



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 70.61, **Wellness Program Leave**

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish the policies and procedures regarding wellness leave in accordance with Texas Government Code, Chapter 664, Sub-chapter B, and Texas Tech University System Regulation [07.12](#).

REVIEW: This HSC OP will be reviewed in August of each odd-numbered year (ONY) by the Associate Vice President, Human Resources, with recommendations for revision forwarded to the Executive Vice President, Finance and Operations by September 31st.

POLICY/PROCEDURE

1. Guidelines.

An eligible employee may be awarded eight (8) hours of additional leave each fiscal year for receiving a physical examination from a healthcare provider, completing a Health Risk Assessment, and participating in two eligible wellness events.

2. Definitions.

Eligible Employee. An eligible employee under this policy is defined as an employee who is benefit eligible, works more than 20 hours per week, and is not employed in a position where the employee is required to be a student as a condition of employment.

Physical Examination. The physical examination should include a complete blood count (CBC) and a comprehensive metabolic panel (CMP) blood test. The employee must certify that the physical examination and screenings were completed by submitting the [Wellness Leave Certification Form](#). **Screening results shall not be disclosed or included on the form.**

Health Risk Assessment. A Health Risk Assessment (HRA) is a screening tool that asks a series of questions about the employee's health, lifestyle, and health habits. The HRA must be completed through the Blue Cross Blue Shield of Texas website.

Wellness Event. Eligible wellness events will be posted monthly to <https://www.ttuhscc.edu/wellness>. A certificate of completion for each event will be required for eligibility under this policy.

3. Procedures.

- a. Employees must complete the following tasks to be awarded eight hours of wellness leave under this policy:
 - i. Receive a physical examination from a healthcare provider;
 - ii. Complete the Health Risk Assessment; and,
 - iii. Participate in two eligible wellness events and receive a certificate of completion for each event.

- b. After completing the requirements, eligible employees must complete the [Wellness Leave Certification Form](#) and required documentation and submit to *HSCWellness@ttuhsc.edu* or their campus Human Resources office. All supporting documentation must be submitted with the certification form to meet the eligibility requirements of TTUHSC's Wellness Leave Program.
- c. Human Resources will review the documentation provided by the employee and award wellness leave hours accordingly. Wellness leave hours will be available for use on the first of the month following submission of all required documentation. Employees can view their wellness leave hours under the Wellness Get Fit (WEF) category.
- d. WEF hours must be scheduled in advance and with the approval of the employee's supervisor. Employees are required to submit WEF leave on their timecards or leave reports.
- e. Forfeiture of WEF Hours.
 - i. Any unused WEF hours will be forfeited at the end of the fiscal year.
 - ii. Employees who transfer from a benefit-eligible status to a non-benefit-eligible status will forfeit any unused WEF hours.
 - iii. Unused WEF hours will not be paid out upon separation of employment.

Right to Change Policy. TTUHSC reserves the right to interpret, change, modify, amend, or rescind this policy in whole or in part at any time without the consent of employees.