



Gym Membership Policy

Objective

CVA encourages employees to achieve and maintain a healthy lifestyle through physical fitness.

Eligibility

Gym membership reimbursement is available to full-time employees.

Policy

Employees will be reimbursed up to \$15 per employment month for eligible fees. Eligible fees include the enrollment (if applicable) and annual or monthly fees for an individual membership at a fitness center.

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 presented to your supervisor. Please submit your receipts monthly.

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.

Additional Information

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