

Subject: HEALTH PROMOTION TIME OFF

Date: March 28, 2018

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Replaces Policy

Dated: N/A

PURPOSE: To establish policies encouraging the health and wellness of all County employees.

STATEMENT OF POLICY: Pinal County gives employees considerable flexibility in scheduling their hours of work and taking time off for routine medical examinations and preventive screenings. Appointing Authorities should make maximum use of existing work schedules to encourage employees to take advantage of preventive health services.

SCOPE: This policy applies to all non-exempt and exempt employees of Pinal County. It does not apply to Elected Officials, or employees of the Superior Court.

PROCEDURE

The following are some examples of the work and leave flexibilities available to employees:

Flexible Work Schedules:

County officials should encourage employees to use flexible work schedules (non-work time) to participate in health promotion activities. To the extent possible, the County will try to offer health promotion activities before, during, and after lunch or in the early mornings or late afternoon/evening to minimize the impact on work.

Leave and other Paid Time Off:

Employees may request annual leave, leave without pay, or sick leave (as appropriate) to participate in health promotion programs not sponsored or administered by the County or County partners such as insurance providers.

Excused Absence:

In limited circumstances, County officials may provide short periods of excused absence for health promotion programs and activities officially sponsored and administered by the County. Employees are reminded that the decision to grant excused absence (time) is a matter of County discretion and approval based on business conditions at the time. Requests for excused absence must be coordinated with and approved by the Appointing Authority in advance. County officials must consider the needs of the organization or department when providing employees with appropriate opportunities to participate in health and wellness programs.