



## **Flex Time/Physical Activity Policies**

Our worksite is committed to promoting the health and well being of populations. Regular physical activity reduces stress, improves memory and concentration, and contributes to a host of positive health benefits. Research shows that worksites that promote physical activity experience less sickness and absenteeism, and that it also contributes to a positive work environment.

The following policies designed to be supportive of the individual choice to incorporate regular physical activity at the worksite.

### **Flex Time Policy 1**

- Managers and supervisors encourage and support all staff to utilize breaks and lunch periods for physical activity. Managers and supervisors are encouraged to arrange flexible schedules for employee physical activity while assuring that the primary work of the unit is accomplished within collective bargaining agreements.

### **Physical Activity Policy 1**

- Time will be dedicated for appropriate staff to organize and disseminate information about regular and special opportunities for physical activity.

### **Physical Activity Policy 2**

- Staff who organize a full working day conference, must incorporate a 30 minute physical activity break(s) into the meeting. Example: a one-hour lunch break could have 30 minutes dedicated for physical activity; or include 15 minutes of physical activity into the morning and afternoon breaks (e.g. walking).

### **Implementation Procedure**

- Managers, supervisors, and staff will share this draft policy at the \_\_\_\_\_ staff meeting. Following the meeting, staff will have two weeks to submit comments on the draft policy (due by \_\_\_\_\_). The comments will help to further revise the draft



policy, and the revised policy will be submitted to the managers for formal approval. The formal policy will be adopted during a \_\_\_\_\_ staff meeting.

- Implementation will begin with each manager and supervisor of a work unit discussing the policy at upcoming unit staff meetings and during new employee orientation.
- Periodically, managers and supervisors will remind employees about the physical activity policy at unit staff meetings, and other monthly or quarterly meetings. It will also be included in employee newsletters.