UTAH DEPARTMENT OF HUMAN SERVICES POLICY AND PROCEDURES		
Reference: 02-18	**Effective Date: June 6, 2013** **Revision Date: June 6, 2013**	**Page 1 of 2**
SUBJECT: Preventive Health Appointments		
RATIONALE: To establish policy and procedures for the use of Administrative Leave (OA) for Preventive Health Appointments. This policy is supportive of DHS leadership initiatives and the Wellness Council's initiatives for employees to improve their physical well-being, which will enhance productivity, decrease absenteeism, and increase healthy living of participating employees.		

I. DEFINITIONS:

As used in this policy:

A. Preventive Health Appointments are wellness exams by health care professionals or Healthy Utah staff members, annual physical exams, preventive health care appointments for mental health, dental, and vision and preventive health training sessions offered by Healthy Utah or other health care organizations.
B. Annual refers to the period of January 1st to December 31st of the calendar year.

II. POLICY:

A. Annually up to four (4) hours of Administrative Leave (OA) may be granted to benefited employees for preventive health appointments as listed in the definitions section of this policy.
B. Time shall be used in no less than one (1) hour increments and must be approved by an employee's supervisor prior to of scheduled appointments.
C. A Preventive Health Certificate will need to be signed by the health care professional and submitted to the supervisor after the appointment.

III. PROCEDURE:

A. Employees:
   1. Obtain prior approval from supervisor for time away from the office to attend a preventive health appointment.
   2. Fill out the Preventive Health Certificate and take a copy to the appointment. Certificate is located on page 2 of this policy. Ask the health practitioner to sign the form.
   3. Code the time in ESS as Other Admin (OA), in no less than one (1) hour increments. Enter "Health Appointment" as a comment for this time entry. To make a comment, double click on the time entry in ESS.
   4. Give the certificate to your supervisor.

B. Supervisor
   1. Authorize employee's time away from the office to attend the preventive health appointment.
   2. Verify time claimed for the preventive health appointment is coded correctly in ESS.
   3. Retain the Preventive Health Certificate to verify that employee does not exceed four (4) hours of Other Admin (OA) leave for a calendar year.

Palmer DePaulis

Palmer DePaulis, Executive Director
Department of Human Services

DATE: June 6, 2013

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PREVENTIVE HEALTH CERTIFICATE

Redeemable for up to four (4) hours of Administrative Leave, during a calendar year, for preventive health appointments.

- Obtain approval from supervisor for time away from the office to attend preventive health appointment.
- Fill out the Preventive Health Certificate and ask the health practitioner to sign it.
- Code the time in ESS as Other Admin (OA), in no less than one hour increments. Enter "Health Appointment" as a comment for this time entry. To make a comment, double click on the entry in ESS.
- Give the certificate to your supervisor.

_____ _____

Employee name *Date of appointment*

Health Care Professional: _____

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