



TEXAS TECH UNIVERSITY

Operating Policy and Procedure

OP 70.48: Wellness Program Leave

DATE: October 30, 2023

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish Wellness Leave and guidelines in accordance with [Texas Government Code 664.061](#) to reward employees for healthy activities.

REVIEW: This OP will be reviewed in May of odd-numbered years by the Associate Vice President for Human Resources with substantive revisions forwarded to the Chief of Staff for the President.

POLICY/PROCEDURE

1. General Guidelines

A regular employee may be awarded up to eight hours of additional leave time each fiscal year for completing a Health Risk Assessment (HRA) and receiving a physical examination.

A regular employee is defined as an employee who:

- a. Is employed to work at least 20 hours per week for a period of at least four and one-half months; and
- b. Is not employed in a position for which the employee is required to be a student as a condition of employment.

2. Procedures

There are several options for completing these requirements, including the options listed below:

- a. Schedule an appointment with the Texas Tech University Department of Kinesiology and Sport Management Preventive Health Screening Practicum Program to obtain the initial blood measurements required to complete the online [HRA through Blue Cross Blue Shield](#). Once the online HRA is complete, send the certificate of completion to the Human Resources Employee Services Center at hrs.employee.services@ttu.edu for processing to receive four hours of leave. To be awarded the remaining four hours of wellness leave, the employee must complete a physical examination by a physician and email the *Certificate of Physical Examination* (Attachment A) to the Human Resources Employee Services Center at hrs.employee.services@ttu.edu.
- b. Participate in a program offered through Texas Tech University's Nutrition & Metabolic Health Initiative. Some of these programs include initial blood measurements which are required to complete the online [HRA through Blue Cross Blue Shield](#). Once the online HRA

- is complete, email the certificate of completion to the Human Resources Employee Services Center at hqs.employee.services@ttu.edu for processing to receive four hours of leave. To be awarded the remaining four hours of wellness leave, the employee must complete a physical examination by a physician and email the *Certificate of Physical Examination* (Attachment A) to the Human Resources Employee Services Center at hqs.employee.services@ttu.edu.
- c. Schedule a physical examination with a physician to obtain the initial blood measurements required through a blood draw to complete the online [HRA through Blue Cross Blue Shield](#). Once the online HRA is complete, email the certificate of completion and the *Certification of Physical Examination* (Attachment A) to the Human Resources Employee Services Center at hqs.employee.services@ttu.edu for processing to receive eight hours of leave.

While employees can earn this leave every fiscal year, Blue Cross Blue Shield limits the HRA completion to once every 6 months.

Employees will be able to view their available wellness leave hours under the Wellness Get Fit - WEF category. Wellness leave use must be scheduled in advance with the approval of the employee's supervisor. It is the supervisor's responsibility to ensure their employee's wellness leave time is entered correctly before approving timesheets. Wellness leave expires at the end of each fiscal year if not used, and wellness leave hours will not be paid out to the employee upon separation from employment.

3. Authoritative Reference

[Texas Government Code, Section 664](#)

4. Right to Change Policy

Texas Tech University 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.

[Attachment A: Certification of Physical Examination](#)