Allegany College of Maryland

FLEX TIME FOR WELLNESS OR EDUCATION

Adopted date 1991
Revised Date 03/2023
Approved by Board of Trustees 1999
Implementation Date 1991
Type of Policy: Benefit

BACKGROUND AND PURPOSE

Allegany College of Maryland supports and encourages the health and well-being of faculty and staff. To support and encourage participation in wellness activities or educational courses, the College provides an opportunity for employees to extend their lunch or rest period to engage in such activities. This provides employees with time for travel, changing and showering, participation in the activity, eating lunch and their return to work.

POLICY

I. SCOPE OF THE POLICY

This policy applies to all full-time and part-time regular budgeted faculty and staff.

II. POLICY STATEMENT

Allegany College of Maryland provides up to an additional sixty (60) minutes of time per week beyond a normally scheduled rest period to engage in a wellness activity or attend an educational course.

III. PROCEDURES

Employees must obtain approval from their supervisor by completing the *Flex time for Wellness and Education* form, located on the HR SharePoint site or in the HR Office. An approved form shall be forwarded to HR and be kept in the employee's personnel file.

The additional approved time is to be used only for wellness activities **or** educational classes, which may occur either on or off campus. This time is not to be used for personal errands or to extend lunch periods for non-wellness or non-educational activities, but only for approved wellness activities or educational classes.

Full-time employees:
The supervisor and employee shall collaborate on how the additional sixty (60) minutes shall be used through the week, considering the needs of the department, staffing, and the employee's request. The additional sixty (60) minutes can be distributed by:

2 days per work week	Up to an additional 30 minutes for the 2 days
3 days per work week	Up to an additional 20 minutes for the 3 days
4 days per work week	Up to an additional 15 minutes for the 4 days
5 days per work week	Up to an additional 12 minutes for the 5 days

Part-time regular budgeted employees:
Supervisors shall consider requests from part-time employees and adjust their schedules to accommodate Wellness or Education when the thirty (30) minute unpaid rest period needs extended.

IV. OTHER PROVISIONS

Abuse of the Flex Time for Wellness or Education will result in cancellation of the employee's benefit.

V. ADMINISTRATION OF POLICY

The Human Resources Office is responsible for implementation, administration, and oversight of this policy. Questions can be directed to the Human Resources Office.

VI. CHANGES

Substantive changes to this policy require approval by the Board of Trustees; editorial changes, title/position changes, and/or changes to its implementation procedures may be made as required by federal or state mandate and/or institutional need with timely notice to students and employees.