



# Alamance County

## Wellness Leave

**Effective Date: August 1, 2023**

**Purpose:** To support employees in their journey of wellness, regular full-time employees will have direct access to 16 hours of leave annually to pursue and engage in preventative care or wellness activities to further care for themselves.

### **Policy & Process:**

Eligible employees will have 16 hours loaded into their timecard Wellness Leave accrual as of January 1. If hired after January 1 or if transitioned to full-time after January 1, then time will be pro-rated by quarter, based on eligible full-time date. (April 1 – 12 hours, July 1 – 8 hours, October 1 – 4 hours).

Wellness Leave may be used for activities supporting prevention, treatment, or support of the employee's physical, mental or emotional wellness.

- Examples of approved purposes include, but are not limited to:
  - Annual wellness exam
  - Follow-up medical provider appointments
  - Preventative screenings (i.e. mammogram, skin cancer screening, etc...)
  - Wellness events (wellness classes, 5K, etc...)
  - Mental or physical health support

Employees are eligible to access UKG/Kronos for Wellness Leave at any time.

- Wellness Leave can be used in any increment for non-exempt employees and 4-hour increments for exempt employees. If the time off taken for wellness activities exceeds the number of Wellness Leave hours available, the leave must be supplemented with other forms of time off leave accruals.
- Documentation of each wellness activity is not required but may be requested by the department director if the need arises.
- Advanced notice is required and approval is based on operational needs of the department.
- Unused hours do not carry forward to the next calendar year. Hours are reset on January 1. Wellness Leave has no cash value at time of separation.