

To: All Staff, All Campuses
From: Patricia Campbell, Executive Vice President
Re: New 'Well Time' Policy

Effective November 25, 2013, Tufts University will be allowing exempt and non-exempt staff to convert up to eight (8) hours annually of their accrued sick time to well time in order to participate in wellness related activities. For the purposes of this policy, a wellness related activity is defined as a Health History Risk Assessment, Comprehensive Health Review, creating a plan with a Health Coach and/or participating in a Healthy Tufts sponsored wellness activity (i.e. lunch and learn, walking program), etc. Well time hours are pro-rated for part-time employees and the use of well time should not result in overtime for non-exempt staff. Bonus days earned by non-exempt staff for perfect or very good attendance will not be impacted by the use of well time. Well time will not cover instances of illness and/or injury. For those visits, sick time, not well time, will be used for urgent care or sick visits.

Employees requesting well time are expected to work with their Manager and/or Supervisor to ensure business needs are met and the impact to the department is minimized. Well time provided for wellness activities does not reduce the overall workload or duties of the employee. Employees need to have good attendance and their overall job performance must be consistently performed at a level of 'Successfully Meets Expectations' or better in order to take advantage of well time. Typically, to participate in wellness related activities, employees need approximately 60-75 minutes of well time.

Manager and Supervisors should encourage participation in these programs and services by carefully considering employees' requests, being as flexible as possible, considering current and anticipated business needs of the school or department and taking into account other personal/professional development goals for the employee. Please note, however, that Managers or Supervisors may deny requests for well time at any time.

We have attached a list of [Frequently Asked Questions](#). If you have any questions regarding this new policy, please contact Kelly Fogg, Senior Wellness Manager at Kelly.Fogg@tufts.edu or at x72680.