

Wellness Release Time Procedures

The Stephen F. Austin State University Employee Wellness Program is designed to benefit full-time employees and is a voluntary program of physical exercise and wellness activities designed to improve the health and well-being of employees.

As part of the Employee Wellness Program, the University will provide Wellness Release Time which 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 wellness activities offered at the Campus Recreation Center, Employee Wellness Program locations, or walking on campus. Off campus activities are not included unless sponsored by the Employee Wellness Program.

Prior to participation in Release Time, the employee must complete the Employee Wellness Participant Profile, including the Waiver of Liability and Hold Harmless Agreement in full. It is advised by Stephen F. Austin State University's Campus Recreation Department to consult with a physician before undertaking any physical activity program.

To apply for participation in Wellness Release Time, the employee must 1.) Submit a completed SFA Wellness Release Time Approval Form to their immediate supervisor and department head. At the supervisor's discretion, the approval form must specify the weekday(s) and time(s) of the wellness activities. Any deviations from the approved schedule must be approved in advance by the immediate supervisor or department head. 2.) If the approval form is approved by the supervisor and department head, the employee will submit the approved original to the Human Resources Office. 3.) Submit a completed Employee Wellness Participant Profile to the Employee Wellness Coordinator to be found on the Campus Recreation website.

Once the above have been completed, the employee may then participate in those approved programs on campus.

Supervisors should monitor the employee's wellness release time usage and ensure compliance. If necessary, a supervisor may request to review records of the employee's utilization of the Campus Recreation Center or Employee Wellness Program to verify hours of involvement. Any exceptions to the procedures of this program must be approved by the appropriate vice president.