

# Kadena Air Base

## Civilian Personnel Fact Sheet

9 June 2022

### Civilian Health and Wellness Program

#### **REFERENCES: DODI1400.25V630\_AFI36-815 14 NOVEMBER 2019**

Civilian employees may be approved for health, wellness or physical fitness activities up to 3 hours per week based on mission and workload requirements.

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 3 hours in a single week, the employee is to submit a leave request for all time in excess of 3 hours spent at the event.

In order to minimize travel time away from work, employees are encourage to 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 may be approved in conjunction with the lunch break. Credit hours/overtime/compensatory time may not be earned while an employee is actually performing fitness activities.

**How to Request Physical Fitness Time:** In advance of the employee's request, the employee is expected to coordinate with the supervisor regarding time off for physical activity and a signed agreement (Attachment 2) is to be executed by both the employee and supervisor to memorialize the 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.

**ATAAPS:** Employees will use code LN – Administrative for the Type Hr and PF- Physical Fitness for the reason under Hz/Oth.

**For More Information:** Please contact our office at 634-2228