

Lake Region Healthcare
Fergus Falls, MN
Departments: Human Resource
Enhanced:

Origination Date: 02/02/16
Created By: B. Nelson, RN
Approver: Kim Blank

POLICY: WORKDAY FLEXIBILITY: PROMOTION OF PHYSICAL ACTIVITY

PURPOSE: To provide a work environment that promotes and is supportive of physical activity.

GENERAL INFORMATION:

Lake Region Healthcare recognizes the benefits of regular exercise for its employees and the organization as a whole. Physical activity is essential for good health and contributes to individual positive well-being. The workplace is an important setting in which employees can increase their levels of physical activity to benefit their health and protect against illness. This is particularly important for employees holding sedentary positions. As a way to encourage overall health and physical fitness, Lake Region Healthcare will permit, to the extent possible, its employees with workday flexibility to encourage physical exercise.

Activities and events sponsored or supported by LRH can include opportunities for physical activity by:

- Building physical activity breaks into meetings, conferences and events such as stretch-breaks, icebreakers or other activities.
- Identifying physical activity opportunities such as maps with walking routes and local attractions; recreational and exercise facilities; organizing walking groups and other group activities.
- Supporting schedules to allow physical activity including workday flexibility when possible.
- Providing encouragement from group leadership to engage in physical activity such as promoting healthy lifestyles; physical activity for employees; serving as role models for staff.

GUIDELINES FOR WORKDAY FLEXIBILITY

Working with their department director, employees *may* be permitted to adjust their workday in order to engage in health promotion activities such as physical activity during the day and yet maintain their expected number of work hours.

Department staffing and work demands are very different among departments. The extent of workday flexibility for exercise may not be appropriate for all departments and employees. Therefore, the employee and department director must mutually agree to the individualized flexible workday plan.

Factors that need to be considered when evaluating the feasibility of a flexible workday plan include appropriate office/department coverage, minimum staffing levels, vacations, sick leave, other unplanned absences, and peak workloads. Department Directors are encouraged to support flexible work schedules to the extent possible; however, providing flexibility in the work day should not disrupt the normal workflow of the department.

Failure of the employee to adhere to these guidelines may cause the employee to lose the opportunity to participate in a workday flexibility plan.