



Employee Wellbeing and Work-Life Resource Paid Leave FAQ

Did you know that County of Monterey employees are eligible to receive up to 12 hours of release time per calendar year for attending County sponsored classes/programs to include Health Promotion Partnership (Employee Wellness Program) sponsored programming and Employee Benefit events? You may also use these hours for wellness activities offered through CalPERS to reduce an employee's medical insurance deductible.

Q: Do all employees have Employee Wellbeing and Work-Life Resource Leave hours?

A: All permanent and seasonal employees are eligible to receive up to 12 hours per calendar year. These hours are separate from any other leave accruals offered by the County.

Q: Can I use my Employee Wellbeing and Work-Life Resource Leave hours during my probationary period?

A: Yes. Probationary employees may be able to use the hours during regularly scheduled work hours in accordance with their department's workplace leave request procedure and receive supervisor approval before participating in any County sponsored classes/programs.

Q: What can I use my hours for?

A: The Employee Wellbeing and Work-Life Resources Paid Leave can only be used to attend County-sponsored classes/programs to include, but are not limited to the Health Promotion Partnership (Employee Wellness Program) and Employee Benefit events. The hours may also be used for wellness activities offered through CalPERS to reduce an employee's medical insurance deductible. You can view the amendment to the Personnel Policies and Practices Resolution (PPPR) by clicking [here](#).

Employees may be able to use the paid leave during regularly scheduled work hours in accordance with their department's workplace leave request procedure and receive supervisor approval before participating in County sponsored programs.

Q: How do I use my hours to attend County sponsored classes/programs?

A: Approval of release time to use your Employee Wellbeing and Work-life Resource Paid hours is at the discretion of your supervisor. Therefore, you must get your supervisor's approval before attending county-sponsored classes/programs. After receiving approval, you must register/sign up for the event you are interested in attending (if required).

County sponsored classes/programs include:

- Online or onsite well-being workshops
- Wellbeats Wellness virtual classes and programs
- Employee vaccine clinics
- Biometric health screenings
- Physicals offered by Natividad Medical Center
- Benefits fairs and events
- Wellness activities offered through CalPERS

Note: The Employee Wellbeing and Work-life Resource Paid Leave hours cannot be used to attend personal medical appointments, community events, or utilize the Schilling Place Fitness Center.

Q: Does travel time to a wellness event count as part of my hours?

A: No. The hours are intended to be utilized for attending the County sponsored class/program.

Q: How do I track my hours?

A: The Employee Wellbeing and Work-life Resource Paid Leave hours are available in Employee Self Service (ESS). To use these hours, please use **code UWWLR** on your timesheet. At the beginning of each calendar year, starting with 2023, employees are eligible to receive up to 12 hours available to them in accordance with the PPPR provision—
[A.50 Employee Wellbeing and Work-Life Resources Paid Leave](#).

Q. How do I code my hours on my timecard?

A: Use **code UWWLR** on your timesheet.

Q: Do you have additional questions?

A: If you have any questions regarding the amended PPPR provision, please contact your assigned department **Human Resources Analyst**. If you have questions regarding the **Employee Wellness Program**, please email **healthpromotion@co.monterey.ca.us**.