



## US: Seasonal Policy

- Seasonal employees are hired for limited periods of time (generally not to exceed 6 months of consecutive employment) to meet Intuit's seasonal or fluctuating demands.
- Seasonal employees may be employed full-time or part-time. Seasonal employees are eligible for some Intuit benefits.
- In certain unusual circumstances, an employee can still be considered a seasonal employee even if the seasonal employment is unexpectedly extended in a particular year beyond its customary duration of 6 months.
- In determining if seasonal employees qualify for U.S. medical benefits, Intuit established a standard measurement period for IRS reporting of the number of hours worked from May 15, 2014 – May 14, 2015, followed by an administrative period running from May 15, 2015 - July 31, 2015. Standard measurement periods will follow a May 15 – May 14 cycle and administrative periods will run from May 15 – July 31.
- Employees hired after May 15, 2014 began their initial measurement period of 12 months on their date of hire. If an employee who is a new hire exceeds 1560 hours during his or her initial measurement period (an average of 30 hours per week), he or she must be offered health coverage no later than 30 days after his or her initial measurement period ends.
- If seasonal employees exceed 6 months of employment and/or their hours worked during their individual measurement period or standard measurement periods exceed 1560 (an average of 30 hours per week), they will be offered medical benefits.
- Seasonal employees must have minimum of 13 weeks break in service to begin a new measurement period.

## US: Intern & Co-op policy

- Interns and co-op employees are students who are currently enrolled in a degree-seeking program at an accredited college or university and who are working at Intuit as part of a supervised program managed by Intuit's Talent Acquisition team. Interns may be employed on a full-time or part-time basis for usually 8 to 12 weeks during the months of May through September. (Internship time frames outside the U.S. may vary depending on local rules.) Co-ops may be employed on a full time basis usually for 6 months at a time.
- Intuit employees employed as an intern or co-op may not exceed a maximum of 1560 hours in a 12 month period and remain in this classification.
- In determining if intern and co-op employees qualify for U.S. medical benefits, Intuit established a standard measurement period for IRS reporting of the number of hours worked from May 15, 2014 – May 14, 2015, followed by an administrative period running from May 15, 2015 - July 31, 2015. Standard measurement periods will follow a May 15 – May 14 cycle and administrative periods will run from May 15 – July 31.
- Employees hired after May 15, 2014 began their initial measurement period of 12 months on their date of hire. If an employee who is a new hire exceeds 1560 hours during his or her initial measurement period (an average of 30 hours per week), he or she must be offered health coverage no later than 30 days after his or her initial measurement period ends.
- If intern and co-op employees hours worked during their individual measurement period or standard measurement periods exceed 1560 (an average of 30 hours per week), they will be offered medical.
- Interns and co-ops must have minimum of 13 weeks break in service to begin a new measurement period.



## US: Flextime Policy

- Flextime employee schedules will be determined based on business needs and cannot exceed 20 hours a week. Flextime employees are eligible for certain Intuit benefits.
- Intuit employees employed as flextime may not exceed a maximum of 1560 hours in a 12 month period and remain in this classification.
- In determining if flextime employees qualify for U.S. medical benefits, Intuit established a standard measurement period for IRS reporting of the number of hours worked from May 15, 2014 – May 14, 2015, followed by an administrative period running from May 15, 2015 - July 31, 2015. Standard measurement periods will follow a May 15 – May 14 cycle and administrative periods will run from May 15 – July 31.
- Employees hired after May 15, 2014 began their initial measurement period of 12 months on their date of hire. If an employee who is a new hire exceeds 1560 hours during his or her initial measurement period (an average of 30 hours per week), he or she must be offered health coverage no later than 30 days after his or her initial measurement period ends.
- If flextime employees hours worked during this period exceed 1560 (an average of 30 hours per week), they will move to the regular employee classification and will be offered the regular employee benefits programs after the standard measurement period and subsequent administrative period ends (i.e., on August 1, 2015).
- Flextime employees must have minimum of 13 weeks break in service to begin a new measurement period.