

# Frequently Asked Questions: Physical Activity

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## **When will the policy go into effect?**

[DATE OF IMPLEMENTATION]

## **Who does the policy apply to?**

All [AGENCY] employees.

## **Why is this policy being implemented?**

[AGENCY] recognizes that being active for 30 minutes or more on most days of the week can help our employees: lose weight and maintain weight loss; lower their risk of developing serious conditions such as heart disease, cancer, and diabetes; control their blood pressure; and improve productivity.

## **What is the purpose of the policy?**

To create an environment that promotes physical activity among [AGENCY] employees.

## **When are employees allowed to be physically active at work?**

Employees are encouraged to use break and lunch periods for physical activity. They may combine their two 15-minute breaks to be granted 30 minutes per day for a maximum of three (3) days per week. Employees are also allowed flexible work hours to be physically active before, during, and after work. Also, employees who organize a full working day conference are encouraged to incorporate a 30-minute physical activity break into the meeting.

## **What is considered “physical activity”?**

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. Employees will be encouraged to walk or bike to work, as appropriate.

## **Do I need permission from my supervisor to be physically active during work hours?**

Yes. Employees must sign a written agreement with their immediate supervisor to ensure that activities do not interfere with normal work requirements (see “Employee Request for Physical Activity Time” form). Renewal or continuation of approval to participate in physical activities subject to this policy will be annual, preferably during an employee’s performance review.

## **Will [AGENCY] provide any opportunities for employees to be physically active at work?**

[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 walking meetings.

## **I want to be more physically active. What resources are available to help me?**

[AGENCY] will offer resources and support to assist employees who desire to become more physically active at work. Referrals for more information on available physical activity resources may be made to [HUMAN RESOURCES BENEFITS CONTACT/DESIGNATED AUTHORITY].