

Leave for Wellness Incentive

Source: *UTSA Handbook of Operating Procedures* [HOP 4.20 Section T](#)

Important:

All requested leave for wellness incentives are subject to supervisor approval. This approval is based on business need and may be revoked or revised as needed.

The Leave for Wellness Incentive consists of three different components:

#1 – 30 minutes 3 times a week for exercise

Benefits-eligible employees are allowed up to thirty (30) minutes during normal working hours for exercise three times each week. This is without deduction in salary, wages or any paid leave balances. Must be used during work hours and must be approved by your supervisor.

#2 – Attending on-campus wellness seminars

Benefits-eligible employees are allowed to attend on-campus wellness seminars. This is without deduction in salary, wages or any paid leave balances.

#3 – 8 hours of comp time every 12 months

UTSA may provide up to eight (8) hours of additional leave time every twelve (12) months (based on FTE) to a Benefits-eligible Employee who submits an application. You use your sick leave time to go to the doctor for your physical examination (annual wellness general or annual wellness for OB/GYN) and then the 8 hours wellness comp time can be spent later however you would like. In order to obtain the 8 hours of wellness compensatory time, you will need to submit the three items below to LeaveAdmin@utsa.edu:

- Get an annual physical from your doctor and provide proof of your physical. Do not include any medical information.
- Perform an online Health Risk Appraisal (HRA) and provide proof. You can find free HRA assessment tools online such as [INOVA.org](http://www.inova.org). Again, when providing proof, do not include any medical information.
- Fill out the Application for Wellness Incentive Additional Leave form located online at: <http://www.utsa.edu/hr/forms.html#12>

Contact UTSA Leave Administration with any questions

LeaveAdmin@utsa.edu

210-458-4250