

McLennan Community College

POLICIES AND PROCEDURES

Reference:	F-I-c	Effective Date:		06/05/2025	
Subject:	Wellness Benefit Policy				
Source:	President				
Approval Authority:	President		Approval Date:		06/05/2025
Approved by Leadership Team:		MH:	CE:	JEM:	LW:
History:	Previously effective 05/25/2006				
Remarks:					

Benefit:

As a benefit to regular, full-time, benefits-eligible employees who work 40 hours per week, MCC allows 90 minutes per work week to be used for physical activity targeted for the employee's improved health. Those employees who are not regularly scheduled to work 40 hours per week are not authorized to use any of the 90 minutes (i.e., not proportionate to the scheduled work time). Eligible employees requesting wellness time must complete and have the immediate supervisor's signature on an Employee Wellness Request Form. This form must be completed each Fall, Spring, and Summer and is only valid for September-December; January-May; or June-August.

Guidelines for Use of Wellness 90-minutes:

There are some basic guidelines for use of the Wellness benefit work-release time but these should not be considered to be all-inclusive. If a supervisor has a question about requested use of the 90 minutes, he/she may contact Human Resources for guidance.

1. Wellness time is for physical activity of the employee, which occurs during that employee's regularly scheduled work hours.
2. As examples, Wellness time may not be used to take care of personal business, to go to medical appointments, to commute, to watch sports events, to listen to wellness programs or to participate in golf tournaments.
3. Wellness time cannot be 'saved" but must be used on a weekly basis. Wellness time cannot be accrued and used in subsequent weeks.
4. Wellness time is for on campus physical activity only. Wellness time does not include travel time to or from an offsite location or fitness center.

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Misuse of wellness time or using wellness time for anything other than what is approved on the Employee Wellness Request Form may be grounds for discipline up to and including termination.