

Harker School Wellness Program - Self-Reported Activity

Employee Name: _____ Month/Year Being Reported _____

***Annual Qualifying Period = December 1st through November 30th of the following calendar year.**

Use this form to self-report the following activities outside of a gym or class:

Physical Fitness -10 points per month (90 points max in the category in an *Annual Qualifying Period)

Meditation – 10 points per month (90 points max in the category in an *Annual Qualifying Period)

- An employee who participates in regular physical activity, outside of work duties, for at least 150 minutes each week may earn 10 wellness points per month.
- Examples of self-reported activity include running, walking, biking, playing softball, swimming, basketball, golf (walking the course), hiking, backpacking, exercising at home or other similar activities that are not verifiable by a third party.
- An employee who meditates at least 4 days each week, for the month may earn 10 points per month.
- To earn points in this category, complete and submit this form to HR for each month you are reporting activity. **Please report only one month on each form. A separate form must be submitted for each month you are certifying that you have engaged in qualified physical activity. However, you may report both physical activity and meditation for the same month on the same form.**
- **Forms must be submitted within 30 days of the end of the month for which you are reporting.** Forms for the month of November need to be submitted by December 5. Physical Activity and Meditation for the same month may be reported on the same form.

I (Print Name) _____ certify I have engaged in the activity listed below for the required amount of time to earn 10 points for the month.

- ☐ I participated in physical activity for at least **150** minutes each week for the month- **List the physical activity you participated in each week on the lines below.**

Activity Week 1: _____

Activity Week 2: _____

Activity Week 3: _____

Activity Week 4: _____

- ☐ I practiced meditation, and maintained a meditation log* at least 4 days each week this month (*meditation logs are available on the faculty staff portal, but are not to be turned in to HR) **List dates of meditation on lines below**

Meditation Week 1: _____

Meditation Week 2: _____

Meditation Week 3: _____

Meditation Week 4: _____

I, the employee named above, guarantee that the information contained in this verification is true and accurate and I understand that HR may verify any forms submitted for the purpose of obtaining a wellness reward. I understand that any inaccurate and/or false statements on this form may lead to the loss of all or a portion of my wellness reward.

Signature: _____ Date: _____

RETURN COMPLETED FORM WITHIN 30 DAYS OF THE MONTH BEING REPORTED TO RECEIVE CREDIT.

FORMS FOR NOVEMBER, MUST BE RECEIVED BY DECEMBER 5th

Forms may be submitted via, email: hr@harker.org, fax: 408-553-5774, or inter-office mail to HR at Union.