

**1. Title**

Wellness Leave

**2. Policy**

Sec. 1 Policy Statement. The University of Texas System Administration will comply with the voluntary wellness leave provisions allowed by the State of Texas.

Sec. 2 Purpose. To provide administration of voluntary wellness leave.

Sec. 3 Eligibility. Employees of U.T. System Administration are eligible if they are appointed at least 20 hours per week for a period of at least four and one-half months and are not in a position that requires student status as a condition of employment.

Sec. 4 Attendance at on-site wellness programs. Eligible employees may attend, without using leave time, approved, on-site wellness programs including, but not limited to, biometric screenings, health fairs, flu shots, financial seminars, employee assistance programs and any event that is associated with a UT System-wide or UT System Administration Wellness initiative. Attendance must be approved in advance by the employee's supervisor. Factors that the supervisor may consider in determining whether to approve attendance include the operational needs of the department and the employee's job performance.

Sec. 5 Voluntary Wellness Leave for Physical Activity

5.1 An eligible employee may be granted up to 30 minutes, 3 times per week to participate in physical fitness activities.

5.2 To use Wellness Leave employees will apply via the Wellness Leave Agreement accessible on the Office of Employee Services Sharepoint Site.

5.3 Participation must be approved in advance by the employee's supervisor. Factors that the supervisor may consider in determining whether to approve leave include the operational needs of the department and the employee's job performance.

5.4 Time may not be split or carried over from one day to another.

- 5.5 The employee must record wellness leave time on the employee's timesheet or other approved time document when hours worked plus paid leave is less than or equal to the employee's regular scheduled hours for a given day.
- 5.6 A Wellness Leave Agreement may remain in effect for the duration of employment in the position identified in the agreement, unless terminated by supervisor. A new agreement must be completed if an employee changes positions.
- 5.7 Wellness leave time will not be counted toward the earning of FLSA overtime.
- 5.8 Wellness leave will not be counted toward the earning of State Compensatory Time.
- 5.9 Supervisors may request documentation of participation in physical activity.
- 5.10 Supervisors may revoke wellness leave time at any time.

### **3. Definitions**

Physical fitness activity - includes individual or group activities designed to maintain or improve strength, flexibility, balance, endurance, or cardiovascular fitness and to sustain or increase physical fitness.

### **4. Relevant Federal and State Statutes**

[Texas Government Code Sections 664.001- 664.061, State Employee Health, Fitness and Education](#)

### **5. Relevant System Policies, Procedures, and Forms**

[Timekeeping System](#)

### **6. System Administration Office(s) Responsible for Policy**

Office of Employee Services

### **7. Dates Approved or Amended**

November 1, 2013

March 23, 2015

July 28, 2016