Tennessee Department of Human Resources

Wellness Break Agreement

Combining Rest Breaks to Participate in Health and Wellness Activities

Employee and Supervisor Memo of Understanding and Agreement

The use of "Rest Breaks" is addressed in the Department of Human Resources' "Attendance and Leave Policies and Procedures" Manual [www.tn.gov/dohr/]. A "Wellness Break" provision has been added to allow state employees, under certain conditions, to request approval to combine their two daily rest breaks into one thirty minute break for the sole purpose of participating in health and wellness activities.

As a requesting employee and as that employee's immediate supervisor, we, by our *individual* signature, certify our understanding and agree to the following conditions:

1. ***Combining rest breaks can ONLY be approved and used for participating in HEALTH and WELLNESS activities.***
2. Wellness breaks are privileges and NOT a right and should be taken ONLY at times which do NOT interfere with service to the public.
3. Wellness breaks can NOT be used to alter arrival or departure time or used in conjunction with the lunch hour or with any other type of leave.
4. An employee may participate in wellness breaks only if the employee is performing at the required expectations according to his or her recent performance evaluation. Exception: a new employee who has yet to be evaluated may participate.
5. An employee may NOT participate in the wellness breaks if they have had any disciplinary action involving a written warning or suspension within the previous two years OR have been terminated from the state service for cause within the previous five years.
6. An employee's request for wellness breaks may ONLY be denied for one of the reasons noted in items #1 thru #5 above or for other business-related reasons as determined by the agency's Appointing Authority. An agency's Appointing Authority may include other appropriate staff in this approval/denial process.
7. An agency supervisor may recall an employee to work, for any business-related reason, when an employee is on an approved wellness break.
8. If, at any time, agency staff becomes aware that an employee has used wellness rest breaks for purposes other than for health or wellness activities, the agency shall disapprove requests for wellness rest breaks from that employee for a period of ten work days. If this occurs a second time within a period of one year, the agency shall disapprove wellness break requests from that employee for a period of three months. If such abuse continues, the agency will take further action as deemed appropriate.

As the requesting employee, I have read and understand the above conditions and with my signature, hereby, agree to these conditions, as well as any other business-related conditions required by my employing agency.

Print Your Official Name	Signature Required	Date

As the requesting employee's immediate supervisor, I have read and understand the above conditions and with my signature, hereby, agree to these conditions, as well as any other business-related conditions required by my employing agency.

Print Your Official Name	Signature Required	Date

All completed memo of "Understanding and Agreement" documents shall be maintained by the employing agency.The employee and supervisor shall be given a copy.