



Wellness Leave

Purpose

The Stephen F. Austin State University employee wellness program is a voluntary program of physical fitness and wellness activities designed to improve the health and well-being of employees. This policy establishes leave practices as required and permitted by law.

Persons Affected

Employees working at least 20 hours per week for a continuous period of at least four and one-half months and not working in a position that requires student status as a condition of employment.

Policy

As part of the employee wellness program, the university will allow wellness leave, which grants eligible employees up to 30 minutes during normal working hours three (3) times per week for participation in physical fitness activities

Procedures

In order to use wellness leave, an employee must seek approval from their manager and submit a Wellness Leave Agreement. The agreement may remain in effect for the duration of employment in the position identified in the agreement, unless terminated by the employee's manager. A new agreement must be completed if an employee's manager or position changes.

Managers have the discretion to balance business needs in the context of the personal needs and legal rights of the employee and will accommodate an employee's request to the extent practicable and follow applicable laws and policies.

Managers may request documentation of participation in physical activity. Managers may revoke wellness leave at any time.

Employees may attend on-site wellness programming including, but not limited to, health fairs, flu shot clinics, financial seminars, and employee assistance programs without using leave time. Attendance must be approved in advance by the employee's manager.

Wellness leave is paid time, does not have to be made up, cannot be accrued, and may not be split or carried over from one day to another. Those employees using the time clock system will be required to enter the appropriate task code for their leave. Wellness leave will not be counted toward Fair Labor Standards Act (FLSA) overtime or state compensatory time.

Related Statues or Regulations, Rules, Policies, or Standards



Tex. Gov't Code § 664.061

Responsible Executive

Vice President for Finance and Administration, Director of Human Resources

Forms

Wellness Release Time Approval Form

Revision History

September 1, 2023 (original)