

# Gym Policy



## **1. OBJECTIVE**

[Company Name] encourages employees to achieve and maintain a healthy lifestyle through physical fitness.

## **2. ELIGIBILITY**

Gym membership reimbursement is available to full-time employees who have been employed by [Company Name] for a minimum of 6 months.

## **3. POLICY**

Employees will be reimbursed 50% up to \$\_\_\_\_\_ per employment year for eligible fees. Eligible fees include the enrollment (if applicable) and annual or monthly fees for an individual membership at a fitness center. Employees with a family membership must provide documentation of the cost for an individual membership and will be reimbursed based upon that amount.

Employee will be reimbursed on a monthly basis, regardless of the type of membership (annual or monthly).

## **4. PROCEDURE**

Employees must follow the expense report procedure to get reimbursed. *An expense report and copy of the receipt must be submitted each month.* Expense reports must be submitted to Human Resources and receipts must be submitted to Finance.

## **5. EXCLUSIONS**

Recreational activities, weight-loss programs, smoking-cessation programs, and other similar programs, although encouraged as part of an overall fitness program, do not qualify for reimbursement.

## **6. TAX LIABILITY**

The amount reimbursed to employees will be reported as taxable income to the Internal Revenue Service and is subject to FICA, Medicare, federal, state, and local taxes.

## **7. ADDITIONAL INFORMATION**

Employees should consult with a physician before beginning a physical regimen.

## **8. DEFINITIONS**

Employment year – based upon the employee's anniversary

Fitness center – offers a full complement of exercise equipment and programs for cardiovascular and body strengthening.