



Edwin M. Lee  
Mayor

Micki Callahan  
Human Resources Director

**MEMORANDUM**

**DHR No. 01-2015**

**DATE:** January 20, 2015  
**TO:** Appointing Officers  
 Departmental Personnel Officers  
**FROM:** Micki Callahan, Human Resources Director *Micki Callahan*  
**SUBJECT:** Encouraging Wellness Activities

The City and County of San Francisco launched its Wellness Plan for City employees in the fall of 2014. Wellness is the state of being in good physical and mental health, and the Wellness Plan was sponsored by the Mayor’s Office, the Controller’s Office, the Department of Human Resources (DHR), and the [Health Service System](#).

We chose a workplace wellness program because work time, lunch time, and commute time constitute over 50 percent of an employee’s waking hours on any given workday. Work environments, work culture, and coworkers can influence choices made during the workday, such as what to eat for lunch and what to do on a break. These decisions can have a significant impact on the health of each individual. Developing a culture of wellness will inspire and support healthy choices about exercise, nutrition, preventive care, stress management, and emotional well-being.

To this end, departments are encouraged to allow flexible work schedules where operationally feasible to facilitate the ability of employees to participate in wellness programs in conjunction with the workday. These flexible arrangements could include allowing later or earlier start and end times or longer lunches, with adjustments to start or end times to make up time (with supervisor approval). Floating holidays, vacation, and compensatory time off (CTO) are also available for these purposes.

The appropriate uses of sick leave are detailed in the Civil Service Commission Rules and the City’s [Employee Handbook](#). Sick leave is not generally available for wellness activities unless the activity is delivered or led by a licensed medical professional. Use of sick leave is appropriate when an employee is consulting with a licensed medical provider for such purposes as biometric screenings, flu shots, classes led by nurses or physical therapists, and other preventive care provided by a licensed medical professional.

The following chart provides guidance and examples of when paid leave or flex time may be appropriate:

Activity	Approximate Length of Time	Type of Time
Biometric Screening	30 minutes (15 minute appointments)	Lunch time, flexible scheduling, sick leave, vacation, floating holiday, CTO
Flu Shots	20 minutes (10 minute appointments)	Lunch time, flexible scheduling, sick leave, vacation, floating holiday, CTO
Wellness Coaching	30 minutes (20 minute appointments)	Lunch time, flexible scheduling, vacation, floating holiday, CTO

Interactive Seminars (aka Lunch and Learns)	60 minutes (45 minute presentations)	Lunch time, flexible scheduling, vacation, floating holiday, CTO
Tobacco Cessation Classes / Weight Management Classes	2-3 hours – 7-10 days	Flexible scheduling, vacation, floating holiday, CTO
Classes Offered by Medical Provider or Health Plan	2 hours	Sick leave, vacation, floating holiday, CTO
Employee Assistance Program (EAP) Counseling	60 minutes	Sick leave, vacation, floating holiday, CTO
EAP Work-Related Training Programs	1-8 hours depending on the training	Work time if assigned by a supervisor to attend for work-related purposes, vacation, floating holiday, CTO

Please visit [www.myhss.org/well-being](http://www.myhss.org/well-being) for more information about the City's Wellness Plan.

Should you have any questions about this policy, please contact DHR Chief of Policy Susan Gard at [susan.gard@sfgov.org](mailto:susan.gard@sfgov.org).