

## Denver Public Library Staff FAQ - Wellness Hours Pilot 2021/2022

See Supervisor FAQ [here](#)

QUESTION	ANSWER
Who is eligible for Wellness Hours?	<i>All regular, full or part-time staff members working 10 or more regularly scheduled hours are eligible for wellness hours.</i>
Is there a list of approved activities for which Wellness Hours can be used?	<p><i>No. Wellness hours may be used for activities supporting the prevention, treatment and/or promotion of your emotional/mental, financial, environmental, intellectual, social, occupational, physical and spiritual well-being and, as such, we cannot provide a full list.</i></p> <p><i>Some examples include, but are not limited to:</i></p> <ul style="list-style-type: none"> <li>● <i>Wellness events (e.g., 5K)</i></li> <li>● <i>Care Circles</i></li> <li>● <i>Affinity Group Meetings</i></li> <li>● <i>Online or in-person learning (e.g., finance, mental health)</i></li> <li>● <i>Preventative visits</i></li> <li>● <i>Meditation</i></li> <li>● <i>Fitness sessions</i></li> <li>● <i>Mental Health Crisis*</i></li> <li>● <i>Public/National Tragedy*</i></li> </ul> <p><i>*Exceptions to the requested/planned ahead wellness activities.</i></p>
Is documentation required to utilize Wellness Hours?	<i>No. Documentation is not required. However, the expectation is that you will utilize this program for its intended purpose.</i>
Are there increments in which Wellness Hours can be used?	<i>Yes, the minimum amount of time you can request is one ½ hour. Maximum cannot exceed 8 hours per quarter.</i>
Will unused Wellness Hours roll over to the next quarter?	<i>No. To encourage you in habits of regular care, we are providing these hours by quarter. The hours will not roll over to the next quarter.</i>
Can I use Wellness Hours if I need to call off work on the same day?	<i>No. Wellness Hours are intended to be utilized for health-promotion activities which should be scheduled ahead of time. <b>These hours count towards your weekly scheduled hours, meaning they cannot be used for overtime.</b></i>
Is there a designated accrual bank for Wellness Hours?	<i>Yes, an accrual bank is visible in Kronos.</i>
Is there a pay code for Wellness Hours?	<i>Wellness Hours pay code will be visible on October 1st. Supervisors will be responsible for entering Wellness Hours on timesheets.</i>
Can Wellness Hours be used for dependents?	<i>No, Wellness Hours are provided for staff-focused wellness needs.</i>
Will Wellness Hours be paid out at the end of employment?	<i>No, these hours are not eligible for payout.</i>
How far in advance do I need to request use of my Wellness Hours?	<i>Request Wellness Hours through your supervisor just as you would other time off such as vacation time or PTO.</i>
Does someone who works 10 hours qualify?	<i>Staff members must work a minimum of 10 regularly scheduled hours a week to meet Wellness Hours eligibility.</i>

How many Wellness Hours do staff accrue each quarter? Is it different for 20h, 30h, and 40h staff?	<i>No, all eligible staff will accrue 8.0 Wellness Hours per quarter, regardless of FTE status.</i>
This sounds like the definition of vacation or PTO hours. How are these different?	<i>Wellness Hours are a quarterly benefit that accrue and are to be used for a specific purpose, whereas vacation or PTO can be used for any reason. In addition to this, Wellness Hours are a DPL pilot program and not accrued by all city employees.</i>
I don't need to tell my supervisor what I am doing for my Wellness Hours, right?	<i>No, you do not to give details, but staff must specify which dimension of wellness they are targeting when requesting use of Wellness Hours. This data will be looked at to better provide offerings for staff.</i>
Can exempt staff enter these hours themselves?	<i>No, all staff must have their manager/supervisor add Wellness Hours to their timesheets, including exempt staff members.</i>
Can these hours be combined with PTO, sick or vacation time?	<i>No, the Wellness Hours benefit's intention of self-care needs to be honored and cannot be added to extend planned or emergent time off.</i>
Can these hours be used to cover a full day off?	<i>Yes, all of a staff member's Wellness Hours can be used for one day or one shift off.</i>
Is there tracking or penalty if folks don't use these hours?	<i>No penalty will occur due to non-usage of the Wellness Hours. However, we will access data and feedback to ensure this program is working, to make self-care a cultural reality and to help decide to continue the Wellness Hours benefit beyond the pilot program.</i>
At what point will these hours start accruing?	<i>October 1st, 2021. This is a DPL pilot program and will run October 1, 2021, through October 1, 2022.</i>
Do I have to use Wellness Hours for my scheduled doctor or therapist appointments? Or can I continue to use my PTO?	<i>Usage of Wellness Hours is at an employee's discretion. You are not mandated to use them and can use them for any wellness related purpose; i.e., if you want to use your Wellness Hours for healthy meal planning, meditation and fitness training you can still utilize your PTO for scheduled appointments.</i>
Can I attend wellness opportunities on unpaid time?	<i>Yes, of course! The Wellness Hours program is intended to give you space for wellness during your regular (paid) work time, but we hope you're finding ways to incorporate wellness into all aspects of your life.</i>
If I am injured while participating in Wellness Hours, will I be covered by Workers Compensation?	<i>No, the Wellness Hours program is a voluntary program, and self-care activities taken outside of DPL branches/property will not be covered by Workers Compensation. Staff will need to follow up with their medical plan's healthcare provider if an injury occurs.</i>
Can I enter my own Wellness Hours into my timesheet?	<i>No, exempt and nonexempt staff will not be able to add Wellness Hours to their timesheet. Your manager will need to add Wellness Hours to your timesheet.</i>