

ANNEX A – User Guide and Frequently Asked Questions (FAQs)

USER GUIDE

Participant's Responsibilities.

A. The employee must sign a written program participation agreement at least annually, 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 the program.

Supervisor's Responsibilities.

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

B. Supervisors will review and reconcile employees use of administrative leave in the appropriate payroll system at the end of each pay period. Supervisors will adhere to current 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 with regularly scheduled lunch and/or break periods.

D. Supervisors of a newly assigned employee who are already participating in the 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 the program 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 fitness assessment, 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.

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B. Physical Fitness

1. Physical fitness activities must be specifically targeted at improving fitness levels or body conditioning.
2. Employees participating in the program will use garrison fitness facilities to the 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. Activities may include brisk walking, jogging, floor aerobics, or lap swimming.
4. Flexibility exercises involve stretching all major muscles in the body to help reduce 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 body mass 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 considered recreational activities and are not permitted.

Injury.

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

B. APF employees: All injuries must be documented in the Employees Compensation 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.

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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 the program?

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 participating in the program.

3. Q: 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 with personal 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 and from 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 any one 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 a particular day.

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

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

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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 each authorized 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 the CFHPP.

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

A: Yes. No more than one (1) hour of CFHPP administrative leave may be used in any 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 are ineligible to participate in the program. A supervisor can also deny participation based on workload or mission requirements.