

Part-time Employee Work Hours

In 2013, the Commonwealth of Virginia adopted regulations to ensure compliance with the Affordable Care Act (ACA). Part-time employees are limited to working no more than 1,500 total hours (an average of 29 hours per week) over the course of a 12-month measurement period. This applies to all part-time employee types including:

- Wage
- Adjunct
- Temporary Non-Teaching (TNT)
- Recurring Non-Teaching (RNT)
- Part-time Salaried Non-Teaching (PTS)
- Student

Important Reminders:

- The standard measurement period as defined by the Commonwealth is May 1 through April 30
- Hours are cumulative for employees working multiple part-time positions
- Schedules may vary from week to week provided the 29 hour per week average is maintained

Additional guidance on part-time employee work hours may be found on the *HR website*.