no later than the first of the fourth calendar month following the date of hire.

The above is true unless the temporary employee or intern meets the definition of a “seasonal employee” AND the employer is using the look-back measurement method. In this case, the temp/intern may be treated like any other seasonal employee and placed into an IMP.

III. Changes Prior to the First Stability Period

A. Full-Time New Hires

If there is a change in status from full-time to part-time prior to completion of one full SMP (i.e., before the employee becomes “ongoing”), the employer has the option to terminate coverage as early as the first month in which the employee achieves fewer than 130 hours of service. However, coverage would need to be reinstated upon regaining full-time status in any subsequent month. For this reason, if the move to part-time status is permanent and the employer fully expects the employee to remain part-time each month, it would make sense to terminate coverage right away. On the other hand, if hours may vary from month to month, it might be better to: (a) leave coverage in place until the first applicable stability period; or (b) implement a policy of waiting 3–4 months and, if hours truly stay part-time, terminate coverage at that time.

Upon completion of the first SMP (e.g. November–October for the calendar plan year), status determination on a monthly basis ends and ongoing eligibility is then determined along with that for the rest of the ongoing employees.

B. Variable Hour, Seasonal, or Part-Time New Hire

A variable hour, seasonal, or part-time employee subject to an IMP based on date of hire who experiences a formal change in status to full-time prior to the first stability period must then be offered coverage the earlier of:

1. The 1st of the fourth month following the change in status; or
2. The beginning of the first stability period.

Most employers, upon a change in status to a regular full-time position prior to the first stability period, will apply the normal plan waiting period upon the change in status, which will generally comply with these rules.

Example: *Employee hired April 16, 2019, as a variable hour or part-time employee. Employer has a calendar year plan and uses a 12-month measurement and stability period. Employee moves to a regular full-time position on December 1, 2019.*

- *Employee is measured May 2019–April 2020 (the IMP).*
- *When the employee moves to a regular full-time position in December 2019, an offer of coverage must be made no later than March 2020 (or sooner if the employer applies its standard waiting period).*
- *Employee is also measured November 2019–October 2020 (the SMP) along with the rest of the ongoing employees and then is considered full-time and requires an offer of coverage for the 2021 plan year if the employee achieved 1,560 or more hours of service during the 2019–2020 SMP.*

NOTE: If an employee’s hours simply vary between part-time and full-time from month to month rather than there being a formal change to a full-time position, there is no requirement to make an offer of coverage for months in which the employee achieves 130 or more hours of service during the IMP. Instead, the employer may wait and measure at the end of the IMP whether the employee averaged full-time hours of service to determine whether an offer of coverage is required.

IV. Changes After the First Stability Period Begins

A. Ongoing Employees

For an ongoing employee, the label (e.g. full-time, part-time, variable hour) no longer applies. Instead, status as a “part-time” or “full-time” employee is simply based on hours of service from the previous measurement period.

If the employee is determined to be **full-time** based on the previous measurement period, the rules generally require that the employee be offered coverage through the entire stability period unless employment is terminated or nonpayment occurs.

NOTE: There is an exception for a regular full-time employee, offered coverage after the waiting period upon hire, who moves to a part-time position during a stability period. In this case, coverage may be dropped on the 1st of the fourth month following the change in status to part-time, and the employee may be measured on a monthly basis for the remainder of the measurement period and for the following measurement period, until the next stability period begins.

If the employee is determined to be **part-time** based on the previous measurement period, the rules allow the employer to treat the employee as part-time through the entire stability period even if there is a change in status to full-time. The employer is under no obligation to provide an offer of coverage during the current stability period; however, many employers choose to go ahead and offer coverage upon a move to full-time status (common practice is to apply the standard waiting period upon the change in status to full-time rather than waiting for the next stability period).

Example 1 (Switch to Part-Time during Stability Period):

Employee initially hired as full-time and offered coverage after the plan waiting period

Employer has a calendar year plan and uses a 12-month measurement and stability period.

- *Employee was hired as full-time in April 12, 2016, and offered coverage effective July 1, 2016, after the plan waiting period. Employee was determined to be full-time during the most recent SMP (November 2017–October 2018) and was made an offer of coverage for the 2019 plan year.*
- *On March 1, 2019, the employee switches to a part-time position. Employer may terminate coverage effective June 1, 2019 (i.e., on the 1st of the fourth month following the change in status to part-time), so long as the employee actually achieved less than 130 hours of service per month during March, April, and May of 2019.*
- *Employee is measured monthly for the remainder of the current stability period (the remainder of 2019), and throughout the following SMP (through December 2020). For any month in which the employee does not maintain 130 or more hours of service during that time, the employee is considered part-time and an offer of coverage is not required.*
- *Employee is also measured November 2019–October 2020 (the SMP) along with the rest of the ongoing employees and then is considered full-time and requires an offer of coverage for the 2021 plan year if the employee achieved 1,560 or more hours of service during the 2019–2020 SMP.*

Employee initially hired as variable hour, subject to an IMP

Employer has a calendar year plan and uses a 12-month measurement and stability period.

- *Employee measured full-time during the 2017–2018 SMP and is offered coverage for the 2019 plan year.*
- *Employee switches to part-time status on March 1, 2019. In this case, the exception for a switch to part-time status during the stability period would not apply, since the employee was not initially hired as full-time and offered coverage after the plan waiting period (the employee was subject to an IMP). Therefore, the*

employee is considered full-time and requires an offer of coverage through the remainder of the current stability period (the remainder of 2019).

- *Employee is measured November 2019–October 2020 (the SMP) along with the rest of the ongoing employees and then is considered full-time and requires an offer of coverage for the 2021 plan year if the employee achieved 1,560 or more hours of service during the 2019–2020 SMP.*

Example 2 (Switch to Full-Time during Stability Period):

Employer has a calendar year plan and uses a 12-month measurement and stability period.

- *Employee was determined to be part-time during the most recent SMP (November 2017–Oct 2018) and therefore does not require an offer of coverage for the 2019 plan year.*
- *In March of 2019, the employee switches to a full-time position. Employer is not obligated to offer coverage to the employee for the remainder of the 2019 stability period (although it may voluntarily decide to do so).*
- *Employee is measured November 2019–October 2020 (the SMP) along with the rest of the ongoing employees and then is considered full-time and requires an offer of coverage for the 2021 plan year if the employee achieved 1,560 or more hours of service during the 2019–2020 SMP.*