

# **FITNESS BREAKS**

## **PURPOSE**

Improve health, fitness and quality of life through daily physical activity in accordance with Healthy People 2020 ([www.healthypeople.gov](http://www.healthypeople.gov))

## **POLICY**

Managers and Supervisors are delegated the authority to excuse employees to participate in health-promoting physical activity based on the procedures below.

## **PROCEDURES**

Employees are encouraged to consult with a healthcare provider before participating the health-promoting physical activity.

Health-promoting physical activity shall be known as “Fitness Breaks” and will be treated as regular duty time.

Fitness breaks may not exceed on half hour (or 30 minutes) in duration and must be authorized in conjunction with an employee’s meal period, not to exceed the scheduled meal period plus one half (or 30 minutes).

A fitness break may not be taken on a workday when the employee is absent from work for two hours or more.

All requests to participate in the “Fitness Break” program must be submitted in writing and approved by your supervisor.

Health-promoting physical activity is at the discretion of the Managers and Supervisors as the employees work day permits.

Once approved, the written approval document must be kept in the employee’s file for reference.

Approved:

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Date