

# Living Well Release Time Program Request Form

## Instructions

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- Review this form with your supervisor before submitting it.
- Read the Wellness Program Policy at <https://go.uta.edu/hrbpo7>.
- Submit this form at any time during the year. All forms expire August 31.
- You must submit a new form on September 1 to renew your request.
- Email completed forms to Jeremy Roden [jroden@uta.edu](mailto:jroden@uta.edu).

## About the Program

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- Up to 1.5 hours of release time may be granted each week to full-time employees for participation in physical activities on the UTA campus.
- The time must be spent in physical activities, a structured Campus Recreation program, or an educational class.
- Participants may take 30 minutes, three times per week and must contribute equal amounts of their own time.
- Time may not be split or carried over from one day to another.
- Abuse or misuse of release time may lead to disciplinary action, including termination.
- Adherence to the fiscal regulations, procedures, and guidelines in accordance with the Wellness Program Policy are the responsibility of the participant and their supervisor.

## Employee Attestation

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I understand the policy and release the University from liability for any injury or accident that may occur as a result of my participation in the program.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_ Faculty \_\_\_\_\_ Staff \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## Supervisor Attestation

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I have reviewed the Wellness Program Policy with my employee and grant permission to participate in the program.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_