

## WELLNESS/FITNESS PROGRAM

1. **PURPOSE.** A fitness/wellness program enhances the well-being of DLA employees and contributes to a healthy and productive workforce. Employees may voluntarily participate in fitness/activities during the workday for a maximum of 1 hour per day three times per week. The goal is to encourage and motivate employees to develop a healthy lifestyle and enhance the quality of work life.
  - A. The Agency and the Council recognize that employees are responsible for their own health and fitness. While all employees are encouraged to adopt healthy lifestyles and actively pursue fitness in coordination with their physician's advice and guidance, participation in any Agency-sponsored health promotion or activity is voluntary.
  - B. The Agency will publicize the availability of medical programs (such as education programs relating to health, diet and nutrition) that may be offered to employees as part of a Wellness Program. Participation in such programs is voluntary, is subject to availability of Agency funds, and may be done as a part of the Agency sponsored Wellness/Fitness Program.
  - C. The Agency and the Council agree that it is in the employees' best interest to consult with a medical professional prior to beginning any physical fitness program and encourage all employees to do so.
  
2. **AUTHORIZED TIME FOR WELLNESS/FITNESS ACTIVITIES.**
  - A. Employees may be granted a maximum of 1 hour per day three times per week of administrative leave during duty time for fitness/wellness activities. Part-time employees will be authorized a pro-rated amount of time based on the average number of hours worked during a pay period. Only one block of time per day is authorized under this program. Fitness activities suitable for administrative leave should address cardiovascular/aerobic endurance, muscular strength, flexibility and body conditioning. Wellness activities include, but are not limited to, onsite or agency-sponsored classes on health education, weight management, stress management, tobacco cessation and on-site health screenings.
  - B. Any unused periods of time cannot be banked and carried over to the next week. The three hours per week includes time for changing clothes, showering and traveling to/from the exercise location.
  - C. Wellness/fitness activities may be used in conjunction with the regularly scheduled lunch period or before or at the end of the day. Employees are responsible for keeping their supervisors advised of when and where they are participating in fitness/wellness activities.
  - D. Any periods of time over the 3-hour limit will be charged as annual leave, credit hours or compensatory time and is subject to supervisory/manager approval and leave and absence regulations.

- E. On site facilities, such as the facility/base gym, on base running/walking tracks should be used if available. However, alternate arrangements may be approved for those employees not co-located with on-site facilities. Alternate arrangements are subject to negotiations between the parties at the local level and are authorized to be included in Local Agreements. Memberships to commercial fitness facilities are the responsibility of the individual employee and will not be paid by the Agency.
- F. For production-oriented operations requiring minimum staffing levels for mission accomplishment, scheduling arrangements may be subject to negotiations between the parties at the local level and are authorized to be included in Local Agreements.
- G. Supervisors/managers may cancel an employee's wellness/fitness administrative leave for wellness/fitness based on mission requirements (supervisors will describe the specific mission reason for cancelling the wellness/fitness leave). Supervisors should try, whenever possible, to allow employees to reschedule the exercise time period (up to 1 hour per day, 3 days per week) for another time or day in the week.
- H. Administrative Leave for wellness/fitness may not be granted during times of mandatory overtime.

### 3. PROCEDURES

- A. Prior to beginning a physical fitness program employees must self-certify to the best of their knowledge that they have no medical conditions or limitations that would put them at risk of injury or harm to their health while participating in the fitness program.
- B. Employees must submit the required form (to be agreed to with the Council) for requesting approval of administrative leave for wellness/fitness for physical fitness activities to their first level supervisor with a copy of their self-certification. This request must include the employee's projected times, location and nature of the fitness activities.
- C. The supervisor/manager will approve/disapprove the request based on mission requirements. Supervisors/managers are encouraged to approve requests to the fullest extent possible.

### 4. ADDITIONAL CONDITIONS

- A. Employees scheduled for Temporary Duty (TDY) or training must suspend their wellness leave arrangements during applicable days/weeks.
- B. Participating employee's performance must be at the fully successful level.
- C. Employees must not have a current leave restriction letter or written reprimand.
- D. Employees who receive a suspension or demotion for misconduct or poor performance will be restricted from participation for a 15 month period from the effective date of the action.
- E. Employees on light duty are not eligible to participate in fitness activities until cleared for full duty.
- F. New employees are not eligible for the program during the first 90 days of employment with the agency.

- G. Employees or positions covered by an existing duty time-for-fitness provision (i.e., emergency essential employees, police officers and firefighters), are not entitled to additional administrative leave for fitness participation.
  - H. If there are more employees requesting a specific time and date for wellness/fitness participation that can be allowed, the employees will attempt to resolve the conflict. If the employees cannot resolve the conflict, the highest service computation date (SCD) will prevail.
  - I. Employees must maintain appropriate accountability of time and attendance while engaging in wellness/fitness activities and will report any administrative leave used for this purpose by entering "LN" in the EAGLE system, with the appropriate reason code, for the dates and times they participate in the program.
  - J. An employee's participation in this program can be suspended at any time if abuse is suspected by the appropriate management representative.
5. **ADDITIONAL INFORMATION.** Upon expiration of the Master Labor Agreement, the parties agree to evaluate this article, including impact to mission and productivity, and make changes or modifications as appropriate.

**[Signed December 4, 2012]**

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Brad Bunn, Director  
DLA Human Resources

**[Signed December 4, 2012]**

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AFGE Council 169