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"Catch Your Dream Through a Superior Education"

**KEWEENAW BAY OJIBWA COMMUNITY COLLEGE
FITNESS LEAVE REQUEST**

The College acknowledges and supports the importance of physical activity which benefits the health of employees by improving job performance and reducing costs associated with health care and lost wages due to illness.

In an effort to encourage employees to engage in regular physical activity, the College will allow full-time employees up to 30 minutes per day of paid time to exercise on campus. This leave will only be permitted when it does not create an undue hardship on the program/department or adversely affect employee productivity. The employee and supervisor must agree on the time of day and location the policy is utilized. Fitness Leave is not accruable.

Employee Name: _____ Dept. _____

PLEASE IDENTIFY THE DAY AND TIME FOR WHICH YOU ARE REQUESTING LEAVE:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Begin					
End					

Employee Signature _____ Date _____

Approve: Yes No Supervisor Signature _____ Date _____

CC: OCC Human Resources
Office Supervisor
Employee