



UMEÅ UNIVERSITY

WELLNESS RULES AT UMEÅ UNIVERSITY

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¹ This document has been translated from Swedish into English. If the English version differs from the original, the Swedish version takes precedence.



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1. Description

The wellness rules at Umeå University clarify and establish the rules that apply at Umeå University for wellness in the form of fitness reimbursement, fitness hour and participation in Health on Campus activities.

2. Background

Umeå University's goal is to enable employees to create positive health habits, prevent ill health, sick leave and work injuries and to create conditions for attractive and health-promoting workplaces for good performance and results.

Since autumn 2018, Umeå University has offered fitness reimbursement to employees. The fitness reimbursement gives university employees the opportunity to take part in individually adapted activities, regardless of where they live. A further objective of the reimbursement is to increase the number of employees actively participating in some form of wellness activity.

The following rules integrate the work environment perspective. Due to the content and nature of the document, sustainability, collaboration, accessibility, student and international perspectives have not been integrated into the document. The policy document is not expected to have any consequences for gender equality at Umeå University.

3. Fitness reimbursement

3.1 Terms and conditions for the fitness reimbursement

Umeå University offers fitness reimbursement for all employees regardless of their employment form. Employees who are on parental leave or sick leave also receive fitness reimbursement, but not those on other full leave. If the employment ends, the right to the fitness reimbursement ceases.

The reimbursement is not offered to those who are funded through a scholarship.

Fitness reimbursement is a tax-exempt benefit when it is directed to all staff, is of a simple nature and of minor value. The reimbursement may not be exchanged for a cash payment. If the employer provides exercise and wellness services that do not meet the Swedish Tax Agency's requirements regarding simplicity and lesser value, the entire benefit is taxable.

The fitness reimbursement is financed through university-wide funds.

3.2 Activities that may qualify for the fitness reimbursement

Fitness reimbursement can be offered for activities that are tax-free according to the Tax Agency's definition. See the Tax Agency's information on employee welfare benefits, exercise and wellness for a summary of tax-free wellness activities.



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3.3 Activities not eligible for the fitness reimbursement

The fitness reimbursement is not granted for activities in accordance with the Tax Agency's recommendations, see the Tax Agency's website on employee welfare benefits, exercise and wellness.

Umeå University does not provide fitness reimbursement for one-time treatments, activities exceeding SEK 1,000 per session or gift cards in any form.

3.4 Fitness reimbursement amount

Fitness reimbursement is paid upon presentation of a receipt or, in the case of payment by direct debit, upon presentation of a bank statement. The maximum amount of the fitness reimbursement is SEK 2,000.

For those with a fixed-term employment, the reimbursement is proportional to the length of the contract. In those cases, a maximum of one twelfth of the amount decided may be reimbursed per month. Employees with a grade of employment of 30 per cent or less can receive reimbursement in proportion to their monthly working hours.

3.5 Disbursement of fitness reimbursement

Requests for fitness reimbursement are made through the self-service system PASS, where proof of payment is provided by scanning the receipt/payment documentation and attaching it to the file. Original receipts or other proof of payment do not need to be submitted on paper to the employer.

A receipt for exercise or wellness services can only be used as supporting documentation for fitness reimbursement once during the tax year in which the expenditure is paid. Exceptions to the principle that compensation is made only in the tax year in which the activity is paid for may be made at the turn of the year, taking into account the employer's payroll practices. It is then acceptable for the employee's expenses in November/December to be compensated by the employer with the following year's wellness reimbursement.

The employer recommends, whenever possible, paying for wellness activities by direct debit, especially for those employees who know that they will have their employment extended, e.g., doctoral students. This recommendation is based on the fact that a receipt for an annual pass can only serve as supporting documentation for reimbursement on one occasion, pursuant to the rules of the Swedish Tax Agency.

All supporting documents for disbursement of the reimbursement which are received by the payroll administration by 10 December are valid for the current year. Supporting documentation received after this date will be settled against the next year, if the employer has decided to offer a wellness reimbursement for the following year.

To be eligible for reimbursement, the employee must have received a receipt directly from the provider of the wellness activity. This means that the employer will not provide reimbursement if the employee has a receipt from any intermediary, such as another organisation, employer or association, which does not provide the wellness activity itself.



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4. Fitness hour

Employees can devote one working hour per week to a wellness activity, known as a fitness hour. The fitness hour can be used when the employee's organisation permits and subject to the approval of the line manager. The hour can be divided into a maximum of two sessions per week, cannot be saved for later use and does not count as flexi time. The fitness hour must be used at the beginning or end of the work day, or during lunch.

For part-time employees, fitness time is set in relation to their grade of employment. This means that a person working 50 per cent of a full-time job is permitted to spend 30 minutes per week on a fitness activity.

4.1 Insurance

Umeå University recommends that employees check their insurance coverage and, if necessary, take out personal accident insurance to cover any injuries sustained during the fitness hour. This is because the employer's occupational injuries insurance does not apply during the fitness hour, even if the hour is counted as one of the employee's working hours.

5. Health on Campus

Health on Campus is organised once per semester at the University. The day is scheduled for the Wednesday of calendar week 37, during the autumn semester, and in February, on Shrove Tuesday, during the spring semester.

The head of department or equivalent determines whether the day will be free of teaching and examinations, so that students may participate in the activities organised. Such a decision may only be made if teaching and other activities are not adversely affected. Further, the head of department or equivalent may decide that employees wishing to participate in Health on Campus activities should be given the opportunity to do so. Such a decision may only be made if the organisation is not thereby adversely affected.