



## Affordable Care Act Letter of Acknowledgement

Dear VSU Temporary Employee,

Your position is subject to the rules and regulations of the Affordable Care Act. Below are the rules for Temporary Employment.

- A temporary is non-benefits eligible.
- A temporary does not have an expectation of long-term employment.
- A temporary may be fulltime or part-time and may not exceed a total of 1,300 hours worked in a 12-consecutive month period.
  - A temporary must have a 26-week break-in-service if they have worked 1,300 hours in a 12-consecutive month period from their hire date. The 1,300 hours can be accumulated in any combination during the 12 month period; however, once an employee has worked 1,300 hours or worked for 12 consecutive months, whichever is first, the temporary employee must have a break in service of 26 weeks or be converted to Regular. In order for a temporary employee to be able to work the entire 12 months, temp employees should not average over 25 hours/week.

Please speak with your supervisor if you have further concerns regarding this policy.

Sincerely,

Ernest L. Smith  
Classification and Compensation Analyst

*Employee Name (Printed):* \_\_\_\_\_

*Employee Name (Signed):* \_\_\_\_\_

*Date:* \_\_\_\_\_

Cc: Supervisor  
HR file

Revised 03/18/2015

**Department of Human Resources & Employee Development**

*A Unit of the Division of Finance & Administration*

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