

**Exercise Policy**

Effective Date: July 1, 2013  
Revision Date: July 31, 2013

**Purpose:**

To support GOED employees' efforts to develop and maintain a healthy life style through physical exercise.

**Policy:**

This program shall be available to all career service and merit exempt employees who are eligible for benefits, with management approval. This program is neither an employee right nor a guaranteed benefit.

Exercise time shall be used in conjunction with the normally scheduled lunch period.

Exercise release time shall be limited to 30 minutes a day, 3 days a week. It is not cumulative and may not be carried forward.

**Procedures:**

- Employees shall request permission from their supervisors to participate in this program.
- Employees shall complete the Exercise Release Program Agreement.
- Employees approved for participation in this program shall record their exercise time on the date it occurred on their bi-weekly automated time record.
- Authorization to participate in this program may be revoked or modified if the provisions of the program are violated or if it interferes with the employee's ability to accomplish work assignments.
- Termination or modification of this agreement by either party shall be documented in the personnel file.
- Employees shall participate at their own risk and agree to hold GOED and the State of Utah harmless.

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**GOVERNOR'S OFFICE OF ECONOMIC DEVELOPMENT  
 Exercise Release Program Agreement**

<b>Employee Name:</b>		<b>EIN:</b>	
The Governor's Office of Economic Development grants permission to this employee to participate in an exercise program to promote the physical well-being of the employee.			
<b>General Provisions</b>			
The provisions of the Office of Economic Development Exercise Release Program Policy govern this exercise program. The authorization to participate in this physical fitness program will remain in effect unless:			
a. there is a violation of the terms of this agreement and/or the intent of the program as defined in GOED policy; or  b. the program is cancelled or otherwise determined to be unauthorized by competent authority.			
<b>Exercise Schedule</b>			
The days and times in which the undersigned employee anticipates exercising are:			
1.	Day of the Week:	Time:	
2.	Day of the Week:	Time:	
3.	Day of the Week:	Time:	
One half hour per day for a maximum of three days per week can be used as part of this program. Exercise periods cannot be used to shorten the workday.			
Following is a brief description of the employee's intended exercise program:			
Agreement termination or modification date:			
<b>Certification and Authorization</b>			
By signing, I certify that I understand and agree to all terms and conditions of GOED's Exercise Release Program as addressed in the GOED policy and on this agreement form.			
Employee Signature:		Date:	
Supervisor Signature:		Date:	