

Section 5.2: Calendar of Affordable Care Act Measurement Periods

Measurement Period: An employee with an average of 30 hours of service or more during the measurement period must be offered medical insurance.
 A 6-month Special Measurement Period occurs one time from May 1, 2014 through Oct 31, 2014 and will be used for existing employees (those active on May 1, 2014).
 The 12-month Standard Measurement Period for employees active on November 1 is from November 1 through October 31 of the following year.
 The 12-month Initial Measurement Period for new employees begins on the first of the month after their date of hire.

Administrative Period: The Administrative Period follows the Measurement Period. Eligible employees will be notified and allowed to enroll in medical insurance.
 The Standard Administrative Period will be November 1 through December 31 each year for existing employees (those active on November 1).

Stability Period: The Stability Period follows the Administrative Period and must be as long as the Measurement Period. The Stability Period will be January 1 through December 31 each year.
 Employees who has an average of 30 hours of service per week during the Measurement Period can elect medical insurance coverage for the entire Stability Period as long as they remain active employees.
 The Stability Period for new employees is 12 months.

EXISTING EMPLOYEES (active on May 1, 2014)

2014												2015												2016												
Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
Special Measurement Period: May 1 - Oct 31 Does employee average 30 hrs per week?												Standard Admin Period	Stability Period: Jan 1, 2015 - Dec 31, 2015 If the 30 hour threshold was met, the employee can elect coverage for this period.																							
												Standard Measurement Period: Nov 1, 2014 - Oct 31, 2015 Does employee average 30 hours per week?												Standard Admin Period	Stability Period: Jan 1, 2016 - Dec 31, 2016 If the 30 hour threshold was met, the employee can elect coverage for this period.											

NEW EMPLOYEES (hired after May 1, 2014)

2014												2015												2016													
Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec		
Initial Measurement Period (example date of hire in June 2014): July 1, 2014 - June 30, 2015 Does employee average 30 hours per week?												Admin Period	Stability Period: Sept 1, 2016 - Aug 31, 2016 If the 30 hour threshold was met, the employee can elect coverage for this period.																								Transition to Standard Measurement Period. Insurance must continue if the 30-hour threshold was met during an overlapping Standard Measurement Period.
												Standard Measurement Period: Nov 1, 2014 - Oct 31, 2015 Does employee average 30 hours per week? (A new employee's Initial Measurement Period may overlap with the Standard Measurement Period.)												Standard Admin Period	Stability Period: Jan 1, 2016 - Dec 31, 2016 If the 30 hour threshold was met, the employee can elect coverage for this period.												