



# City of Somerville Wellness Activity Release Policy 2013



## **PURPOSE:**

To encourage wellness among City employees by establishing a work release policy to allow employees to participate in wellness visits during the work week

## **PROGRAM:**

### **What is Wellness Activity Release Time?**

In order to allow employees to attend wellness visits during the work week, the City encourages employees to use lunch breaks for appointments. However, understanding that it can often be difficult to complete an entire wellness visit during the allotted lunch time, employees may request the use of release time for an approved wellness visit. Time for the wellness visit will include travel to and from the visit and the actual visit.

### **Who is Eligible?**

All full-time City of Somerville employees

### **Eligible Activities**

Wellness visits such as annual physical exams, dietitian consultations, and smoking cessation consultations are examples of appointments that qualify for approval. However, other appropriate wellness visits may be approved. Department heads are encouraged to contact the Personnel Department if there is some concern regarding the appropriateness of activities for which approval is requested.

Employees will be eligible for up to four (4) hours of Wellness Release Time per Calendar Year. Prior to taking Wellness Release Time, the employee must submit a request to his/her department head for approval. The four (4) hours of release time do not need to be taken at one time. *For example, an employee could request to take Wellness Release Time to schedule a series of appointments with a dietitian during the lunch hour and the employee only needs to use 30 minutes of release time per week to travel to and from the appointment.*

### **Procedures**

Prior to taking wellness release time, the employee must submit a request to his/her department head for approval. Staff requesting wellness release times are expected to work with the department head to ensure that department needs are met and the impact to the department minimized. Department heads may take into consideration busy times of day when determining whether to grant a specific request and may also weigh the requests of the department as a whole in order to ensure office coverage throughout standard works hours. **Employees will be required to submit proof of participation, such as a note from a doctor.** *Please note that failure to provide proof of participation will result in the reversal of the approved release time and sick time will be applied instead.*

### **Cancer Screenings**

In addition to Wellness Activity Release Time, employees are eligible for up to an additional four (4) hours of paid release time for cancer screenings in accordance with the City's Cancer Screening Program.



## Employee Request for Wellness Activity Release Time

In accordance with the City of Somerville Wellness Activity Release Policy, I request permission to participate in the following health improvement program.

**Wellness Activity:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Time Requested/Date(s):** \_\_\_\_\_

**From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**All terms of the City of Somerville Wellness Activity Release Policy will be followed.**

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

**Approved:**

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**Form must be submitted to Personnel at least one week prior to release time use. Please submit proof of participation after activity is completed.**

**Approved:**

\_\_\_\_\_  
Personnel Signature

\_\_\_\_\_  
Date