

UTAH LAND TRUSTS PROTECTION AND ADVOCACY OFFICE

INTERNAL POLICIES AND PROCEDURES

Policy Name: Exercise Release Time Policy Effective Date: FY 2025 Revised Date: NA Approved By:

Reference: [DHRM Rule](#) R477-8-3

Purpose and Scope:

This policy establishes the guidelines necessary for staff to participate in exercise release time according to DHRM Rule R477-8-3. Exercise release time can encourage a personal commitment among employees to adopt and maintain healthy lifestyles; improve productivity in the workplace; improve mental health and overall physical health and well-being; and promote job satisfaction.

This policy applies to all employees equivalent to .75 FTE or greater.

Policy:

1. Upon annual approval from an employee's direct supervisor, the department offers eligible employees the option to participate in exercise release time, as follows:
 - a. Exercise release time is allowed regardless of work location.
 - b. A maximum of 30 compensated minutes of exercise release time is permitted per day on scheduled work days, for up to three days per week for a maximum of 90 minutes allowed each week.
 - c. With direct supervisor approval, employees may use the 30 minutes in conjunction with their lunch or break time, regardless of work location.
 - d. Exercise release time may not be used by an employee to delay the start of the work day by 30 minutes or end their work day 30 minutes early.
 - e. Supervisors may approve fewer than three days of exercise release time based on the impact on the services provided for the specific area and/or the performance of the employee
 - f. Exercise release time is not cumulative from one week to the next, and unused time not used during the week shall not be carried over into any subsequent day or week.
 - g. Exercise release time shall not interfere with business needs and performance.
2. Authorization to participate in exercise release time may be revoked if the provisions of the policy are violated or if it interferes with the employee's ability to accomplish work assignments.
 - a. To make sure the department does not incur unnecessary overtime costs, participation shall be suspended on weeks when an employee is required to work overtime.
 - b. Workload demands may cause participation to be suspended either for a specific period of time or indefinitely.

3. Employees participating in exercise release time do so at their own risk. The department is not responsible for any injuries, illnesses, and other consequences suffered by the employee while participating.
 - a. Employees are encouraged to consult with their personal physician to make sure they are physically capable of participating in exercise release time.
 - b. Injuries or illnesses occurring to employees during exercise release time may not be considered as on-the-job injuries for the purpose of workers compensation.
4. This is not an employee right and may be withdrawn at any time by the supervisor or management.
5. Supervisors should be aware of the exercise release time policy, and encourage staff to utilize the time, as staff schedules and business needs allow.

Procedure

1. Employees who would like to request permission for exercise release shall fill out the employee request for exercise release time form and submit it to their supervisor for approval and signature.
2. The employee's direct supervisor shall pre-approve exercise release time to maintain normal department operations.
3. Supervisors shall review all submitted employee requests for exercise release time forms and approve or reject the requests.
4. The employee request for exercise release time form shall be completed and reviewed annually.
5. An employee approved for participation shall record exercise release time as hours worked on the state of Utah biweekly electronic or paper timesheet.

Kim S. Christy, Executive Director
Land Trusts Protection & Advocacy Office

Date Signed

UTAH LAND TRUSTS PROTECTION AND ADVOCACY OFFICE

Exercise Release Program Agreement Form

(Reviewed September 2024)

Employee Name:		EIN:	
The Utah State Board of Education grants permission to this employee to participate in an exercise release time program to promote the physical well-being of the employee.			
General Provisions			
The provisions of the Land Trusts Protection and Advocacy Office Employee Exercise Release Time policy govern this exercise program. The authorization to participate in this physical fitness benefit will remain in effect unless:			
a. there is a violation of the terms of this agreement and/or the intent of the program as defined in policy; or,			
b. the program is canceled or otherwise determined to be unauthorized by the Executive Director and or Advocacy Committee.			
Exercise Schedule			
The days and times in which the undersigned employee anticipates exercising are:			
1.	Day of the Week:	Time:	
2.	Day of the Week:	Time:	
3.	Day of the Week:	Time:	
One-half hour per day for a maximum of three days per week can be used as a part of this program. Exercise periods cannot be used to shorten the workday.			
Following is a brief description of the employee’s intended exercise program:			
Agreement termination or modification date:			
Certification and Authorization			
By signing, I certify that I understand and agree to all terms and conditions of the Exercise Release Time Program as addressed in the Land Trusts Protection & Advocacy Office policy and on this agreement form.			
Employee Signature:		Date:	
Supervisor Signature:		Date:	