



I. Employee Fitness Reimbursement Procedure

Employee responsibility

1. Consult with your physician prior to start of exercise program.
2. Obtain approval to participate from your department. If authorized to participate, obtain approval from supervisor (via the [application for fitness facility reimbursement](#)).
3. Ensure that your current vacation leave account will sustain a leave withdrawal equal to the eligible reimbursement amount.
4. Select a fitness facility based on physician recommendations, compatibility with chosen exercise regimen, work schedule and pays total membership fee for your individual or family participation in a fitness program.
5. Completes fitness facility reimbursement application and keep the original copy of the reimbursement form.
6. Attach a copy of the fully paid fitness facility receipt and contract to the duplicate copy of fitness facility reimbursement application and send all documents to human resources. Only annual memberships that are paid in total will be reimbursed, memberships that are paid month by month will be reimbursed after one full year has been paid by the employee. Memberships that are for multiple years will be prorated for the duration of the membership and reimbursed annually. It will be the employee's responsibility to submit the necessary documents each year for reimbursement.
7. Accounting subtracts vacation leave amount equal to the appropriate level of cash reimbursement and processes fitness facility reimbursement so that it appears on the employee's paycheck as a reimbursement for fitness membership fees.

Human Resources Responsibility

1. Human resources will review the application. If the application meets the qualifications it will be approved and sent to finance to be processed through payroll.
2. Finance subtracts vacation leave amount equal to the appropriate level of cash reimbursement and processes fitness facility reimbursement so that it appears on the employee's paycheck as a reimbursement for fitness membership fees.
3. Human resources will keep record of applications to ensure that employees cannot make multiple requests per year.

Current References:

[Application for Fitness Facility Reimbursement](#)

Approved and passed this 31st date of December, 2016