

Internal Policies and Procedures of the Utah State Board of Education	
Policy	04-08
Subject	Exercise Release Time
Date	April 1, 2022
Policy Owner	Director of Human Resources
Policy Officer	Deputy Superintendent for Operations
References	Healthy Utah Program (www.pehp.org/healthyutah)

I. PURPOSE AND SCOPE:

1. The purpose of this policy is to encourage USBE employees to develop and maintain healthy lifestyles.
2. This policy applies to all USBE employees.

II. POLICY:

1. It is the policy of USBE that all benefitted employees are eligible for exercise release time within the workday, in order to maintain a healthy lifestyle. This program is neither an employee right nor a guaranteed benefit.

III. PROCEDURES:

1. A supervisor may grant an eligible USBE employee exercise release time, 30 minutes a day, three times per week, in conjunction with a lunch or break period.
 - a. This benefit is pro-rated proportionately for part-time benefitted USBE employees.
2. The employee and the employee's supervisor shall sign the USBE Exercise Release Time Agreement form and included in the employee's UPM file to be reviewed annually and updated if changes are needed.
 - a. In considering a request, a supervisor shall ensure that normal office operations are maintained and may not authorize employees to use the 30-minute period at the start of the workday to delay arrival, nor at the end of the workday thus allowing them to leave early.
 - b. Authorization to participate in this program may be revoked if the provisions of the program are violated or if it interferes with the employee's ability to accomplish work assignments.
 - c. Termination or modification of an employee's exercise release time benefit, by either party, shall be documented as an attachment in the employee's performance management file.
3. Exercise release time is not cumulative, and time not used during the week may not be carried over into another week.

4. A USBE employee participating in the exercise release time program shall record exercise time as hours worked on their State of Utah Bi-Weekly Time Sheet.
5. To ensure the USBE does not incur unnecessary overtime costs, participation in this program shall be suspended on weeks when an employee is required to work overtime.
6. Workload demands may cause this program to be suspended either for a specific period of time or indefinitely.

A USBE employee participating in exercise release time does so at the employee's own risk. The Utah State Board of Education is not responsible for any and all injuries, illnesses, and other consequences suffered by the employee participating in this program. Employees are encouraged to consult with their personal physician to ensure they are physically capable of participating in this physical fitness program.

- a. Injuries or illnesses occurring to employees during exercise time may not be considered as on-the-job injuries for the purpose of Worker's Compensation.
7. Supervisors at USBE should be aware the exercise release time policy, and encourage staff to utilize the time, as staff schedules allow.

IV. HISTORY:

This policy supersedes the previous Exercise Release Time and Healthy Utah policy that was established October 6, 2010 and updated April 30, 2018.