



# Exercise and Health Activity

## DGO Policy Internal 09

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**Effective Date:** 10/1/2021

**Revised Date:**

**Sunset/Next Review Due:** 10/1/2023

**Approved By:** Jenney Rees

**References/Authority:** Utah Administrative Code Sections R477-8-3 and 4

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## 1 PURPOSE

This policy establishes parameters for the use of exercise release time and is intended to encourage and support employee efforts to stay healthy through a regular program of physical exercise and health improvement activities.

## 2 GUIDING PRINCIPLES

The Department of Government Operations (DGO) supports efforts to promote a healthy workforce. DGO recognizes that physical exercise and worksite health promotion programs can be a significant factor in preventing disease, lowering stress, and improving one's mental state and general quality of life. In the job setting this equates to greater productivity and reduced absenteeism. Exercise and health release time should be used to improve and/or maintain physical health and should not significantly interfere with DGO operations.

The Executive Director may make exceptions to this policy as allowed by applicable law.

## 3 POLICY

### 3.1 Eligibility

- A. Full-time benefits-eligible DGO employees are eligible to participate in the Exercise and Health Release program at supervisor discretion.
- B. Supervisory approval is mandatory. Without supervisory approval, an employee is ineligible to use exercise and health release time.
- C. Although DGO is supportive of exercise and health release time, it is neither an employee right nor a guaranteed benefit.

### 3.2 General Provisions

#### 3.2.1 Exercise Release Time

DGO encourages all employees to engage in a regular program of physical exercise of at least 30 minutes of continuous physical exercise per session.

- A. DGO encourages employees to consult with their medical provider regarding the type and vigor of their proposed exercise prior to beginning an exercise program.



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- B. Exercise release time shall be limited to 30 minutes per day up to 3 days per week.
  - a. Release time shall not be taken during the first or last hour of the employee's work shift.
  - b. Supervisors may require employees to take their exercise time in conjunction with a lunch break.
- C. Unused exercise release time is not cumulative and may not be carried forward, nor can an employee use more than 30 minutes on a given day.
- D. Exercise release may be used for any appropriate physical fitness promoting exercise. It is not intended in any way to provide extra time for personal matters other than physical fitness exercise that consists of 30 consecutive minutes.
- E. Authorization to participate in this program may be modified or revoked if an employee's participation in the program interferes with DGO operations or an employee's ability to complete work assignments.
- F. Exercise release time shall not result in the accrual of excess time, overtime, or compensatory time.

### **3.2.2 Health Improvement Release Time**

DGO encourages its employees to attend other health improvement activities such as Healthy Utah assessments, webinars and seminars, and active engagement in a set health improvement plan such as diabetes management, tobacco cessation, etc.

- A. DGO encourages its supervisors to provide flexible scheduling and opportunities for employees to attend such programs.
- B. DGO supervisors may authorize each DGO employee to take up to three hours release time annually for Healthy Utah assessments and workshops.

### **3.3 Procedures**

- A. An employee shall request permission from the employee's supervisor to participate in the exercise release program.
- B. An employee's supervisor shall determine the feasibility of approving an employee's request to participate in the program (does not significantly interfere with DGO operations and/or office coverage, etc.).
- C. If an employee's supervisor approves a request to participate in the program, the supervisor shall assign an Exercise Release Time Agreement AAA in UPM to the employee. The supervisor may specify additional conditions for exercise release time in the AAA description box.
- D. An employee must acknowledge the AAA before they will be authorized for any exercise release time.
- E. An employee shall record exercise time under this program as work time on their timesheet. DTS employees shall code their time in ServiceNow in the non-billable category.
- F. DGO supervisors shall document termination or modification of any established Exercise Release Time Agreement in UPM.
- G. DGO employees must request and receive permission from their supervisors to take release time to participate in Healthy Utah assessments and workshops.

## **4 RELATED DOCUMENTS** (e.g., procedures, other policies, forms etc.)

- Exercise Release Time Agreement



## Amendment/Change Log

<Policy Name> Amendment/Change Log					
Date	Section/ Heading	Change/Edit	Additional Information (if needed)	Change Approved By	Change Approval Date