

**OSD/JCS/WHS Civilian Fitness/Wellness Program  
Frequently Asked Questions**

**1. What is considered an appropriate fitness/wellness activity?**

Activities suitable for fitness Administrative Leave (Wellness) should address cardiovascular/aerobic endurance, muscular strength, flexibility, and body composition. Wellness activities include, but are not limited to, health education classes for nutrition, exercise, stress and weight management, and tobacco cessation. In addition, on-site Component sponsored health screenings and services provided by the Pentagon Athletic Center, the Employee Assistance Program (EAP) (including counseling services provided by an EAP employee), or preventative services provided by the DiLorenzo TRICARE Health Clinic are also included. Sleeping, reading, eating, and relaxation activities not specifically provided for by the CFWP are not authorized activities.

**2. May Administrative Leave (Wellness) be used in lieu of sick leave?**

No. Administrative Leave (Wellness) is not intended to be used in lieu of sick leave. Administrative Leave (Wellness) may only be used for covered CFWP activities.

**3. Who is covered by this program?**

The program covers full-time, part-time civilian, federal civilian employees only. Contractors are not covered by this program.

**4. What about temporary employees, part-time employees, and students?**

Full-time and part-time civilian employees are allowed to participate in this program, including temporary employees on "not-to-exceed" appointments. Part-time employees time should be pro-rated to correspond with the number of hours worked per pay period, applying the formula outlined in the CFWP.

**5. Can Administrative Leave (Wellness) for fitness activities be used in conjunction with personal leave?**

Yes, subject to supervisory approval, if otherwise in a duty status for a portion of the day.

**6. Does the 3 hours include travel time?**

Yes. The 3 hours per week includes ALL time away from the work area. This includes changing clothes, showering, travel to and from the activity site, and exercise time, etc.

**7. If an employee goes to the gym and it is too crowded, does this count as part of the 3 hours?**

Yes. The 3 hours includes ALL time away from the work area.

**8. Can an employee use 3 hours at one time?**

No. No more than one (1) hour of Administrative Leave (Wellness) may be used in any one day.

**9. Can an employee use less than one (1) hour more than three (3) days a week?**

No. An employee may not use Administrative Leave (Wellness) on more than 3 regularly scheduled work days per week, even if he/she does not use the full hour on a particular day.

**10. Can an employee carry over unused approved Administrative Leave (Wellness) from week to week?**

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

**11. Can the 3 hours be used in conjunction with lunch and breaks?**

Yes, subject to supervisory approval.

**12. Can the 3 hours be used at the beginning or end of the day/shift?**

No. An employee may not use Administrative Leave (Wellness) to arrive late or depart early. The employee must report for duty before and after the use of Administrative Leave (Wellness).

**13. Can Administrative Leave (Wellness) be used on telecommuting days?**

Yes, subject to supervisory approval. However, the employee must report to his/her supervisor for duty before and after the use of Administrative Leave (Wellness).

**14. Must an employee provide a doctor's certificate to participate in the fitness program?**

An employee may self-certify his/her capacity to participate in CFWP. However, prior to approving the employee for the CFWP, if a supervisor has a reasonable belief that an employee's participation in the CFWP may cause physical harm despite his/her self-certification, the supervisor may refer the employee to WHS, HRD, Labor and Management Employee Relations (LMER) for a determination whether the employee should be required to provide a doctor's certificate to LMER verifying that it is permissible for the employee to participate in a CFWP.

**15. Can an employee earn overtime or compensatory time on days when he/she uses Administrative Leave (Wellness)?**

Overtime and/or compensatory time may not be approved to allow for participation in the CFWP. However, if Administrative Leave (Wellness) is used earlier in the day and a supervisor later identifies a need for an employee to work "overtime" to complete unanticipated, time critical work that same day, the supervisor should approve overtime or compensatory time, as appropriate, in accordance with applicable laws, rules, and regulations and Administrative Instructions.

**16. Can participation be denied for abuse/disciplinary reasons?**

Management may revoke participation privileges if abuse is suspected. Also, employees with formal disciplinary action(s) on file for misconduct related to dishonesty or lack of candor within the past year are ineligible to participate in the program.

**17. Can an employee participate in the CFWP if he/she is on a Performance Improvement Plan (PIP) or Leave Restriction?**

No. Employees on a PIP or Leave Restriction are excluded from participating in the CFWP.

**18. Can an employee use Administrative Leave (Wellness) if he/she is in a training class for an entire day/shift or full-time class for a week?**

No. Training classes are structured time and missing class would disrupt the training environment.