

Policy: Exercise Release Time	Effective Date: July 1, 2017
Number: 710-2-003	Reviewed/Revised: July 2022
Authorized By: Jill Remington Love, Executive Director	
Authority: DHRM Rule R477-8-3, Rule R477-8-19,	

**I. Purpose:**

The Department of Cultural and Community Engagement (CCE) is committed to maintaining a work environment that is safe, empowering, and promotes the individual value of each of the Department’s employees. This policy is intended to support CCE employees’ efforts to develop and maintain a healthy lifestyle by providing a voluntary opportunity for physical exercise during working hours.

**II. Policy:**

This policy applies to all full-time CCE employees who receive State benefits. This program is neither an employee right nor a guaranteed benefit.

Exercise release time is granted, up to 30 minutes per day, up to 3 days per week. Exercise time is not cumulative, does not accrue, and may not be carried forward.

**III. Procedure:**

Employees shall communicate their desire to participate in this program to their supervisor.

The time for this activity shall be approved by the employee’s immediate supervisor to ensure that participation does not interfere with normal work requirements. The supervisor shall provide notification to the Division Director.

Authorization to participate in this program may be revoked or modified if the provisions of the program are violated or if participation interferes with the employee’s ability to accomplish work assignments.

Participation in this program shall be documented in the employee’s Utah Performance Management (UPM) record and participation agreements will be updated annually. Employees shall participate at their own risk and agree to hold CCE and the State of Utah harmless.

**IV. Examples:**

1. An employee goes to the gym three mornings a week. On gym days, the employee arrives 30 minutes later than on non-gym days. This policy would let the employee use 30 minutes of exercise time as part of their normal workday. The employee could then leave on time at the end of the day instead of leaving 30 minutes later.

Normal work day: 8:00am to 5:00pm.

Gym day: 8:30am to 5:00pm

2. An employee exercises 3 times a week during their lunch period. If they were away from their worksite for 1 hour, the employee would get 30 minutes of that hour as paid exercise time, and 30 minutes of the hour as non-compensated lunch time.

3. An employee walks for 30 minutes during the work day three times a week. The employee sees no change in their arrival and departure times

Normal work day: 8:00am to 5:00pm

Exercise days: 8:00am to 5:00pm with 30 minute walking time during those hours

