

Water Cooler BUZZ



Sample wellness office policies and leadership messages from Providence Health Plan

Sample policy – FLEX TIME

Offer reasonable breaks for physical activity

Healthy Eating – Flex time at Company X

Policy #XXX

Overview/background

Our company has undertaken a long-term healthy-eating campaign to encourage and support a healthier workforce. Adopting policies that support healthier food choices is an important part of this campaign. Another important part of the campaign is to support and encourage our employees to become physically fit and to incorporate reasonable breaks into their workday for exercise. The goal is to have healthier employees, to support people who are proactively managing their weight and to lower everyone's health risks by offering exercise options at work.

Below is a policy that addresses the ways we will support fitness- and exercise-related flex time during the workday.

Flexible breaks for exercise and fitness:

- Managers and supervisors will encourage and support employees to use breaks and lunch/dinner periods for physical activity.
- Managers and supervisors will allow for reasonable flexible schedules for exercise – while also ensuring the primary work of the unit is accomplished.
- Employees will be encouraged to exercise during breaks and/or lunch – but must get permission from their supervisors if flex time is needed.
- Employees using flex time for exercise must make up the difference in their time spent at work, in accordance with arrangements made with their supervisor.
- Time will be made available during regular staff meetings for discussions and planning related to physical fitness activities.

Ways we will incorporate exercise and fitness in our workday:

- Half-day meetings will incorporate at least two 10-minute breaks that incorporate some type of short fitness exercise (e.g., stretching, calisthenics, short walk, etc.).
- Full-day meetings or conferences will incorporate a 30-minute physical activity/break into the meeting schedule.

(continued)

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- Managers will be encouraged to work with their employees to create and support group fitness activities during the workday as appropriate (e.g., walking groups at lunch, yoga lesson during staff meeting, etc.).
- Senior-level management will support and promote all reasonable, organized physical fitness activities at all levels of the organization.

This policy related to allowing reasonable flex time to employees for purposes of exercise and fitness is effective _____ (month), ___(date), 20__(year).

Name, Title

(member of executive team)