

Clarification on Use of Lunch Hour and Admin Time for LWL Activities

This message is to clarify how lunch time, travel time, and County-allocated Administrative Leave time should be used when attending Live Well Leon (LWL) activities.

Attending LWL Activities During an Employee's Lunch Hour

Employees who choose to attend LWL activities held from Noon – 1 p.m. will be doing so on their personal time.

They do not need to use the one-hour County-provided Administrative Leave for these activities. As all permanent County employees are granted a minimum of 30 minutes to a maximum of 1-hour lunch period per day, that could be used to attend the LWL activities.

If needed, the employee can choose to use a portion of the County-provided Administrative Leave hour granted per month to cover any time used to get to/from the event.

However, the Administrative Leave is used during that month towards that activity, if the full hour is used all at once, the employee will not be eligible to use another hour until the following calendar month.

Employees Without a Set Lunch Schedule

If an employee wishes to attend a noon LWL activity but they do not have a set lunch schedule, supervisors may choose either option below:

- Option A: Adjust the employee's lunch hour to Noon – 1 p.m. for that day. *(Grant permission for employees with 30-minute lunch periods to take the additional time as Leave.)*

→ The employee attends on their personal time/ lunchtime but may need to use some of the one-hour Administrative Leave time to cover the remainder of the activity time (for those with a 30-minute lunch) and their travel time to/from the activity.

- Option B: Allow the employee to use their one-hour of Administrative Leave time to attend the activity.

→ The employee would need to use their Annual/Comp/Personal Leave for any required travel time.

Example:

If an employee spends 20 minutes traveling to and from the activity, they may use 20 minutes of Administrative Leave time for that travel. The remaining 40 minutes of their monthly Administrative Leave allotment may be used to travel to other LWL activities during the month.

Both options are acceptable and may be used at the supervisor's discretion. For more information, [access the complete Wellness Policy](#).