

State of Utah	REF. NR-97-A-7	PAGE 1 of 1
DEPARTMENT OF NATURAL RESOURCES	EFFECTIVE DATE 06/28/97	
POLICIES AND PROCEDURES	REVISION DATE 09/01/2011	
SUBJECT: Exercise Policy		
Michael R. Styler, Executive Director		

I. PURPOSE

To encourage the development and maintenance of healthy lifestyles.

II. POLICY

This program is available, with management approval, to all full-time career service and merit exempt employees who are receiving benefits. Employees may be granted up to 1 1/2 hours each work week for exercising within the following conditions:

1. No more than 30 minutes a day up to three days each work week will be allowed.
2. Employees shall request permission from their supervisors, in advance, to participate in this program.
3. Each employee shall work with his/her immediate supervisor to decide the best time to participate in exercise activities. Exercise time shall only be used during approved scheduled normal work hours.
4. Exercise time is not cumulative (time not used one day cannot be carried to the next day).
5. Supervisors may revoke the exercise time allowed employees if it is used for purposes other than exercising or if it interferes with the employee's ability to accomplish work assignments.
6. All employees must complete the attached "Employee Request for Exercise Release Time Form", for participation in this program. Any modifications to the schedule shall require a new authorization form signed by the immediate supervisor.

In accordance with the Department of Natural Resources exercise release time policy, I request permission to utilize release time to participate in exercise activities.

The following time schedule will be observed:

Day of Week	Exercise Start/End Time
_____	____:____ - ____:____
_____	____:____ - ____:____
_____	____:____ - ____:____

I certify that I have read the department policy and agree to abide by all of its terms, present and future.

Employee Signature

Date

Immediate Supervisor

Date

cc: Human Resource Office - Employee's Personnel File