User Guide and Frequently Asked Questions (FAQs)

Participant's Responsibilities.

A. The employee must sign a written program participation agreement at leastannually, or more frequently if deemed appropriate by the supervisor. Both employee and supervisor should retain a copy of the agreement for their records.

B. Employees who do not adhere to the policy will be disenrolled from theprogram.

Supervisor's Responsibilities.

A. Supervisors will allow employee participation in the program as dictated bymission requirements.

B. Supervisors will review and reconcile employee's use of administrative leave inthe appropriate payroll system at the end of each pay period. Supervisors will adhere tocurrent administrative leave maximum limits which is not more than 80 hours in a calendar year.

C. Supervisors can approve authorized fitness periods to be combined withregularly scheduled lunch and/or break periods.

D. Supervisors of a newly assigned employee who are already participating inthe program will require the employee to sign a new written program participation agreement. The ability to grant participation will be dictated by mission requirements.

E. Supervisors must maintain accountability over employees participating in theprogram and are responsible for ensuring compliance with program participation requirements.

Permitted Command-Sponsored Activities.

A. Health Promotion

1. Health assessment or screenings such as those at garrison wellness centers where available (such as body composition, metabolic testing, physical fitnessassessment, biofeedback, and relaxation).

2. Health fairs.

3. Holistic educational classes (such as nutrition, exercise principles, stress management, work-life balance, breast feeding, tobacco cessation, finances, resilience,retirement, caregiving, estate planning), and any other command-sponsored activity covered by the program.

User Gulde and Frequently Asked Questions (FAQs)

B. Physical Fitness

1. Physical fitness activities must be specifically targeted at improving fitnesslevels or body conditioning.

2. Employees participating in the program will use garrison fitness facilities tothe maximum extent possible. Supervisors may approve the use of an offsite fitness facility if the employee is working in a telework status.

3. Aerobic activities use large muscle groups, usually rhythmically, and maintain the activity level for a long period of time, such as 20-60 minutes. Activitiesmay include brisk walking, jogging, floor aerobics, or lap swimming.

4. Flexibility exercises involve stretching all major muscles in the body to helpreduce the risk of injury and promote flexibility and mobility of each joint. Stretching sequences at the beginning and end of exercise sessions promote this result.

5. Muscular strength/endurance and body composition increase lean bodymass and increase the body's metabolism. Activities may include the use of weight equipment and free weights.

6. Activities such as golf, bowling, baseball, and softball are consideredrecreational activities and are not permitted.

Injury.

A. If an injury occurs during a CFHPP activity while on administrative leave, theemployee must immediately notify his/her supervisor and seek medical care if needed.

B. APF employees: All injuries must be documented in the EmployeesCompensation Operation and Management Portal (ECOMP) at https://www.ecomp.dol.gov within 30 days.

C. NAF employees: Provide details of the injury, in detail, as soon as possible.The supervisor will file the workers' compensation claim.

User Gulde and Frequently Asked Questions (FAQs)

FREQUENTLY ASKED QUESTIONS

1. Q: Who is covered by the program?
A: The program covers full-time and part-time appropriated fund and non-appropriated fund federal civilian employees.

2. Q: Must an employee provide a medical clearance certificate to participate in theprogram?
A: No. The employee must self-certify that they are not aware of any medical conditions or limitations that would put them at risk of injury or illness while participatingin the program.

3. What are considered appropriate physical fitness or health promotion activities?
A: Activities suitable for physical fitness should address cardiovascular aerobic endurance, flexibility, muscular strength/ endurance, and body composition. Recreational activities such as golf, bowling, baseball and softball are not permitted. Health promotion activities include preventive health events and education on holistic health promotion topics. In addition, health assessments or screenings offered at the garrison wellness center (i.e., body composition, metabolic testing, physical fitness assessment, biofeedback, and relaxation) are also acceptable.

4. Q: Can CFHPP administrative leave for fitness activities be used in conjunction withpersonal leave?
A: Yes, subject to supervisory approval.

5. Q: Does the three (3) hours include travel time?
A: Yes. The three (3) hours per week includes ALL time away from the work area while in a paid work status. This includes changing clothes, showering, traveling to andfrom the activity, and exercise time.

6. Q: Can the three (3) hours be used in conjunction with lunch?
A: Yes, subject to supervisory approval.

7. Q: Can an employee use three (3) hours at one time?
A: No. No more than one (1) hour of CFHPP administrative leave may be used in anyone day.

8. Q: Can an employee use less than one (1) hour more than three (3) days per week.
A: No. An employee may not use CFHPP administrative leave on more than 3 regularly scheduled work days per week, even if they do not use the full hour on aparticular day.

User Gulde and Frequently Asked Questions (FAQs)

9. Q: Can an employee carry over unused approved CFHPP administrative leave fromweek to week?

A: No. Unused time from a previous week cannot be carried over from week to week.

10. Q: Can the three (3) hours be used at the beginning or end of the day/shift?

A: No. An employee must report to their workstation before and after eachauthorized fitness period.

11. Q: Can CFHPP administrative leave be used on telework days?

A: Yes. Employees working in a telework status are eligible to participate in theCFHPP.

12. Q: If an employee goes to the gym and it is too crowded, does this count as part ofthe three (3) hours?

A: Yes. No more than one (1) hour of CFHPP administrative leave may be used inany one day.

13. Q: Can participation be denied by the supervisor?

A: Yes. Employees serving on a Performance Improvement Plan (PIP), who are subject to leave restrictions, or who have been disciplined within the previous year areineligible to participate in the program. A supervisor can also deny participation based on workload or mission requirements.