



Wellness Reward Hours Program Summary

The Wellness Reward Hours Program is to encourage people to be pro-active with their health. Employees can earn Wellness Reward Hours (paid time off) for participating in certain activities. Qualifying events and activities will be noted as offering Wellness Reward Hours.

Approved Activities:

Annual Physical (limit 1 per calendar year) - two hours
Dental Cleaning (limit 2 per calendar year) - one hour
EYE Exam (limit 1 per calendar year) – one hour
Flu Shots - one hour
Mammogram (limit 1 per calendar year) – one hour
Pap Smears (limit 1 per calendar year) – one hour
Prostate Examination – (limit 1 per calendar year) one hour
Colonoscopy – (limit 1 per calendar year) two hours
Attending Annual Wellness Fair - two hours
City of Anderson Recreation Center Exercise Class – one hour

Wellness Reward Hour Fact Sheet

Eligibility: All full-time are eligible to earn Wellness Reward Hours. You do not have to be enrolled in employee Health Insurance.

Tracking: Submit a **Wellness Program Verification Form** to HR for hours related to health care visits.

Hours can carry over at the end of the year but only a maximum of 16 hours can be banked.

Use: Wellness Reward Hours can be used to take “paid time off”. Hours must be scheduled in advance with the approval of the supervisor. Submit a Request for Leave of Absence, with the “Other” box checked and Wellness Reward Hours notated on the space provided when using these hours. Wellness Reward Hours must be used in one hour increments and no greater than 4 hours.

Activities: Wellness sponsored activities which qualify for Wellness Reward Hours will be posted on the intranet, communicated via email and posted in departments.

Miscellaneous Information:

- Wellness Reward Hours cannot be paid in cash and will not be paid upon separation from employment.
- Wellness Reward Hours cannot be donated to another person.
- **Participation is voluntary.** If an activity or event occurs during an employee’s day off there will be no compensatory time accrued for attending; however Wellness Reward Hours may be awarded.
- Employees scheduled to work the day of the activity or event may attend with the approval of the supervisor (for example, Police Officers or Firefighters on shift duty).