

Request to Participate in the Fitness Leave Program

Employee may be approved to use 30 minutes of fitness leave up to 3 days a week. If approved by the supervisor, use of fitness leave is contingent on departmental/business needs. This request should be submitted to your immediate supervisor.

1. Date of request:
2. Employee's name:
3. Emplid:
4. Supervisor's name:
5. Employee's regularly scheduled lunch hour, or start or end of the workday (time of day/days requested to use leave).
6. Time period for which leave is requested (ex: 9/1/22 to 08/31/23) to

7. If my request is approved, I understand the following:

- *Participation in the program must not impact my department's ability to conduct daily business, including covering lunch schedule. I may be required to forego use of leave on a day when my using such leave would negatively impact my department's ability to manage its business needs effectively.*
- *Continued participation in the program is dependent on the business needs of the department.*
- *Excessive tardiness when returning from using fitness leave may result in revocation of approval.*
- *A new form must be completed annually per policy: <https://hr.untsystem.edu/benefits/employee-leave/well-being-leave.php>*

Employee's signature:

Approved as Requested Approved with alterations (described below) Denied

Supervisor's signature:

UNT System employees: retain approved document at the departmental level.

Campus employees: submit approved document to your HR department.

Revised September 2022