



Leave for Wellness Incentive Fact Sheet

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 physical or annual well woman exam) 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 complete the application and attached the other two items using [DocuSign](#).

- a. Complete all fields of the Application for Wellness Incentive through DocuSign.
- b. Attach documentation of your annual physical or well woman visit. This must be within 6 months. Include one of the two items below and do not include any personal medical information.
 - i. A revised note from your doctor specifying you received your “annual physical” exam.
 - ii. Your Explanation of Benefits with the date of your “physical history”.
- c. Attach documentation of your completed Health Risk Assessment. Choose one of the Health Risk Assessments to complete using this free online tool: <https://www.inova.org/our-services/inova-well/medical-wellness/health-risk-assessments>. Provide documentation showing this was complete and do not include any personal medical information.

Contact UTSA Wellness with any questions by emailing wellness@utsa.edu or calling 210-458-4047.