

Wellness Release Time

Procedures and Responsibilities

- The Wellness Release Time program provides full-time, benefits-eligible employees 30 minutes during normal work hours up to three (3) times a week of release time for participation in physical exercise and fitness activities.
- Wellness Release Time is paid time which does not have to be made up, cannot be accrued, and does not need to be documented on timesheets.
- Each fiscal year of participation, employees must secure approval from their immediate supervisor prior to using Wellness Release Time.
- The release time requested should coordinate with the employee's arrival time, lunch time, or end of the work day.
- Immediate supervisors are expected to make reasonable efforts to accommodate requests for participation in the Wellness Release Time program. Participation may be disapproved for cause if the operation of the department will be negatively impacted by the absence. If an application is denied, the supervisor must indicate the reason(s) for denial.
- The supervisor is responsible for monitoring compliance with the release time program procedure.
- Abuse of the privilege to participate in the Wellness Release Time program will subject the employee to revocation of the privilege and/or disciplinary action.
- Employee acknowledges that Wellness Release Time is not considered work time for purposes of Workers' Compensation benefits.
- Prior to participation in Wellness Release Time, employees are encouraged to consult with a physician before undertaking any physical activity program.