

Idaho Commission for Libraries Self-Care Initiative & Release Form

ICfL is committed to the health and well-being of its employees. The Self-Care initiative allows 60 minutes of Self-Care per pay period for each employee.

This time can be used during work hours for activities that contribute to the employee's health and well-being. Activities and timing of release are subject to the discretion of supervisor approval. The employee will provide documentation for activities or programs that are held on or off site.

Some self-care activities may include:

- Physical exercise – helping reduce risk of illness and relieving stress by increasing physical activity
- Occupational – enrichment for things you are passionate about via learning, volunteering
- Emotional – coping effectively with life's challenges through learning and counseling
- Social – developing a sense of connection and belonging
- Intellectual – using your creative abilities and finding ways to expand knowledge
- Financial – understanding your finances, developing good habits, and planning for the future

The 60 minutes can be used all at once or divided in half for each pay period. Employees are encouraged to meet with their supervisor and find a time(s) throughout the week that would work best for the employee's work schedule. The supervisor may request proof of attendance or participation in activities.

A review of the employee's usage of Self-Care should occur annually. If an employee has a supervisory change, a meeting with the new supervisor is encouraged. The release form is to be kept in the employee's personnel file.

Name: _____

Date: _____

What health and wellness activities do you plan to do during Self-Care time?

What is your proposed schedule (days/times) of incorporating the 60 minutes of Self-Care time each pay period?

Employee Signature: _____

Supervisor Name: _____

Supervisor Signature: _____