

Work Time Codes/Guidelines

For all Manatee Choice Programs

Board of County Commissioner Employees Only



PMAL - Sick *(Does not block vacation award)*

Personal Medical Appointment Leave-Sick (PMAL-Sick) should be used when an employee has any one-on-one appointment with a Health Care Professional when related to qualifying or wellness program participation;

- Consultation with Diabetes Program Manager
- Medication Review with Pharmacist
- Lifestyle Coaching
- Registered Dietician Consultation
- Wellness Specialist Consultation
- Weight Reduction Program Consultation
- Tobacco Cessation *(lifestyle coaching, intervention programs)*
- Wellness Exam
- Age Based Screenings *(e.g. colonoscopy, mammogram, etc.)*
- Diabetes Management Exams; Annual Foot Exam, Eye Exam
- Lab Work

The items listed above are meant to be a guide and are not limited to just the items listed

Flex Time or Comp Used

Comp Used *(with Supervisors Approval)* should be used for worksite wellness/fitness programs;

- YourChoice Fitness Center
- Group Fitness & Relaxation Classes at the Worksite
- Weight Management Series at the Worksite
- Tobacco Cessation Course at the Worksite
- Support Groups
- Group Wellness Education Programs *(Lunch & Learn, etc.)*

The items listed above are meant to be a guide and are not limited to just the items listed

Personal Time – After Hour Programs

Personal time should be used for all after hour programs;

- Cooking Classes
- Change for Good Workshop
- Diabetes Workshop

The items listed above are meant to be a guide and are not limited to just the items listed

