

Temporary Employee Rolling 12 Month Calendar Information

Background:

UA HR does a lookback at the temporary employee's hours worked during a 12-month period using a rolling calendar. When a temporary employee works 749 hours or less within the first 12 months that they are hired then when they hit month 13, the first month that they worked no longer counts toward their hours (it drops off) and is replaced with the last month that they worked. The job will continue rolling in this way until either the job ends, or the temporary employee works 750 or more hours in a 12-month period. **The clock does not reset to zero unless the temp takes the 4-month (120 day) break in service.**

Once 750 hours or more are worked, the temporary employee may work for any number of hours for 12 more months before they will be required to take a mandatory 4-month break in service.

Example:

Let's say you have a temp who works 700 hours in 12 months starting in January 2025. Once they reach January 2026, the hours for January 2025 drop off and the hours for January 2026 then count towards their accumulated hours.

Another way to look at it is if you have an employee who worked 24 hours in January 2025 and 90 hours in January 2026 then when they reach January 2026 those 24 hours from 2025 drop off of the total hours and the 90 hours in January 2026 count towards the total instead. That brings their total hours for the 12-month period to 766 which puts them over the 750 hour threshold.

Lookback Period After First 12 Months on the Job (700 hours):

Jan 2025 24 hours	Feb 2025 56 hours	Mar 2025 57 hours	Apr 2025 36 hours	May 2025 76 hours	Jun 2025 56 hours
Jul 2025 56 hours	Aug 2025 88 hours	Sep 2025 49 hours	Oct 2025 56 hours	Nov 2025 70 hours	Dec 2025 76 hours

New Lookback Period After Month 13 is Worked (766 hours):

Feb 2025 56 hours	Mar 2025 57 hours	Apr 2025 36 hours	May 2025 76 hours	Jun 2025 56 hours	Jul 2025 56 hours
Aug 2025 88 hours	Sep 2025 49 hours	Oct 2025 56 hours	Nov 2025 70 hours	Dec 2025 76 hours	Jan 2026 90 hours