What is an Active [AGENCY]?

An Active [AGENCY]

An active **[AGENCY]** supports and encourages physical activity in the workplace. Being active reduces obesity, lowers the risks of dangerous and costly conditions such as heart disease, cancer, diabetes, and high blood pressure, and improves productivity. Committed to promoting physical activity among our employees, clients, and visitors, **[AGENCY]** is proud to join a growing number of state agencies in supporting a more active workforce.

On **[MONTH DAY, YEAR]**, **[AGENCY]** announced the implementation of an agency-wide physical activity policy **[HYPERLINK TO POLICY]**,effective **[MONTH DAY, YEAR]**. The purpose of this policy is to create an environment that promotes physical activity among **[AGENCY]** employees by supporting flexible work schedules for individuals who wish to exercise before, during, and after work.

Covered Individuals

This policy applies to all **[AGENCY]** employees.

Definitions

***Physical activity*** includes all activities that consist of bodily movements that require energy expenditure above the normal physiological requirements of a typical work day, including but not limited to walking, running, biking, dancing, weight lifting, yoga, and swimming.

Encouraging Physical Activity

**[AGENCY]** will encourage flexible work schedules to allow for *physical activity* before, during, and after work.

Employees who wish to exercise during the work day may combine their two 15-minute breaks to be granted 30 minutes per day for a maximum of three (3) days per week. The time for this *physical activity* will be determined by a written agreement between ****the employee and his or her immediate supervisor to ensure that activities do not interfere with normal work requirements (*see “Employee Request for Physical Activity Time”* form)*.* Supervisors are encouraged, when possible, to schedule working hours that allow an employee who wishes to participate in a *physical activity* to do so. Renewal or continuation of approval to participate in *physical activities* subject to this policy will be annual, preferably during an employee’s performance review.

**[AGENCY]** will display point-of-decision signage at stairwells and elevators that encourages employees, clients, and visitors to take stairs instead of elevators. **[AGENCY]** will distribute and display campus maps with available walking trails, including measured times and distances. Employees, clients, and visitors may utilize these maps for activities such as walking groups and “walk and meet” sessions in which employees hold a meeting while walking around campus. Employees will be encouraged to walk or bike to work as appropriate. In addition, employees who organize a full working day conference are encouraged to incorporate a 30-minute physical activity break into the meeting.

Physical Activity Resources

Resources and support are available to assist employees who desire to become more physically active at work. Physical activity resources will be promoted or offered to **[AGENCY]** employees and clients. Many of these activities are offered at little or no cost. For more information, please contact **[OFFICE OF PERSONNEL SERVICES/DESIGNATED AUTHORITY]**.