



## Seasonal Policy

- Seasonal employees are hired for limited periods of time (generally not to exceed six 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 six months.
- In determining if seasonal employees qualify for medical benefits, Intuit's first standard measurement period for IRS reporting of the number of hours worked is May 15, 2014–May 14, 2015 (and thereafter each May 15 through the following May 14). The standard measurement period is followed by an administrative period, initially running May 15, 2015–July 31, 2015 (and thereafter each May 15–July 31).
- If seasonal employees exceed six months of employment and their hours worked during this period exceed 1,560 (an average of 30 hours per week), they will move to a regular employee classification and will be offered the regular employee benefits programs after the standard measurement period and subsequent administrative period ends, with coverage commencing on August 1.
- Seasonal employees hired after May 15, 2014, begin their initial measurement period of 12 months on their date of hire. The initial measurement period is followed by an administrative period, which ends on the last day of the calendar month beginning on/after the seasonal employee hire date. If an employee who is a new hire exceeds 1,560 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 the first day of the month following the administrative period. For example, a seasonal employee is hired on January 28, 2019, and exceeds 1,560 hours during her initial measurement period, which ends January 27, 2020. She must be offered ACA-compliant coverage that commences no later than March 1, 2020.
- Seasonal employees must have a minimum of a 13-week break in service to begin a new measurement period.



## 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 8–12 weeks during the months of May–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 six months at a time.
- Intuit employees employed as an intern or co-op may not exceed a maximum of 1,560 hours in a 12-month period and remain in this classification.
- In determining if intern and co-op employees qualify for US medical benefits, Intuit's first standard measurement period for IRS reporting of the number of hours worked is May 15, 2014–May 14, 2015 (and thereafter each May 15 through the following May 14). The standard measurement period is followed by an administrative period running May 15, 2015–July 31, 2015 (and thereafter each May 15–July 31).
- If intern and co-op employee hours worked during this period exceed 1,560 (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, with coverage commencing on August 1.
- Intern and co-op employees hired after May 15, 2014, begin their initial measurement period of 12 months on their date of hire. The initial measurement period is followed by an administrative period, which ends on the last day of the calendar month beginning on/after the intern or co-op employee hire date. If an employee who is a new hire exceeds 1,560 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 the first of the month following the administrative period. For example, a seasonal employee is hired on January 28, 2019, and exceeds 1,560 hours during her initial measurement period, which ends January 27, 2020. She must be offered ACA-compliant coverage that commences no later than March 1, 2020.
- Interns and co-ops must have a minimum of a 13-week break in service to begin a new measurement period.



## Flexitime Policy

- Flexitime employee schedules will be determined based on business needs and cannot exceed 20 hours a week. Flexitime employees are eligible for certain Intuit benefits.
- Intuit employees employed as flexitime may not exceed a maximum of 1,560 hours in a 12-month period and remain in this classification.
- In determining if flexitime employees qualify for medical benefits, Intuit's first standard measurement period for IRS reporting of the number of hours worked is May 15, 2014–May 14, 2015 (and thereafter each May 15 through the following May 14). The standard measurement period is followed by an administrative period running May 15, 2015–July 31, 2015 (and thereafter each May 15– July 31).
- If flexitime employee hours worked during this period exceed 1,560 (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, with coverage commencing on August 1.
- Flexitime employees hired after May 15, 2014, begin their initial measurement period of 12 months on their date of hire. The initial measurement period is followed by an administrative period, which ends on the last day of the calendar month beginning on/after the flexitime employee hire date. If an employee who is a new hire exceeds 1,560 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 the first of the month following the administrative period. For example, a flexitime employee is hired on January 28, 2019, and exceeds 1,560 hours during her initial measurement period, which ends January 27, 2020. She must be offered ACA-compliant coverage that commences no later than March 1, 2020.
- Flexitime employees must have minimum of 13 weeks break in service to begin a new measurement period.



## SelectTime Policy

- SelectTime employees work year-round and are typically Customer Success Domain Experts who primarily work remotely/off-campus.
- They are eligible for all the benefits listed on the Expert benefits site.
- A SelectTime employee is not required to have a break in service before transitioning to or coming back as a regular employee.
- A SelectTime employee is required to have a minimum of a 13-week break in service before being able to come back as a seasonal employee.
- In certain unusual circumstances, if an employee elected benefits as a SelectTime employee and converted to seasonal, they would be eligible to continue those SelectTime benefits under COBRA. If they didn't, and were rehired as a seasonal employee within 13 weeks, they would be eligible for medical benefits only if they worked at least 1,560 hours in a 12-month measurement period.