



# Texas A&M International University

## Health Release Time (HRT) Application

The TAMIU Health Release Time (HRT) Program provides *full-time, benefits-eligible employees* 30 minutes during normal work hours up to 3 times a week of Health Release Time (HRT) for participation in physical exercise and fitness activities offered at the TAMIU Kinesiology & Wellness Recreation Center or participation in any *HealthyU*-sponsored wellness activity. The HRT Application must be approved in advance by the Immediate Supervisor and Budgetary Unit Head, and HRT may not interfere with the workflow and operation of the employee's department. Supervisors reserve the right to change the time requested or decrease the amount of hours approved due to operational considerations.

### INSTRUCTIONS:

- To participate, submit a completed HRT Application to your Immediate Supervisor and Budgetary Unit Head prior to participation in the HRT Program. The application may be completed for up to one academic year at a time.
- The HRT Application must specify the weekday(s) and time(s) of the HRT activities. Any deviations from the approved schedule must be re-approved in advance by the Immediate Supervisor and Budgetary Unit Head.
- If approved, submit the original HRT Application to HR for filing.
- If obtaining a Recreational Sports membership, go to Recreational Sports to register for physical exercise and fitness activities, complete required forms, and pay fees. Normal fees for employee use of TAMIU Kinesiology & Wellness Recreation Center will apply and are the responsibility of the employee.
- Supervisors are responsible for monitoring the employee's HRT usage and ensuring compliance. A supervisor may request to review records of the employee's utilization of the TAMIU Kinesiology & Wellness Recreation Center or participation in any *HealthyU*-sponsored wellness activity.

### EMPLOYEE INFORMATION:

Employee's Name: \_\_\_\_\_ TAMIU Email: \_\_\_\_\_ Ext: \_\_\_\_\_

Department: \_\_\_\_\_ Job Title: \_\_\_\_\_

Employee UIN: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Ext: \_\_\_\_\_

Year: \_\_\_\_\_ Check One:  Fall  Spring  Summer

Weekday(s) and time(s) being requested: \_\_\_\_\_

Total hours per week being requested: \_\_\_\_\_ Activity attending: \_\_\_\_\_

I understand that participation in the HRT program can be terminated by either the employee or supervisor at any time and that I am not considered an employee for any time in which I am participating in the program -- meaning workers' compensation coverage does not apply. I further understand that abuse of the privilege to participate in the HRT Program will subject me to revocation of the privilege and/or disciplinary action; and that my supervisor has the right to review records of my utilization of the TAMIU Kinesiology & Wellness Recreation Center or participation in any *HealthyU*-sponsored wellness activity to verify my hours of involvement.

X  
\_\_\_\_\_  
SIGNATURE – Employee Date

Approved  Not Approved for the Following Reason(s): *(Must be provided by Immediate Supervisor and/or Budgetary Unit Head).*

X  
\_\_\_\_\_  
SIGNATURE – Immediate Supervisor Date

X  
\_\_\_\_\_  
SIGNATURE – Budgetary Unit Head Date

**FOR HR USE ONLY** → Received in HR by: \_\_\_\_\_ Date: \_\_\_\_\_