



Macon County LIFE: Worksite Wellness Program Leave Request Form – July 1, 2024-June 30, 2025

Instructions

1. Fill out form below. Attach vouchers to a plain sheet of paper. You can place up to (3) vouchers on the sheet. Do not attach vouchers to the backside of the sheet. Tape your vouchers to the sheet making sure not to have hangover at the top or on the sides. Trim vouchers if necessary.
2. Obtain supervisor's signature.
3. Obtain department head's signature.
4. Attach completed form (with signatures and vouchers) along with a leave request form to the time sheet during the payroll period that leave is taken.

Name: _____

I have participated in the following LIFE programs/activities & accumulated the indicated points.

My vouchers are attached.

- ____points (max 15) Blood Donations
- ____points (max 50) Blue Cross Blue Shield Healthy Outcomes Activities
- ____points (max 35) Community Fitness Events
- ____points (max 50) Minority Diabetes Prevention Program (See a Mountainwise representative to join)
- ____points (max 75) Eat Smart, Move More, Prevent Diabetes (50 pts for completion of Phase I and 25 points for completion of phase II)
- ____points (max 50) Eat Smart, Move More, Weight Less (50 pts for completion of a 10 week or more program)
- ____points (max 50) Livongo Health Programs (50 pts for completion of a one-time, 10 consecutive months per fiscal year of one of the following programs: Diabetes, Hypertension, or Weight Management as verified by the County HR Director)
- ____points (max 15) Department LIFE Events
- ____points Employee Health Screenings and Challenges
- ____points LIFE Fitness and/or Nutrition Classes
- ____points (max 35) Preventative Health Screenings
- ____points (max 50) Physical Activity Log
- ____points Self-Management Challenges
- ____points Quizzes
- ____points (max 15) Volunteer Time
- ____points Other (Please describe) _____

____ **TOTAL POINTS** Points may be redeemed as follows: **A maximum of 32 hours off from July 1, 2024 to June 30, 2025.** Time must be used by June 30, 2025 and be taken in the increment it is earned.

Circle all that apply

8 hours off – Earn 50 LIFE Points
16 hours off – Earn 100 LIFE Points
24 hours off – Earn 150 LIFE Points
32 hours off – Earn 200 LIFE Points

Date(s) Time Off Requested

Employees Supervisor

Department Head