



Current as of: 8 Sept 16

CIVILIAN PERSONNEL SECTION FACT SHEET

HEALTH AND WELLNESS PROGRAM

As part of a comprehensive employee health and wellness program, Installation Commanders or heads of serviced organizations may excuse civilian employees for health, wellness or physical fitness activities up to 3 hours per week based on mission and workload requirements.

PARTICIPATION AND ACCOUNTABILITY: Participation is strictly voluntary and supervisors have the authority to revoke participation privileges if any abuse is identified and is not promptly corrected. Employees and supervisors are required to show and certify physical fitness time in ATAAPS. The appropriate code to use for excused absence is (LN). Because employees are on “official time,” it is the supervisor’s responsibility to ensure employees are where they agreed to be and doing what they agreed to be doing.

ELIGIBILITY: Open to all full time, civilian U.S. appropriated fund employees on other than temporary appointment (i.e. permanent and term).

HEALTH AND WELLNESS ACTIVITIES: May be events sponsored by installation health and wellness centers (HAWCs), medical treatment facilities or other recognized organizations. These events include but are not limited to:

Health fairs	Relaxation and Stress Management Classes
Alcohol and Tobacco Cessation Programs	Lactation Classes
Diet and Nutrition Classes	Work-Life Programs

Employees must notify supervisors in advance of the events to ensure attendance does not conflict with work center requirements. For events exceeding three hours in a single week, the employee will submit a leave request for all time in excess of three hours spent at the event(s).

PHYSICAL FITNESS ASSESSMENT: Time off for physical fitness activities will be coordinated in advance with management officials with a signed agreement. At a minimum, the agreement will include self-certification by the employee of fitness to engage in physical activity and describe the number of days per week and duration of absences.

FITNESS FUNDAMENTALS:

- Utilize on-base facilities
- Participation subject to supervisory approval and scheduling based on mission/workload requirements
- Must record absence in ATAAPS as administrative leave (LN)
- May use up to three hours per week in blocks of up to 1.5 hours per day
- Time allotted includes time required to travel, change clothes, prepare for sports, etc.
- Employees must be present prior to or following fitness time if taken at the beginning or end of their shift.

ON-THE-JOB INJURY: An injury that occurs while participating in authorized physical fitness activities on duty time is compensable through Worker's Compensation. The U.S. employee and/or his/her supervisor will complete a form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation at the time of the injury. In addition, the employee and supervisor will contact AFPC Injury Compensation Office via phone number 1-800-525-0102 for additional requirements.

REFERENCE: AFI 36-815, Chapter 10.13, *Absence and Leave*

See below for Sample Physical Fitness Agreement.

PHYSICAL FITNESS AGREEMENT**Request for Approval of Administrative Leave and Memorandum of Understanding For Physical Fitness Activities**

EMPLOYEE: I, _____, request approval of administrative leave, not to exceed three hours per week, for the sole purpose of participating in physical activities.

I understand (employee must initial each line):

___ I am able to participate in physical fitness activities. I am responsible for expenses required to obtain this documentation.

___ I will utilize on-base facilities or a federally-approved facility during the work day that is conveniently located near the work site during any period of administrative leave for physical activities.

___ My participation is subject to supervisory approval and scheduling based on mission and workload requirements.

___ If my request is not approved or I cannot be released from work for physical fitness activities due to mission requirements. I may not challenge the decision unless the decision is arbitrary or based on discrimination.

___ I must record each absence on my time sheet as administrative leave (LN). ___ I may use the three hours of excused absence in blocks of up to 1.5 hours per day, that the time may not be banked for future use if not used during the week, and that the time allotted includes time required to travel, change clothes, prepare for sports, etc.

___ I must report to work before going to the exercise site and I must report back to work especially if the exercise is the last thing done in the afternoon.

___ That in order to enhance mission effectiveness, I must make every effort to improve my health and well-being during any period of administrative leave for the purpose of physical fitness.

___ This memorandum of understanding will be maintained in the employee's work folder.

___ Should my ability to participate in physical fitness activities become limited in any manner, I will notify my supervisor immediately.

Employee's signature

Date

FIRST LEVEL SUPERVISOR

Approved/not approved

Supervisor's signature

Date

Original gets filed in the Supervisor's Work Folder/971 Folder