

**GRAND FORKS COUNTY  
POLICY MANUAL**

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**POLICY NO. 104-14**

**Eff. 12/4/12**

**WELLNESS LEAVE**

**Page 1 of 1**

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**Wellness activities are available to all county employees in cooperation with the Grand Forks Public Health Department. Participation in these events is voluntary.**

**The Grand Forks Public Health Department will establish wellness events and assign hours that may be earned by attending. Public Health will keep track of employee attendance beginning January 1 of each year and will forward that information to the Payroll Clerk in the Finance and Tax Department. The Payroll Clerk will notify Department Managers of wellness hours for their department prior to January 15<sup>th</sup> of each year.**

**Full-time employees who participate in wellness events may earn up to four (4) hours of wellness leave per calendar year. Part-time employees will earn wellness leave on a pro-rated basis.**

**Wellness hours will be awarded annually on January 16th and must be used within the calendar year they are awarded. Hours not used by the end of the calendar year or separation of employment are forfeited.**

**Wellness hours must be taken in one hour increments.**