

WORKSITE WELLNESS PROGRAM REQUEST

(A new request must be submitted each fiscal year and maintained by the supervisor.)

MSU Policy 3.350, Worksite Wellness Program

Eligible employees may be excused from duty for one 30-minute period per day for 3 days per workweek for the purpose of exercising. Exercise time must be used in 30-minute increments only and may not be accrued. Exercise time may be used at any time during the day and may be used in conjunction with lunch breaks. Functions of the University take priority over the entitlement to exercise time. Scheduling of exercise time must be approved in advance and is at the discretion of the employee's direct supervisor. Employees must submit monthly reports to their supervisors to document the use of exercise time. Prior to any exercise routine, employees must complete the Physical Fitness Readiness Questionnaire (which is retained by the employee) and the Release of Liability form which is sent to the Student Wellness Center.

TO BE COMPLETED BY THE EMPLOYEE: **(Please Print or Type)**

Employee: _____ **Title:** _____

Department: _____ **Supervisor:** _____

Pursuant to MSU Policy #3.350, I hereby request to be excused from my duties for three 30-minute exercise periods per workweek as follows:

Check X to indicate workdays when time will be used:

Days of Week: Sun ___ Mon ___ Tues ___ Wed ___ Thur ___ Fri ___ Sat ___

Indicate beginning time for 30 minutes of exercise:

Time per Day: Sun ___ Mon ___ Tues ___ Wed ___ Thur ___ Fri ___ Sat ___

Description of Planned Exercise Activity and Location:

Employee's Signature: _____ **Date:** _____

TO BE COMPLETED BY SUPERVISOR: *Is employee eligible?* ___ Yes ___ No

If yes, complete below:

Approved as Requested: ___ **Comments:** _____

Approved with Changes: ___ **Comments:** _____

Approved with Exceptions due to University Priorities: ___ **Comments:** _____

Supervisor's Signature: _____ **Date:** _____

(Original: Coordinator of Wellness Programs / Copy: (1) Supervisor (file) - (2) Employee (3) Payroll)