



STATUS CHANGES

The impact of benefits for a status change (full-time to part-time or part-time to full-time) is based on whether an associate is considered a “safe harbor” associate.

Note: An associate cannot be measured for “safe harbor” unless they have completed at least 12 months of service.

An associate is designated as “safe harbor” if they work an average of 30+ hours a week for a twelve-month look-back measurement period. Every associate (full-time and part-time) is measured for “safe harbor” eligibility.

- The initial measurement period (IMP) is the first 12 months of employment, measured from date of hire.
- After completing the IMP, the associate will fall into the standard measurement period (SMP), which is the 12 months prior to the Annual Enrollment period (generally October to October).

Full-Time to Part-Time Status

If you are not “safe harbor” eligible (refer to “**Note**” above) and you were enrolled in benefits while you were full-time:

- All coverage will automatically terminate on a change to part-time status. You may have an option to continue certain benefits through COBRA.

If you are “safe harbor” eligible and enrolled in benefits :

- All coverage will automatically terminate on a change to part-time status **except** for the following:
 - **Medical** - ACA legislation requires that medical be a protected and guaranteed benefit through the end of that calendar year. You will also retain the Wellness Credit if you are currently receiving. **Note:** Associates in Puerto Rico will also keep dental, as dental is bundled with medical.
 - If you are enrolled in the **Health Savings Account (HSA)**, that election will continue if you continue your medical coverage. You may change or cancel your HSA election at any time from [myBenefitsHub](#) and choosing “Change my HSA election” from the landing page.

If you are a Hawaii resident and enrolled in benefits:

- All coverage will automatically terminate on a change to part-time status **except** for the following:
 - Medical (based on HI law, part-time associates are eligible for medical coverage, providing they continue to work at least 20 hours per week).

Part-Time to Full-Time Status

If your status changes from part-time to full-time, you will be eligible for the full-time benefits program on the 1st of the month following the status change date.