



Policy Purpose

This policy provides a benefit for full-time employees and their families to promote physical fitness and healthy lifestyles.

I. General

This policy provides an option for full-time employees to cash out accrued vacation hours and use those funds to reimburse their cost of an annual fitness membership up to a maximum of \$500 (after taxes) once per 12 month period.

- a. Employees must have completed their probationary period (if applicable) to use this program.
- b. Employees may request reimbursement by completing the [fitness reimbursement request form](#) and returning it to human resources with a copy of the fitness membership receipt and contract.
- c. Supervisor approval is required in order to participate in this program and for approval of alternate schedules (see below).
- d. Upon human resources approval, employee's vacation hours will be reduced by the number of hours to cover the amount of fitness reimbursement plus the required applicable payroll taxes.

II. Covered Memberships

- a. Employees may be reimbursed for annual memberships to fitness facilities and recreation centers. This also includes annual memberships for personal training and nutritional counseling.
- b. Employees will not be reimbursed for the purchase of exercise equipment or devices.

III. Alternative Schedules

- a. Employees may alter their work schedule by combining two 15 minute breaks along with their lunch period (for a total of 90 minutes) to participate in a fitness activity.
- b. Employees should request written approval from their supervisor for any alternative work schedules necessary for the purpose of participating in a fitness activity. These requests can be submitted through the [Altered Work Schedule](#) process. These altered work schedules should be reviewed annually.

Current References: [Fitness Reimbursement Request Form](#)

Approved and passed this 31st date of December, 2016