



## COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Wellness Benefit	DE - II	1	08/26/2025

### BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
D - Personnel	Compensation and Benefits	DE	08/26/2025

### 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.

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.