



**Policy Chapter:** Chapter 5 Human Resources

**Policy Number and Title:** 05.058 Employee Well-Being

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## **I. Policy Statement**

The University of North Texas (UNT) recognizes the benefits of supporting the health and well-being of employees. To promote the well-being of employees, UNT provides a program allowing access to multiple well-being resources.

## **II. Application of Policy**

Regular faculty and staff

## **III. Policy Definitions**

### **A. Fitness Leave**

“Fitness Leave,” in this policy, means administrative leave awarded for a time period up to thirty (30) minutes, three days per week, with a maximum of one and one-half hours release time per workweek, for regular faculty and staff to participate in exercise.

### **B. Regular Faculty and Staff**

“Regular Faculty and Staff,” in this policy, means an employee who is scheduled to work at least twenty (20) hours per week for a period of at least 4½ months and is not employed in a position for which the employee is required to be a student as a condition of employment.

### **C. Personal Health Information**

“Personal Health Information,” in this policy, means any information, data, or documentation relating to an employee’s physical or mental condition.

### **D. Exercise**

“Exercise,” in this policy, means an individual or group activity designed to maintain or improve strength, flexibility, balance, endurance, or cardiovascular fitness and to sustain or increase physical fitness.

### **E. Workweek**

“Workweek,” in this policy, means the period beginning at 12:01 a.m. Sunday and ending at midnight the following Saturday.

## **IV. Policy Responsibilities**

### **A. Fitness Leave Program**

Regular faculty and staff are eligible to participate in the university’s fitness leave program for up to thirty (30) minutes of leave, three times per workweek, to participate in exercise.

#### **1. Requesting Fitness Leave**

a. Regular faculty and staff who wish to request fitness leave must complete the

designated fitness leave program request form and submit it to their immediate supervisor for review and approval each fiscal year.

- b. Fitness leave should be taken in conjunction with the start or end of the workday or in addition to the lunch break period. Any deviations from the approved fitness leave program schedule must be pre-approved by the employee's immediate supervisor.
- c. Supervisors are expected to make reasonable efforts to accommodate requests for fitness leave. However, supervisors have discretion to modify or deny a request if it is determined that the scheduling, workload, or operations of the department will be negatively impacted by the employee's absence to participate in the fitness leave program. Upon a determination, the immediate supervisor will communicate their decision to the requesting employee, indicate their decision on the designated fitness leave program form, and submit the approved form to Human Resources. If an employee's request is denied, the immediate supervisor must indicate the reason(s) for the denial on the request form.
- d. Human Resources will review fitness leave request forms and store them in the employee's personnel file.
- e. Employees who intend to utilize the fitness leave program are encouraged to consult with a physician before beginning any physical activity. Injuries that may occur during or as a result of participation in the fitness leave program will not be treated as work related injuries and are not eligible for workers' compensation benefits.

## 2. Timekeeping

- a. Employees must record the approved and utilized fitness leave in accordance with established university timekeeping procedures utilizing the appropriate leave code.
- b. Fitness leave is not counted toward hours worked for the earning of overtime under the Fair Labor Standards Act or State compensatory time.
- c. Fitness leave shall be used in increments of not less than one-half hour and may not be carried over from one workday or work week to another.

## 3. Compliance

Supervisors are responsible for monitoring the employee's usage of fitness leave and ensuring compliance with program guidelines. Abuse of fitness leave may result in revoking the employee's participation in the program and/or disciplinary action.

### ***B. Well-being Incentive Program***

The University may provide well-being program incentives and rewards for participating employees who meet certain objectives. Incentives may include prizes, paid time off, or other

awards, in accordance with federal and state law, System regulations, and university policies.

1. Paid Time Off

The University may award up to eight (8) hours of paid leave per fiscal year to regular faculty and staff for meeting certain well-being goals. To be eligible, employees must:

- a. Receive a physical examination from their healthcare provider; and
- b. Complete an online health risk assessment through the University's health insurance provider.

**C. Confidentiality and Personal Health Information**

The University will not collect any personal health information as part of the employee well-being program.

**V. References and Cross-References**

[Texas Government Code, Chapter 661](#)

[Texas Government Code, Chapter 664](#)

[UNT Policy 05.033, Staff Employee Discipline and Involuntary Termination](#)

[UNT Policy 05.062, Compensatory Time and Overtime](#)

[UNT Policy 06.025, Faculty Misconduct and Discipline](#)

[UNT Policy 15.005, Workers Compensation Program](#)

**VI. Revision History**

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