(1) **(Added)(AF) Health and Wellness Activities. As part of a comprehensive employee health and wellness program, installation commanders, heads of serviced organizations, or designee in writing (e.g. unit commander), may excuse civilian employees for health, wellness or physical fitness activities up to 3 hours per week based on mission and workload requirements. These events include, but are not limited to: health fairs; alcohol and tobacco cessation programs; diet and nutrition classes; relaxation and stress management classes or seminars; lactation classes and seminars; and work-life programs. Employees must notify supervisors in advance of the events to ensure attendance does not conflict with work center requirements (T-3). For events exceeding 3 hours in a single week, the employee is to submit a leave request for all time in excess of 3 hours spent at the event(s). Activities under this category, as well as those under the Educational Development category in paragraph (2) below, are limited to a cumulative total of 3 hours per week; not 3 hours per each type of activity, and not 3 hours for each category.**

(a) **(Added)(AF) In advance of the employee's request, the employee is expected to coordinate with the supervisor regarding time off for physical activity and a signed agreement is to be executed by both the employee and supervisor to memorialize the 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 (T-3).**

(b) **(Added)(AF) In order to minimize travel time away from work, employees are encouraged to utilize installation fitness facilities, or facilities immediately adjacent to the installation or work center with which the employee or agency may have an agreement to provide fitness facilities for that agency. Fitness time may be approved in conjunction with the lunch break. Credit hours/overtime/compensatory time may not be earned while an employee is actually performing fitness activities. (T-3)**

Request for Approval of Administrative Leave and Memorandum of Understanding for Physical Fitness Activities (1/11/18)

EMPLOYEE:

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

I understand (employee must initial each line):

___ I self-certify 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 after the fitness activity even 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 ENDORSEMENT

_____ Approved

_____ Disapproved because _____

_____   _____
Supervisor's signature   Date

Optional Documentation of Expected Days/Times for Fitness Activities

_____   _____   _____

How do I code Physical Fitness time in ATAAPS?

Add rows for your regular time (RG) and Administrative Leave (LN), click on save. This will bring up the below screen.

	Work Center	Job Order	Op Code	Type hr	November 30 Sun	1 Mon	2 Tue	3 Wed	4 Thu	5 Fri
☐ USAFA ▾	⌐USAFA ▾		RG ▾		8.00	7.00	8.00	7.00	7.00	
	Sub Acct ▾		NtDiff							
	User Data ▾		Hz/Oth		Add	Add	Add	Add	Add	
			FLSA		Add	Add	Add	Add	Add	
☐ USAFA ▾	USAFA ▾		LN ▾			1.00		1.00	1.00	
	Sub Acct ▾		NtDiff							
	User Data ▾		Hz/Oth		→	(Add)		Add	Add	
			FLSA			Add		Add	Add	
		Scheduled Hours		0.00	8.00	8.00	8.00	8.00	8.00	
		Reported to Scheduled Hours		0.00	8.00	8.00	8.00	8.00	8.00	

Save	DeleteRow	CopyRow	NtDiff/Haz/Oth	InsertRow	Refresh	Summary	Create LU

On the Hz/Oth row, click on Add which will bring up this box. Scroll and select PF-Physical Fitness and check the appropriate days. Click on Reason to finish and go back to timecard. It should appear like the bottom image.

Date: 12/16/2014
Job Order:
OP Code:
Type Hours: Admin
Reason:
- BD - Labor Management Relations
- BK - Grievance and Appeals
- **PF - Physical Fitness**
- PH - Preventative Health

Reason	Remove	Cancel

December	14	15	16	17	18	19	20	21	22
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon
			☑		☑	☑			

Employee Hours

	Work Center	Job Order	Op Code	Type hr	December 14 Sun	15 Mon	16 Tue	17 Wed	18 Thu	19 Fri
☐ USAFA ▾	USAFA ▾		RG ▾		8.00	7.00	8.00	7.00	7.00	
	Sub Acct ▾		NtDiff							
	User Data ▾		Hz/Oth		Add	Add	Add	Add	Add	
			FLSA		Add	Add	Add	Add	Add	
☐ USAFA ▾	USAFA ▾		LN ▾			1.00		1.00	1.00	
	Sub Acct ▾		NtDiff							
	User Data ▾		Hz/Oth			PF		PF	PF	
			FLSA			Add		Add	Add	
		Scheduled Hours		0.00	8.00	8.00	8.00	8.00	8.00	
		Reported to Scheduled Hours		0.00	8.00	8.00	8.00	8.00	8.00	

Save	DeleteRow	CopyRow	NtDiff/Haz/Oth	InsertRow	Refresh	Summary	Create LU