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| **Administrative Use Only** | | | |
| **Title** | **Flexible Schedule for Physical Activity** | **Number** | **Effective Date** |
| **Department** |  |  |  |
| **Approved By** | | | |
|  | | |  |

1. **Policy:**

Click here to enter text. encourages employees to follow the current recommended Centers for Disease Control (CDC) guidelines for physical activity for adults. Physical activity is any body movement that works your muscles and requires more energy than resting. The 2008 Physical Activity Guidelines for Americans recommends adults do two types of physical activity each week to improve health–aerobic and muscle-strengthening. For substantial health benefits, adults need at least 2 hours and 30 minutes (150 minutes) each week of moderate-intensity aerobic activity (i.e. brisk walking) and muscle strengthening activities. Benefits of physical activity can be achieved during long workouts as well as smaller chunks of time of at least 10 minutes at a time.

In order to accommodate fitting physical activity into your work day, Click here to enter text. employees will have the option to arrange a flexible work schedule with their supervisor. Employees must maintain their normal 40 hour work week.

1. **Procedure**

A. All Click here to enter text. employees are eligible to participate; however, they must seek approval from their supervisor. It will be up to the supervisor and employee to determine if there will need to be a set schedule for physical activity or how far in advance the supervisor needs to be notified.

B. This policy allows for physical activity only, such as brisk walking, muscle strengthening activities, aerobic activity, jogging, cycling, yoga, and group fitness classes, etc.

C. With supervisor approval, Click here to enter text. employees may have the option of utilizing up to 45 minutes per day, five days per week for exercise either on site or offsite by flexing their day by an equivalent amount of time. Flex up to 45 minutes during the day, with supervisor approval, including extending lunch or exercising at other times during the day. Time can be made up by either coming in early or staying later in the day. Additional examples:

1. Reduce their lunch hour to 30 minutes and use the other 30 minutes for physical activity at another time before, after, or during the day. The 30 minutes designated as lunch must be taken between 11 a.m. and 1 p.m.

2. Come in up to 45 minutes late at the beginning of the work day, and make the time up at the end of the day.

3. Leave up to 45 minutes early at the end of the work day, and make up the time by coming in early.

D. Click here to enter text. onsite facilities include:

1. [Insert onsite facilities]

E. Employees will not be approved for leave without pay for this activity.

F. All times must be accurately reflected on the employee’s timesheet, including exercise time during the middle of the day.

G. If an employee is found to inappropriately use this exercise time for non-physical activity or does not otherwise follow the policy, progressive disciplinary action may be taken and the employee will lose the option to utilize this policy.

1. **Forms (if applicable):**

None

1. **Applicability:**

All Click here to enter text. employees.

1. **References (if applicable):**
2. **Author(s):**