Physical Fitness Time for Civilians, Excerpt from AFI 36-815, as of 11 January 2018

10.13. Health and Wellness.

- 10.13.1. As part of a comprehensive employee health and wellness program, Installation Commanders or heads of serviced organizations may excuse civilian employees for health, wellness or physical fitness activities up to 3 hours per week based on mission and workload requirements. Participation is strictly voluntary.
- 10.13.2. Health and wellness activities may be events sponsored by installation health and wellness centers (HAWCs), medical treatment facilities or other recognized organizations. These events include but are not limited to: health fairs; alcohol and tobacco cessation programs; diet and nutrition classes; relaxation and stress management classes or seminars; lactation classes and seminars; and work-life programs. Employees must notify supervisors in advance of the events to ensure attendance does not conflict with work center requirements. For events exceeding three hours in a single week, the employee will submit a leave request for all time in excess of three hours spent at the event(s). (T-0)
- 10.13.3. Time off for physical fitness activities will be coordinated in advance with management officials with a signed agreement. At a minimum, the agreement will include self-certification by the employee of fitness to engage in physical activity and describe the number of days per week and duration of absences. [Please use Request for Approval of Administrative Leave and Memorandum of Understanding for Physical Fitness Activities (1/11/18)]
- 10.13.3.1. Employees <u>must be present prior to or following fitness time</u>. In order to minimize travel time away from work, employees will utilize installation fitness facilities or facilities immediately adjacent to the installation or work center with which the employee or agency may have an agreement to provide fitness facilities for that agency. Fitness time is normally approved in conjunction with the lunch break. (T-3)
- 10.13.3.2. Employees engaged in telework shall not take time off to perform fitness activities while teleworking. (T-3)
- 10.13.4. For bargaining unit employees, time-off for health, wellness and fitness at installations or agencies that are governed under a negotiated bargaining agreement will adhere to the language of that agreement to the exclusion of this Air Force Instruction. (T-0)

Request for Approval of Administrative Leave and Memorandum of Understanding for Physical Fitness Activities (1/11/18)

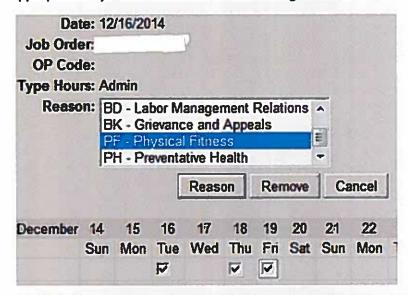
EMPLOYEE:	
I, three hours per week, for the sole	, request approval of administrative leave, not to exceed purpose of participating in health, wellness or physical fitness
activities.	
I understand (employee must in	nitial each line):
I self-certify I am able to par expenses required to obtain this c	ticipate in physical fitness activities. I am responsible for
•	es or a federally-approved facility during the work day that is
activities.	ork site during any period of administrative leave for physical
workload requirements.	o supervisory approval and scheduling based on mission and
	d or I cannot be released from work for physical fitness nents. I may not challenge the decision unless the decision is
arbitrary or based on discriminati	_
	on my time sheet as administrative leave (LN).
	excused absence in blocks of up to 1.5 hours per day, that the
•	re use if not used during the week, and that the time allotted change clothes, prepare for sports, etc.
•	going to the exercise site and I must report back to work after
	ercise is the last thing done in the afternoon.
	sion effectiveness, I must make every effort to improve my period of administrative leave for the purpose of physical
fitness.	period of administrative leave for the purpose of physical
This memorandum of unders	standing will be maintained in the employee's work folder.
	pate in physical fitness activities become limited in any manner, I
will notify my supervisor immed	lately.
Employee's signature	Date
FIRST LEVEL SUPERVISOR	ENDORSEMENT
Approved	
Disapproved because	
Supervisor's signature	Date
Optional Documentation of Expe	ected Days/Times for Fitness Activities

How do I code Physical Fitness time in ATAAPS?

Add rows for your regular time (RG) and Administrative Leave (LN), click on save. This will bring up the below screen.

	November					30	1	2	3	4	5
Work Center		Job Order		Op Code	Type hr	Sun	Mon	Tue	Wed	Thu	Fñ
	USAFA -	USAFA	-	-	RG →		8.00	7.00	8.00	7.00	7.00
Sub Acct					NtDiff						
User Data			-	SEIT I	Hz/Oth		Add	Add	Add	Add	Add
		See Line	-100		FLSA	9-49	Add	Add	Add	Add	Add
	USAFA -	USAFA		-	LN 🕶			1.00		1.00	1.00
Sub Acct					NtDiff				***************************************		
User Data			•		Hz/Oth			Add	diameter.	Add	Add
		-7500 HE 31.11	11-120	No. of the last	FLSA		1000	Add		Add	Add
Scheduled Hours						0.00	8.00	8.00	8.00	8:00	8.00
		Rej	ported	to Schedu	led Hours	0.00	8.00	8.00	8.00	8 00	8.00
Save	DeleteRow	CopyRow	NtD	iff/Haz/Oth	Inse	rtRow	Refres	sh Summary		Create LU	

On the Hz/Oth row, click on Add which will bring up this box. Scroll and select PF-Physical Fitness and check the appropriate days. Click on Reason to finish and go back to timecard. It should appear like the bottom image.



December					114	15	16	17	18	19					
	1.8	Work Center	Job	Order		Op Code	Тур	e hr	Sun	Mon	Tue	Wed	Thu	Fn	
	u	USAFA -	U	SAFA		-	R	3 -		8.00	7.00	8.00	7.00	7.00	
Sub Acct				27	-	NtDiff									
User Data			-	Hz/Otl		/Oth		Add	Add	Add	Add	Add			
FLSA								Add	Add	Add	Add	Add			
	O	USAFA -	U	SAFA		•	L	1 -			1.00		1.00	1.00	
Sub Acct		t		•	NtDiff										
User Data		a	7/2	•	Hz/O		z/Oth			PF		PF	PE		
		100000			Neg	1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -	F	LSA			Add		Add	Add	
Scheduled Hours						0.00	8.00	8.00	8.00	8.00	8.00				
Reported to Scheduled Hours						0.00	8.00	8.00	8.00	8 00	8.00				
Save		eleteRow	Cor	yRow	NtD	Diff/Haz/Oth Ins		Inse	rtRow	Row Refres		h Summary		Create LU	