

31.02.13.K0.01 Wellness Release Time

Approved: June 13, 2017
Reviewed: July 19, 2018
Revised: September 27, 2024
Next Scheduled Review: September 27, 2029



Procedure Summary

The Texas A&M University-Kingsville (TAMUK) Wellness Release Time program is designed to enhance employees' well-being. It is a voluntary program that consists of university-sponsored physical fitness activities and wellness education opportunities during the workday.

The Wellness Release Time program aims 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.

This procedure outlines the parameters of the Wellness Release Time program and describes the application and monitoring process.

Procedure

1. GENERAL

- 1.1 This procedure supplements System Regulation *31.02.13, Wellness Programs*.
- 1.2 The Wellness Release Time program provides full-time, benefits-eligible employees, 30 minutes during normal work hours up to three times a week of release time for participation in physical exercise and fitness activities. University employees have access to facilities including the Student Recreation Center (with a paid membership), swimming pool, racquetball courts, bowling alley, tennis courts (except new intramural courts), and university walking areas. As approved by the employee's immediate supervisor, other fitness activities are also permissible.
- 1.3 Employees participating in the Wellness Release Time program must submit an application stating that they have had an annual wellness exam within the past 12 months.
- 1.4 Wellness Release Time is paid time that does not have to be made up, cannot be accrued, and does not need to be documented on timesheets.
- 1.5 Prior to using Wellness Release Time, during each academic year of participation, employees must secure approval from their immediate supervisor and their respective dean/department head to participate in the program.

- 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 absence negatively impacts the department's operation. If an application is denied, the supervisor or dean/department head must indicate the reason(s) for denial.
- 1.7 The supervisor monitors compliance with the release time program procedure. If the approved request results in a modified work schedule, compliance with System Regulation 33.06.01, *Flexible Work Arrangements* is required.
- 1.8 Wellness release time must be taken at the start or end of the workday or in addition to the lunch break. The employee must specify the weekday(s) and time(s) of the wellness activities. Any deviations from the approved schedule must be pre-approved by the employee's direct supervisor.
- 1.9 Abuse of the privilege to participate in the Wellness Release Time program will subject the employee to revocation of the privilege and disciplinary action.
- 1.10 Wellness Release Time is not considered work time for purposes of Workers' Compensation benefits.
- 1.11 The employee's vice president must approve any exceptions to the Wellness Release Time program's definitions and procedures.

2. MONITORING/COMPLIANCE REVIEW

Human Resources and the employee participant's supervisor(s) will monitor the use and compliance of this procedure annually.

Related Statutes, Policies, Rules or Requirements

[System Regulation 31.02.13, Wellness Programs](#)

[System Regulation 33.06.01, Flexible Work Arrangements](#)

Appendix

Appendix A: *Texas A&M University-Kingsville Wellness Release Time Request*

Contact Office

Office of Human Resources
(361) 593-3705

Appendix A: Wellness Release Time Request

The Texas A&M University—Kingsville (TAMUK) Wellness Release Time program provides full-time, benefits-eligible employees 30 minutes of release time during normal work hours up to three times a week for participation in physical exercise and fitness activities at TAMUK facilities¹. Wellness Release Time may not interfere with the operation of the employee’s department. Supervisors reserve the right to change the time requested, decrease the number of hours approved, or revoke the approval due to business needs or abuse of the program. Supervisors are responsible for monitoring employees' compliance with University Procedure 31.02.13.K0.01, *Wellness Release Time*.

INSTRUCTIONS:

- Prior to participating in the Wellness Release Time program, each academic year employees must submit a Wellness Release Time Request to their immediate supervisors.
- Any deviations from the approved schedule must be pre-approved by the employee’s immediate supervisor.
- If approved, the employee will submit the signed request to the Wellness Champion, Theresa Perez, via email to Theresa.Perez@tamuk.edu.
- If desired, the employee may register for Recreational Sports membership at the Student Recreation Center. Memberships are the employee's responsibility and may be paid through payroll deduction.

HEALTH SCREENING EXEMPTION

I certify that I have visited my physician for an annual health examination within the past year.

Employee Signature _____ Date _____

EMPLOYEE INFORMATION (Print or Type)

Employee Name: _____ UIN: _____

Department: _____ Title: _____

Supervisor’s Name: _____ Ext: _____

Weekday(s) and time(s) being requested: _____

I understand that participation in the wellness program must comply with University Procedure 31.02.13.K0.01, *Wellness Release Time*, and can be terminated by either the employee or supervisor at any time. I further understand that abuse of the privilege to participate in the Wellness Release Time program will subject me to revocation, and my supervisor has the right to review records of my utilization of the Student Recreational Center or the employee Wellness Release Time program to verify my hours of participation. I acknowledge that Wellness Release Time is not considered work time for purposes of Worker’ Compensation benefits.

Employee Signature _____ Date _____

Immediate Supervisor _____ Date _____

Dean/Department Head _____ Date _____

Application Approved: _____ Application Denied: _____

If denied, provide reason: _____

¹ A membership to the Student Recreation Center may be purchased for use of that facility but is not required to participate in the program.