

Physical Fitness Time for Employees	Procedure Number	494
	Effective Date	4/24/2026

1.0 PURPOSE

Provide process that details the process for employees to use leave for Physical Fitness Time.

2.0 REVISION HISTORY

Adopted on: April 2026
 Revised on:

3.0 PERSONS AFFECTED

Full-time, 12- month employees

4.0 DEFINITIONS

5.0 PROCEDURES


Full-time, 12-month employees may use up to three hours per week of Physical Fitness Time to engage in on-campus wellness activities. The three hours will be prorated if the employee does not work a full 40-hour week.

Supervisors are encouraged to allow participation in Physical Fitness Time and to work with their employees to determine a time that balances the demands and needs of the department with the request for Physical Fitness Time. The approval of the supervisor must be obtained in advance, and the supervisor must keep track of the amount of time used. Physical Fitness Time is to be used during normal business hours, while on campus, and is limited to active participation in a wellness activity and cannot be used in lieu of sick or vacation time. This is not to be used at one time and is to be spread throughout the week. Employees on a performance improvement plan or who have received disciplinary action in the past six months are not eligible to participate.

Physical Fitness Time is not an accrued leave, and employees are not entitled to compensation for Physical Fitness Time upon termination from the college.

Overtime and/or compensatory time may not be approved to allow for participation in Physical Fitness Time.

If, at any time, it is determined that an employee is abusing this benefit, the employee’s participation may be terminated or disciplinary action taken.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s):	UA-PTC Human Resources	4/1/2026
Ratified by:	Joint Operations	4/24/2026
Recommended by Chancellor (Signature)		<div style="border: 1px solid red; padding: 2px;">4/27/26</div>
UA System Alignment:		