

# Georgia Highlands College

<b>Policy</b>	Taking Charge of Fitness Time	<b>Number</b>	HR.356
<b>Section</b>	Human Resources	<b>Date Created</b>	04/10/2018
<b>Subject</b>	Benefits	<b>Date Reviewed</b>	April 2018
<b>Applies to</b>	Benefit eligible faculty and staff who work at least 30 hours per week	<b>Date Issued</b>	06/25/2018

[Policy statement](#)

[Who is affected](#)

[Definitions](#)

## 1. Policy Statement

- The Taking Charge of Fitness Time program is designed to enhance the well-being of employees and reduce or eliminate lifestyle-related issues that affect the employee's health and work productivity. It is a voluntary programs consisting of institution supported well-being during the workday.

The objective of the Taking Charge of Fitness Time 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 cost.

- The Taking Charge of Fitness Time program provides release time up to twenty minutes three times a week or a total of 60 minutes combined per week for participation in well-being activities.
- Employees' participation in the Taking Charge of Fitness Time program is strictly voluntary and at the individual's risk and discretion. Employees are encouraged to consult with their physicians before engaging in any fitness related activities. Employees participating in the program assume all risk and responsibility for any injuries sustained by his/her participation in the program.
- Taking Charge of Fitness 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.
- Taking Charge of Fitness release time cannot be used at the end of the day to shorten the workday.
- Employees must secure approval from their immediate supervisor prior to participation in the programs using the Taking Charge of Fitness Release Time application (see Appendix A below).
- Immediate supervisor is expected to make reasonable efforts to accommodate requests for participation in the Taking Charge of Fitness Time program. The supervisor may suggest an adjustment to the requested schedule that will better work with the department needs. If an application is denied, the supervisor must indicate the reason(s) for the denial.

## 2. Who is affected

- The Taking Charge of Fitness Time program applies to all benefit eligible faculty and staff who work at least 30 hours a week, with explicit permission from their supervisors

## 3. Definitions

- Taking Charge of Fitness Release time is defined as health-related professional development time in which an employee is relieved of regular work duties in order to participate in well-being activities.

- Well-Being activities is defined as wellness activities, including but limited to, exercising at a preferred facility (on or off campus), campus recreation classes, GHC Employee Wellness programs, and walking groups.