



LEHB Fitness Program Reimbursement

Four easy steps

1. **Join an approved fitness center or fitness class.** You'll find more information about choosing an approved fitness center on page 2.
2. Exercise at your chosen fitness center regularly. You need to work out at your approved fitness center 70 times during a 6 month period (example: Jan 1, 2018 through June 30, 2018). Your workouts must include continuous cardiovascular and last approximately 30 minutes.
3. Record your workouts using one of the methods listed on page four. **You may record only one workout per day with a minimum of eight hours between logged workouts.** After you complete 70 workouts, in a 6 month period, you can request a reimbursement.
4. Submit your documentation and request your reimbursement.

There are several ways to submit the documentation to LEHB:

1. Using your smart phone, take a CLEAR picture of the documents and e-mail it to: ker@lehb.org
2. Download the documents from the gym's internet site and e-mail it to: ker@lehb.org
3. Scan the documents and e-mail it to: ker@lehb.org
4. Fax the documents to LEHB at (215) 763-8808, Attn: **Fitness Reimbursement**
5. Mail the documents to LEHB: 2233 Spring Garden St., Philadelphia, PA 19130
Attn: Fitness Reimbursement

Please make sure your full name, payroll number and phone number are legible and are included in your submission.

Copies of the following documentation are needed for reimbursement:

- Proof of payment (receipts must be submitted on fitness facility letterhead, or a copy of the membership contract must accompany the receipt);
- Record of your workouts (completed logbook found at the end of this document or a computer printout of your workouts from your gym).

Once all of your documentation is submitted, you can request your reimbursement.

You will receive a confirmation email or phone call when we receive your documentation. If you do not receive an email or phone call within two weeks, please call Kate at LEHB at 215-763-8290 to make sure that we have received your documentation.

NOTE: You cannot be REIMBURSED for more than you paid.

Fitness Program guidelines

Eligible members

In order to be eligible for reimbursement, participants must be age 18 or older.

Selecting an approved fitness center

The Fitness Program rewards you for incorporating a well-rounded exercise program into your routine.

Eligible fitness centers

- With group exercise classes (e.g., aerobics, spinning, body sculpting, kickboxing)
- With resistance training equipment (e.g., weight machines and free weights)
- With cardiovascular training equipment (e.g., treadmills, stationary bicycles, elliptical and trainers)
- Pilates/Yoga/Zumba class
- Martial Arts/Karate class

Ineligible fitness centers

Membership at athletic clubs that focus primarily on a single competitive or recreational sports activity are not eligible for reimbursement, even if the activity includes elements of a comprehensive exercise program. While we recognize that activities such as, rowing, tennis and basketball are excellent ways to stay fit, they often do not require consistent, year-round attendance or proper supervision. Nor do these activities incorporate all the elements of a comprehensive exercise program. Therefore, participation in these programs does not qualify for reimbursement. Examples of ineligible programs and facilities include:

- tennis/squash/racquetball
- recreational swim clubs
- basketball
- dance instruction
- golf
- outdoor “boot camp” style program
- sculling/style program rowing • chiropractic services • sports leagues

Lifetime fitness center memberships

If you purchase a lifetime membership at a fitness center, you are eligible to receive a reimbursement of up to \$100 of the membership fees paid twice per calendar year as long as the required number of workouts are completed.

Family fitness center memberships

Family memberships are eligible for the reimbursement under the following conditions:

- Each family member who requests the reimbursement must be listed on the membership contract. Family member must be 18 years of age or older to be eligible for reimbursement.
- Each family member who requests the reimbursement must individually participate in the Fitness Program and fulfill all Fitness Program reimbursement requirements.

Each eligible family member may receive reimbursement of up to \$100 of his or her portion of the total annual membership fees twice per calendar year.

Example:

- Family fitness center annual contract fee is \$700.
- Four family members are listed on the family fitness facility contract.
- Two family members are 18 or older and, therefore, are eligible for reimbursement.
- $\$700 \div 2 = \350 (each eligible family member's portion of the total contract fee).

In this example, if the two eligible family members complete all Fitness Program requirements, each will receive up to \$100 (his or her portion of the family fitness facility annual contract fee). If only one eligible member completes all Fitness Program requirements, the family member will receive up to \$100 (his or her portion of the family fitness facility annual contract fee).

Reimbursement rules and requirements

- You must complete 70 workouts during a 6 month Fitness Program period. However, the 6 month time period does not need to be within the same calendar year as the reimbursement. For example, you could get a reimbursement paid out in January 2019 for 70 workouts documented in 2018. [This Reimbursement Program Begins 1-1-18. You can apply for reimbursement, for completed workouts with eligible fitness programs, going back 6 months. \(June 1, 2017\)](#)
- You must have coverage with LEHB at the time of your request for reimbursement.
- You are only eligible for one reimbursement per program, twice per calendar year.
- Logging in for another member at a fitness center is prohibited.
- Falsification of information in order to receive your reimbursement is strictly prohibited.
- **NOTE: IF YOU RECEIVE A REIMBURSEMENT FROM LEHB YOU CANNOT APPLY FOR A REIMBURSEMENT FOR THE SAME PROGRAM/WORKOUTS THROUGH THE IBC HEALTHY LIFESTYLES PROGRAM ALSO!**

How to record your workouts

Choose a primary method of recording your workouts that works best for you:

- Logbook on page 6
- Computer printout from your fitness center that shows all workout dates

Record workouts using the logbook

To record workouts using the logbook on page 6, ask a fitness center representative to sign and date the logbook each time you work out.

You may also use the logbook to record your workouts when you visit a fitness center other than your primary fitness center (e.g., when you work out while traveling or vacationing out of town).

Record workouts using a fitness center's computer printouts

You may choose to use your fitness center's computer printout as your primary method of logging workouts. However, keep in mind that LEHB cannot assume any responsibility for the reliability of fitness center computer systems. For this reason, if you select a fitness center computer printout as your primary method of logging workouts, you also accept the risk that all your workouts may not be credited toward your reimbursement should your fitness center have technical issues.

Other important information

- **LEHB does not guarantee the solvency of any fitness center and, therefore, has no liability should a fitness center close.**
- **At LEHB we encourage all of our members to adopt and maintain a regular fitness program. However, if you are 40 or older, overweight, have a history of high blood pressure or heart disease, or have any other health concerns related to exercise, you are encouraged to consult your doctor before beginning any exercise program.**

Questions? Call LEHB at 215-762-8290 and ask for Kate, Ali or Phyllis.

Fitness Logbook

Member Name _____

Payroll # _____

Instructor/fitness facility representative must acknowledge each workout with date and signature.

Credit will only be issued for workouts completed during supervised hours.

#	Date	Fitness Facility Representative Signature	Workout Time		
				am	pm
1				am	pm
2				am	pm
3				am	pm
4				am	pm
5				am	pm
6				am	pm
7				am	pm
8				am	pm
9				am	pm
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22				am	pm
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25				am	pm
26				am	pm
27				am	pm
28				am	pm

#	Date	Fitness Facility Representative Signature	Workout Time			
29					am	pm
30					am	pm
31					am	pm
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34					am	pm
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37					am	pm
38					am	pm
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#	Date	Fitness Facility Representative Signature	Workout Time				
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