

FAQs for Wellness Breaks in April 2018

When can I take my 30-minute wellness break?

Work with your supervisor to determine when the best time is for your area, as long as it is within your regular workday.

Does my supervisor have to let me take this break?

Supervisors are strongly encouraged to make their best effort to allow employees these 30 minutes in a workday during the month of April. However, it is not required, and due to workload and schedules, it may not always be possible.

Can I take my wellness break at the beginning or end of my workday or with my other breaks of the day (lunch, etc.)?

As long as it is approved by your supervisor.

Do I have to prove what my wellness activity was during my break?

You are not required to substantiate how you use your break time. However, please use your best judgement when determining your wellness activity.

Do I have to track this time?

Non-exempt (hourly) employees will need to mark the time used as SLV on their timesheets. Select SLV in the leave section of the regular employee timesheet. Remember, this time is only available for the month of April 2018.

Can this 30-minute wellness break be added on to other leave, such as sick leave for a doctor's appointment?

Preventative care is an important part of your overall wellness. You can use these 30 minutes to offset pre-approved sick time to use for doctor's appointments, etc. However, it cannot be used in lieu of any full day vacation time you already have scheduled.

Is this wellness leave available to all employees?

The April wellness leave is available to full-time (0.80 FTE or greater) regular university employees.

Does my supervisor need to approve how I spend my wellness break?

No, your supervisor only needs to approve the time for the leave. Please use your best judgement when determining your wellness activity.