

**Mansfield University Employee
Kelchner Fitness Center Lunch Period Usage**

Employees who wish to use the Kelchner Fitness Center during their lunch period may request an additional one half hour be added to their lunch period with the time being made up by beginning their normal work day one half hour earlier. Support staff employees must receive written approval from their supervisor if they wish to extend their lunch period by one half hour. Written approval must indicate the days of the week being requested, as well as what the new work schedule will be. This written approval must be forwarded to the Human Resources Department for review prior to beginning the new work schedule. In the event the request does not fall within the guidelines set forth in this correspondence, both the requesting employee and supervisor will be notified in writing. All approved written requests will be kept on file in the Human Resources Department. If an approved written request is not submitted for use of the center, no change in the work schedule is to be implemented.

Employees covered by collective bargaining agreements who elect to alter their hours in order to participate in this program will not be paid shift differential.

Employee Name: _____

New Work Schedule: _____

Lunch From: _____ To: _____

Effective Date: _____

Employee Signature: _____ Date: _____

- Approved
- Not Approved _____

Supervisor's Signature: _____ Date: _____