REVISED RELEASE TIME POLICY

All full-time employees may participate in the Wellness Program by using up to 1.5 hours of release time per week for on campus wellness activities. Release time can be taken in three 30-minute segments or in two 45-minute segments and must be approved by the employee’s supervisor and the Wellness Coordinator. Work stations must be covered during the time that release time is being taken. **It is the employee’s responsibility to sign in to verify date and time of wellness release time usage.**

ON-CAMPUS

Release time is available for participation in on-campus activities only. These activities include Wellness Program workshops, exercise classes, relaxation classes, walking groups, weight training groups, open gym hours, individual activities, Wellness offerings through other campus departments (Continuing Education, Physical Education, Fine Arts and Counseling), or any program approved by the Wellness Department. All employees are encouraged to participate in on-campus Wellness Program offerings.

ACTIVITIES

Please list the SPECIFIC activity, day and time you are selecting for release time. All activities must be documented each time you participate by signing in or logging in and out. **If you need to alter your selection, please check with your supervisor for approval.**

Activity: ______________________ Days: _______ Time: _______

Activity: ______________________ Days: _______ Time: _______

SIGNATURES REQUIRED

Employee: _______________________ Date: ____________

Employee Supervisor: ________________ Date: ____________

***Please return this form to balanceu@sjcd.edu or Safety Office A2.204***