## Physical Fitness Time for Civilians, Excerpt from AFI 36-815, as of 11 January 2018

## 10.13. Health and Wellness.

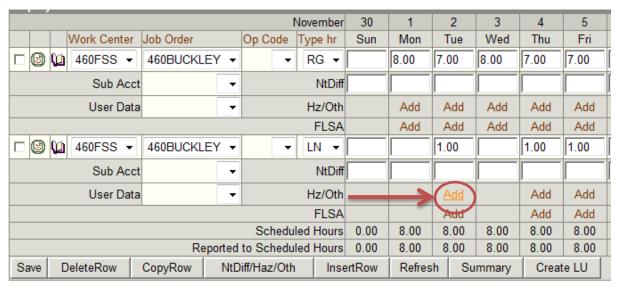
- 10.13.1. As part of a comprehensive employee health and wellness program, Installation Commanders or heads of serviced organizations may excuse civilian employees for health, wellness or physical fitness activities up to <u>3 hours per week</u> based on mission and workload requirements. Participation is strictly voluntary.
- 10.13.2. 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; 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. 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). (T-0)
- 10.13.3. 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. [Please use Request for Approval of Administrative Leave and Memorandum of Understanding for Physical Fitness Activities (1/11/18)]
- 10.13.3.1. Employees <u>must be present prior to or following fitness time.</u> In order to minimize travel time away from work, employees will 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 is normally approved in conjunction with the lunch break. (T-3)
- 10.13.3.2. Employees engaged in telework shall not take time off to perform fitness activities while teleworking. (T-3)
- 10.13.4. For bargaining unit employees, time-off for health, wellness and fitness at installations or agencies that are governed under a negotiated bargaining agreement will adhere to the language of that agreement to the exclusion of this Air Force Instruction. (T-0)

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

EMPLOYEE:	
	, request approval of administrative leave, not to exceed se of participating in health, wellness or physical fitness
activities.	
expenses required to obtain this documer  I will utilize on-base facilities or a fectivities or a fectivities.  My participation is subject to supervivoral workload requirements.  If my request is not approved or I caractivities due to mission requirements. It arbitrary or based on discrimination.  I must record each absence on my time.  I may use the three hours of excused time may not be banked for future use if includes time required to travel, change of the fitness activity even if the exercise is I must report to work before going to the fitness activity even if the exercise is That in order to enhance mission effects the fitness.  This memorandum of understanding Should my ability to participate in playing my supervisor immediately.	in physical fitness activities. I am responsible for intation.  ederally-approved facility during the work day that is during any period of administrative leave for physical visory approval and scheduling based on mission and annot be released from work for physical fitness may not challenge the decision unless the decision is me sheet as administrative leave (LN). If absence in blocks of up to 1.5 hours per day, that the not used during the week, and that the time allotted clothes, prepare for sports, etc. To the exercise site and I must report back to work after the last thing done in the afternoon. The ectiveness, I must make every effort to improve my of administrative leave for the purpose of physical gwill be maintained in the employee's work folder. Thysical fitness activities become limited in any manner, in the specific property is activities become limited in any manner, in the specific property is activities become limited in any manner, in the specific property is activities become limited in any manner, in the specific property is activities become limited in any manner, in the specific property is activities become limited in any manner, in the specific property is activities become limited in any manner, in the specific property is activities become limited in any manner, in the specific property is activities become limited in any manner, in the specific property is activities become limited in any manner, in the specific property is activities become limited in any manner, in the specific property is activities become limited in any manner, in the specific property is activities become limited in any manner, in the specific property is activities become limited in any manner, in the specific property is activities become limited in any manner.
Employee's signature	Date
FIRST LEVEL SUPERVISOR ENDO Approved Disapproved because	
Supervisor's signature	Date
Optional Documentation of Expected Da	nys/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.



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.

