31.02.13.C0.01 Wellness Release Time

Revised: February 9, 2026
Next Scheduled Review: February 9, 2031
Revision History

Procedure Summary

The Texas A&M University-Corpus Christi (TAMU-CC) Wellness Release Time program is designed to enhance the well-being of its employees. It is a voluntary program consisting of university-sponsored physical fitness activities and wellness education opportunities during the workday. The objective of the Wellness Release Time program is to provide a supportive environment that encourages employees to adopt healthy behaviors and positive lifestyle changes, improve job performance, increase work satisfaction, and reduce health care/insurance costs. This procedure outlines the parameters of the Wellness Release Time program and describes the application and monitoring process.

Procedure

1. GENERAL

1.1. This procedure supplements system regulation *33.02.13, Wellness Programs*.

1.2. The Wellness Release Time program provides full-time, benefits-eligible employees release time of 30 minutes during normal work hours up to three (3) times per week for participation in physical exercise and fitness activities.

1.3. Employees participating in the Wellness Release Time program must submit an application attesting that they have had an annual wellness exam within the past 12 months. This application can be found in the Appendix section of this procedure.

1.4. Wellness release time is paid time which does not have to be made up, cannot be accrued, and does not need to be documented on timesheets.

1.5. Each academic year of participation, employees must secure approval from their immediate supervisor and their respective dean/director/department head prior to using wellness release time.

1.6. Immediate supervisors and deans/directors/department heads are expected to make reasonable efforts to accommodate requests for participation in the

Wellness Release Time program. Participation may be denied or revoked if the operation of the department will be negatively impacted by the absence. If an application is denied, the supervisor or dean/director/department head must indicate the reason(s) for denial.

1.7. The supervisor is responsible for monitoring compliance with the Wellness Release Time program requirements and may request verification of hours from Recreational Sports where available. If the approved request results in a modified work schedule, compliance with university procedure *33.06.01.C0.01 Flexible Work Arrangements* is required.

1.8. Abuse of the privilege to participate in the Wellness Release Time program will subject the employee to revocation of the privilege and/or disciplinary action.

2. TRAINING/EDUCATION/INFORMATION

Information regarding this procedure will be provided by Recreational Sports and Human Resources.

3. MONITORING/COMPLIANCE REVIEW

Human Resources and employee participant supervisors will monitor the use and compliance of this procedure on an annual basis.

Related Statues, Policies, and Requirements

System Regulation *31.02.13, Wellness Programs*
University Procedure *33.06.01.C0.01, Flexible Work Arrangements*
University Procedure *41.01.01.C0.01, Use of University Facilities*

Appendix

Wellness Release Time Request

Contact Office

Contact for clarification and interpretation: Human Resources
361.825.2630