



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 (added to their regular lunch hour). Participation must be in a supervised fitness program and may be subject to audit. 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:

6. Time period for which leave is requested (ex: 1/1/14 to 5/31/14): _____ 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.*

Employee’s signature:

Approved as Requested Approved with alterations (described below) Denied

Supervisor’s signature: