

**If I am in the process of terminating employment, can I use this program?**

No.

**How do I make a claim?**

First, assemble the documentation for the activity/equipment that you have purchased. Make sure the paperwork is dated, that it shows you as the purchaser and clearly shows what was purchased. A paid receipt is required.

Submit your original signed receipt to the human resources department; keep a copy for your records. Your reimbursement will be included within your regular payroll in one or two payroll cycles.

**Is my reimbursement taxed?**

According to IRS rulings, when an employee cashes in sick leave, it becomes taxable income. As such, it is subject to state and federal income tax as

well as standard Social Security and Medicare tax.

These tax deductions on could total 25% to 40%.

**How far back can I go to claim an expense?**

Claims must be made for an expense within the payroll year in which it was incurred.

There is a “grace period” that will extend into March of the next year to give time to accumulate bills and receipts.

Any claim submitted after the last day of the last payroll period of a year will be charged against next year’s \$2,000 maximum.

# City of Austin Employee



## Sick Leave for Fitness Program



## What is SLF?

It stands for “Sick Leave for Fitness.” Employees who are able to maintain a sick leave balance of at least 480 hours (after reimbursement) may trade their sick leave hours to cover the cost of wellness-related expenses.

SLF is a reimbursement program. Employees incur expenses and submit claims to the human resources department. The claims processing limit per employee is \$2,000 per calendar year.

The number of sick leave hours used to fund reimbursements is based on the employee’s hourly rate of pay at the time the request is processed. If an expense is submitted for reimbursement that exceeds the employee’s minimum sick leave balance required (480), payment for the balance they have above the minimum will be issued.

## What kinds of expenses are eligible for reimbursement?

YMCA, gym, physical fitness or equivalent membership ~ single/family will be reimbursed at their full rate (monthly dues plus tax plus any enrollment fees).

Single club memberships must be for the employee only and family memberships must include the employee.

Behavior modification programs, such as smoking cessation, weight loss, stress management or other mental health classes/programs are eligible for 100% reimbursement.

Fitness/exercise programs are 100% reimbursable. Programs such as aerobic exercise (i.e. Zumba), strength training (i.e. Pilates, weightlifting) or flexibility classes (i.e. Yoga) are all types of eligible reimbursable programs.



Exercise equipment, new or used, is eligible for 100% reimbursement (i.e. stationary or outdoor bicycles, E-bikes, treadmill, stair stepper, rowing machine, other home gym equipment, Rollerblades, cross-country skis, etc.). Tax on these items is also reimbursable.

The cost of repairs of SLF authorized items is also a reimbursable expense, as is safety equipment used in conjunction with SLF approved activities (i.e. helmet, elbow, knee and wrist pads, etc.)

## Equipment must be purchased by the employee for the employee’s use.

If purchasing a piece of new equipment, a paid sales receipt or detailed credit card slip that is signed by the employee must be provided. If purchasing used equipment, the employee must provide a dated bill of sale listing the equipment purchased, the price paid, that they were the purchaser and the seller’s name, address, telephone number and signature.

## What expenses are NOT eligible?

- Multiple health club memberships are not allowed; unless they are different types of membership (i.e. YMCA vs. cross-fit/fitness center).
- Reimbursement for more than one piece of equipment of similar design/purpose per year is not allowed.

- Equipment, used for activities of a primarily recreational nature, is not eligible for reimbursement (i.e. rackets, balls, golf clubs, water/downhill skis, ice skates, camping/boating/hiking equipment, boats/canoes, etc.).
- Club memberships of a primarily recreational nature are not eligible. This includes country club/golf club/tennis club memberships.
- Neither accessory items (i.e. book holders, water bottle holders, bike racks, custom bike components) nor clothing items are reimbursable; however, tennis/running shoes are allowed.
- Assembly charges, shipping fees and maintenance contracts are not reimbursable.
- Recreational activities and lessons such as dancing, bowling and horseback riding are excluded as are whirlpools, saunas and massage therapy.

## Is there a minimum or maximum claim amount?

Claims per employee per year cannot exceed \$2,000.