**Employee Wellness Release Time FAQs**

**I'm a new employee. How soon can I start using this benefit?**

Today! There is no waiting period. Simply read the Wellness Release Time Procedure 31.02.13.R0.02 policy and submit the [Wellness Release Time Application](https://dms.tamuc.edu/Forms/WellnessRelease?_ga=2.218494426.219417465.1617725919-217044836.1601477745).

**Do I need a membership to the Morris Recreation Center or use that facility to participate in Wellness Release Time?**

No, the policy DOES NOT require employees to purchase a membership or use the MRC. However, the President's office does approve a $45 reduction in MRC membership rates for faculty and staff. Please visit the [MRC website](http://www.tamuc.edu/CampusLife/campusRecreation/default.aspx) for more information.

You can use a variety of facilities or outside spaces for your exercise time. Please read Section 1.1 of the policy for more information.

**I have to change the time/day of the Release Time I plan to take. Do I have to re-submit my application?**

No. Once an application has been submitted and you have received a confirmation e-mail, you are signed up to use Wellness Release Time until August 31 of the current academic year. This policy is designed to be flexible, so if the workflow of your office or your circumstances or preferences changes over the course of the year, talk with your supervisor about adjusting your schedule.

**Can you use Wellness Release Time for any activity?**

**Per state statue, Wellness Release Time is to be used for “physical” wellness or to attend on-site wellness seminars when offered.**

**I work at another location. Can I still use release time?**

It doesn't hurt to ask! See Section 2.5 of the policy: just contact the Employee Wellness Administrator via [wellness@etamu.edu](mailto:wellness@etamu.edu) to request an exception or deviation from the procedure and we will do our best to accommodate you.

**Do I need to get a physician's clearance?**

No, you do not need to produce any documentation for a medical exam. On the wellness release time application, you'll acknowledge you visited your doctor or participated in the on-campus health screenings at least once in the past year. Screenings occur in October and March of each year; please visit the Health Screening Fair tab to the left for details on upcoming events!

**I've already applied this year. Do I need to re-submit an application?**

If you are currently signed up for wellness release time, your status will extend through **August 31st of each year**. If you're not sure of your status, e-mail [wellness@etamu.edu](mailto:wellness@etamu.edu) and ask!

**All applicants will need to submit a revised form once per academic year in the month of August.**