

DECEMBER 14, 2022



The University of Texas at Austin
HealthPoint Wellness
Human Resources

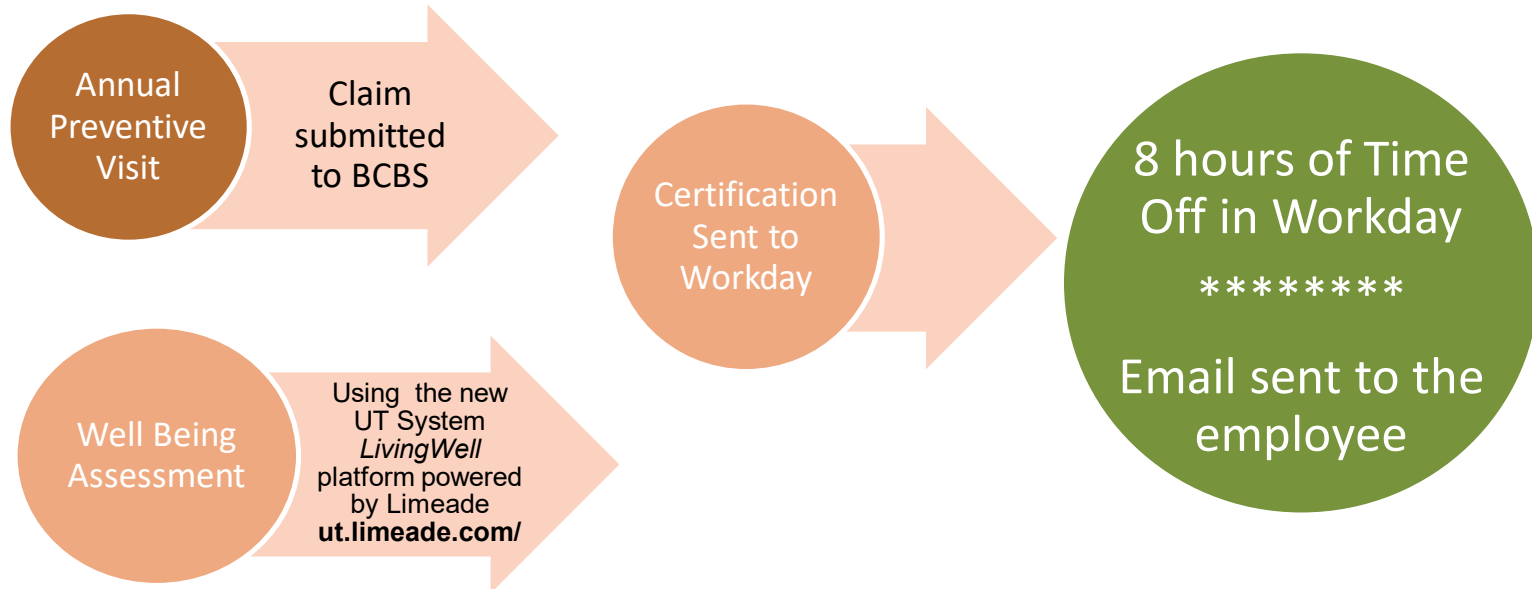
WELLNESS TIME OFF FOR LEAVE-ELIGIBLE EMPLOYEES

A New Time-Off Type to Support UT's 10-Year Strategic Plan

What is Wellness Time Off?

- **What:** Maximum of eight (8) hours of wellness time off each fiscal year used for any activity supporting the prevention, treatment, or promotion of the employee's physical, mental, or emotional well-being, or for any reason of personal significance to the employee (EE)
- **Who:** Available to leave-eligible EEs
- **When:** EE's meeting eligibility criteria will have WTO appear in Workday in December

Process – UT Select Members



Process – Non-UT Select Members



What type of exam counts as a preventative care exam?

Preventative care exams fall within the categories below.

- Annual Physical
- Breast Cancer Screening
- Cervical Cancer Screening
- Cholesterol Screening
- Colorectal Screening
- Colon Cancer Screening

Additional Details

- WTO is in addition to existing time off types available to leave-eligible EEs, e.g., sick time off for preventative health appointments
- EEs are not required to use WTO to attend HealthPoint events
- EEs may use work time to attend events hosted by HealthPoint; *EEs must work with their supervisor to request time away from regular work assignments to assure adequate coverage in their work area*
- WTO is pro-rated based on the employees full or part-time employment status

Additional Details

- EEs must work with their supervisors to schedule their time away when using their new WTO balance
- WTO expires within 12 months of the date it becomes available to use in Workday
- WTO is not paid out at separation
- Faculty are eligible for WTO

<https://hr.utexas.edu/current/leave/wellness-time-off>