

# Arkansas State University - Jonesboro

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**Effective Date: 01/04/2005**

**Number: 07-22**

**Section: Human Resources**

**Subject: Release Time for Fitness Purposes**

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ASU employees may make use of a three (3) hour per week release time benefit for physical fitness purposes. This program is a year round benefit and is available to fulltime, benefited employees. This benefit may not be used in conjunction with the educational benefit. Employees who wish to make use of this benefit should see their supervisor.

By utilizing the release time benefit, ASU employees agree to the following:

1. Supervisors work with employees and set a time for their fitness activities that is beneficial to both the employee and the office. Employees and supervisors must have an understanding that fitness release time is limited to active participation in a physical fitness activity and is not to be used for any other purpose.
2. Employees are required to record fitness release time in the appropriate leave system. Supervisors will ensure the leave time is submitted accurately.
3. If a supervisor determines that an employee is abusing this benefit, the supervisor should contact the Human Resource department immediately.
4. Any injury that may occur during an employee's release time, as a result of participation in activities, or in transit to and from the activities, is not incurred in the course and scope of employment, or in the coming to or going from employment, and is therefore not covered by workers' compensation. By participating in the release time benefit, an employee personally accepts the responsibility of personal injury or property damage.

The following guidelines apply to any ASU employees who make use of the 3 hour per week release time benefit for physical fitness purposes.

1. This program is a 12 month benefit and is intended for fulltime, benefited employees.
2. This benefit may not be used in conjunction with the education benefit.
3. Employees participating in the release time benefit, must take a documented lunch break of 30 – 60 minutes.
4. Employees can use physical fitness leave time in increments of 90 minutes or less.
5. Employees must not earn over 40 hours per week due to participation in the release time benefit.

6. The [Physical Fitness Release Form](#) must be completed and electronically signed by the Supervisor and the Human Resource Department prior to beginning the release time.
7. The days of the week and the hours of the day must remain the same each week. (Employees cannot participate in the release time at a different time of the day if the employee is unable to use the benefit at the scheduled, approved time frame or day of the week.)
8. All physical fitness release time must be submitted in Time Clock Plus or the leave report in Banner Self-Service.

If you wish to make use of this benefit, please see your supervisor.

**Please remember that employee use of this procedure is based on supervisor discretion.**

Reviewed on 12/01/2022.

