

31.02.13.C0.01 Wellness Release Time

Approved: March 21, 2016
Revised: March 21, 2016
Next Scheduled Review: March 21, 2021



Procedure Statement

The Texas A&M University-Corpus Christi 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 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. General

- 1.1. This procedure supplements System Regulation 33.02.13 Wellness Programs.
- 1.2. The Wellness Release Time program provides full-time, benefits-eligible employees 30 minutes during normal work hours up to three (3) times a week of release time for participation in physical exercise and fitness activities at TAMU-CC facilities.
- 1.3. Employees participating in the Wellness Release Time program must submit an application attesting that they have had an annual wellness exam within the past 12 months.
- 1.4. Wellness Release Time is paid time which does not have to be made up, cannot be accrued, and does not need to be documented on timesheets.
- 1.5. Each academic year of participation, employees must secure approval from their immediate supervisor and their respective Dean/department head prior to using Wellness Release Time.
- 1.6. Immediate supervisors and Deans/department heads are expected to make reasonable efforts to accommodate requests for participation in the Wellness Release Time program.

Participation may be disapproved or revoked if the operation of the department will be negatively impacted by the absence. If an application is denied, the supervisor or Dean/department head must indicate the reason(s) for denial.

- 1.7. The supervisor is responsible for monitoring compliance with the release time program procedure and may request verification of hours from Recreational Sports where available. If the approved request results in a modified work schedule, compliance with University procedure 33.06.01.C0.01 Flexible Work Arrangements for Nonfaculty Employees is required.
- 1.8. Abuse of the privilege to participate in the Wellness Release Time program will subject the employee to revocation of the privilege and/or disciplinary action.

2. Training/Education/Information

Information regarding this procedure will be provided by Recreational Sports and Human Resources.

3. Monitoring/Compliance Review

Recreational Sports/Sanddollar /Human Resources and employee participant supervisors will monitor the use and compliance of this procedure on an annual basis.

Related Statues, Policies and Requirements

[University Rule 33.04.99.C1 Use of University Facilities](#)

[University Procedure 33.06.01.C0.01 Flexible Work Arrangements for Nonfaculty Employees](#)

Contact Office

For interpretation, contact the Office of Human Resources at 361-825-2630.