

SFASU Human Resources

Wellness Leave Procedures

As a result of the 2007 80th Legislature, the State Employee Health and Fitness Act of 1983 was amended by House Bill 1297 to allow more flexibility to state agencies for administering their wellness program, to include allowing employees 30 minutes during normal working hours for exercise three times each week.

SFASU permits Wellness Leave to support our employees in regular physical fitness activities. Departments should follow the steps below to initiate Wellness Leave.

The employee will:

1. Review HOP 03-309 Wellness Leave;
2. Download the Wellness Leave Agreement;
3. Complete and sign the agreement; and
4. Submit the agreement to their manager for approval;

The manager will:

1. Review the agreement and sign (if approved); and
2. Send the original signed agreement to Human Resources and a copy to the employee.

Human Resources
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