

Well time: Frequently Asked Questions

What is well time?

Well time allows employees to use a portion of their accrued sick time for approved wellness activities. When you use sick time for wellness activities, it is considered “well time.”

How much well time can I take?

Full-time employees may use up to eight (8) hours of accrued sick time per calendar year as well time to participate in approved wellness activities. If you are a part-time employee, your well time limit is prorated. For example, if you are scheduled to work .75 time, you can use up to 6 hours per calendar year (8 hours multiplied by 75%) of your accrued sick time for wellness activities.

What code is used in time entry/time off tracking for well time?

The new code to use in time entry/time off tracking for well time is **220**.

What can I use well time for?

Eligible activities are limited to those provided through the Healthy Tufts Program. They include:

- Taking the Marathon’s Health History Risk Assessment (HRA) to assess the health of the your current lifestyle;
- Participating in the Comprehensive Health Review and biometrics to solidify behavior change with one-on-one support;
- Creating a plan with a Health Coach, using the information gained from the HRA and biometric numbers; and/or,
- Participating in a Healthy Tufts sponsored wellness activity (i.e. lunch and learn, walking program, etc.).

Note: Outside of the maximum eight (8) hours of well time that an employee can use, as described above, employees may visit the Wellness Center for visits based on symptoms of illness or injury. For those visits, sick time, not well time, will be used for urgent care or sick visits.

Can I use my well time for activities not listed, like going to my gym?

No. You may use well time only for activities that are part of the Healthy Tufts Program, as listed above.

Does everyone get well time?

Since well time is sick time that an employee chooses to use for wellness activities, anyone who accrues sick time may elect to apply a portion of sick time to well time. The only limitation is that a maximum of eight (8) hours of sick time (prorated for part-time employees) can be used as well time each calendar year.

How can I get more well time hours?

Once you have used your eight (8) hours (or prorated hours for part-time employees) of well time each calendar year, you cannot use additional sick time for well time activities until the following calendar year. If you are a new employee or have used all your accrued sick time, you may use your sick time hours as you accrue them in the future for either sick time or wellness activities. Of course, you may

continue participating in wellness activities on your lunch break or other time available for personal activities.

Additional details on accrual and use of sick time for employees covered by collective bargaining agreements can be found in:

- The Agreement between the Trustees of Tufts College and **Service Employees International Union Local 615** handbook, Article VIII, Sick Leave; and
- The Agreement between Tufts University and **Tufts University Police Association**, section XIX, Sick Leave.

What happens if I don't use all my well time during the calendar year?

Your well time limit does not accumulate or roll over from calendar year to calendar year.

How do I schedule well time?

Talk to your manager or supervisor for prior approval. Well time must be approved in advance by your manager or supervisor and will typically be used in hourly increments.

What if my manager or supervisor does not allow me to take well time?

If you have requested well time that does not adversely affect your work or your department and your supervisor does not allow the time off, please contact your department's Human Resources Business Partner.

How do I record my well time?

When you use well time, please use code 220 in time entry/time off tracking. In addition, you and your manager or supervisor should keep track of how much well time you have used during the calendar year to ensure you do not exceed your annual limit of eight (8) hours.

Who do I contact with questions?

Please contact Tufts Support Services at tss@tufts.edu or at 617-627-7000.