

31.02.13.K0.01 Wellness Release Time

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Reviewed: July 19, 2018

Next Scheduled Review: July 19, 2023

Procedure Statement

The Texas A&M University-Kingsville (TAMUK) Wellness Release Time program is designed to enhance the well-being of employees. It is a voluntary program consisting of university-sponsored physical fitness activities and wellness education opportunities during the workday.

The objective of the Wellness Release Time program is to provide a supportive environment that encourages employees to adopt healthy behaviors and positive lifestyle changes, improve job performance, increase work satisfaction, and reduce health care/insurance costs.

Reason for Procedure

This procedure outlines the parameters of the Wellness Release Time program and describes the application and monitoring process.

Procedures and Responsibilities

1.

Appendix A: Wellness Release Time Request

The Texas A&M University—Kingsville (TAMUK) Wellness Release Time program provides full-time, benefits-eligible employees 30 minutes of release time during normal work hours up to three (3) times a week for participation in physical exercise and fitness activities at TAMUK facilities¹. Wellness Release Time may not interfere with the operation of the employee's department. Supervisors reserve the right to change the time requested, decrease the amount of hours approved or revoke the approval due to business needs or abuse of the program. Supervisors are responsible for monitoring employee's compliance with the University Procedure *31.02.13.K0.01, Wellness Release Time*.

INSTRUCTIONS:

- Each academic year of participation, employees must submit a Wellness Release Time Request to their immediate supervisors prior to participation in the Wellness Release Time program.
- Any deviations from the approved schedule must be pre-approved by the employee's immediate supervisor.
- If approved, submit the signed request to the Executive Director of Human Resources via campus mail or email to