

**Macon County LIFE Worksite Wellness Program  
Leave Request Form – July 1, 2020-June 30, 2021**

Complete Items 1-4

1. Fill out form below. Attach vouchers to a plain sheet of paper. You can place up to (4) vouchers on the sheet. Do not attach vouchers to the backside of the sheet. Tape your vouchers to the sheet making sure not to have hangover at the top or on the sides. Trim vouchers if necessary.
2. Obtain supervisor's signature.
3. Obtain department head's signature.
4. Attach completed form (with signatures and vouchers) to the time sheet during the payroll period that leave is taken.

Name: \_\_\_\_\_

I have participated in the following LIFE programs/activities and have accumulated the indicated points. My vouchers are attached.

- \_\_\_ points (max 15) Blood Donations
- \_\_\_ points (max 50) Blue Cross Blue Shield Healthy Outcomes Activities
- \_\_\_ points (max 35) Community Fitness Events  
Describe
  
- \_\_\_ points (max 50) Diabetes Prevention Program
- \_\_\_ points (max 15) Department LIFE  
Describe
  
- \_\_\_ points Employee Health Screenings and Challenges  
Describe
  
- \_\_\_ points (max 15) Ladies Night Out/ Men's Night Out
- \_\_\_ points LIFE Physical Activity and/or Nutrition Classes
- \_\_\_ points Lunch and Learns  
Describe
  
- \_\_\_ points (max 35) Preventative Health Screenings
- \_\_\_ points (max 50) Physical Activity Log
- \_\_\_ points Self-Management Challenges  
Describe
  
- \_\_\_ points Quizzes  
Describe
- \_\_\_ points (max 15) Volunteer Time  
Describe
  
- \_\_\_ Other  
Describe

\_\_\_ TOTAL POINTS

Points may be redeemed as follows: A **maximum of –16 hours off from July 1, 2020 to June 30, 2021**. Time must be used by June 30, 2021 and be taken in the increment it is earned.

Check all that apply.

8 hours off – Earn 50 LIFE Points

16 hours off – Earn 100 LIFE Points

Date time off is to be taken: \_\_\_\_\_

\_\_\_\_\_  
Employee's Supervisor



\_\_\_\_\_  
Department Head