



Human Resources Wellness Leave Agreement

Stephen F. Austin State University (SFA) Wellness Leave allows 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, up to 30 minutes during normal working hours three (3) times per week for participation in physical fitness activities. Wellness Leave may not interfere with the workflow and operation of the employee's department. Managers have the discretion to change the time requested or decrease the amount of hours approved due to operational considerations.

Instructions:

To participate in Wellness Leave, employees must complete the Wellness Leave Agreement. The signature of the supervisor indicates that he/she has discussed and approved your participation in the program. The employee's signature indicates that he/she understands the Wellness Leave policy and releases SFA from liability for any injury or accident that may occur as a result of program participation.

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.

I have read and understand SFASU HOP 03-309 Wellness Leave.

Days and times being requested: _____

Employee Department

Employee Position Title

Employee Name

Employee Campus ID #

Employee Signature

Date

Manager Signature

Date

Please return form to Human Resources.

Human Resources
P.O. Box 13039, SFA Station
employeewellness@sfasu.edu
Office: 936.468.2304