

**Sam Houston State University**  
**A Member of The Texas State University System**

**Finance & Operations Human Resources Policy HR-04(d)**  
**Employee Leaves - Wellness and Development Leaves**

This is a subset of the HR04 Employee Leaves Policy describing wellness and development leave options. For a full description of all leave available to Sam Houston State University (University), please review all HR04 subsections.

**HR04(d) CONTENTS:**

1. Wellness Release Time for Voluntary Wellness Activities
2. Time Off for Staff Council Participation
3. Educational Activity Leave
4. Wellness Leave Award for Health Assessment and Exam
5. Emergency and Administrative Leave for Outstanding Performance
6. Mental Health Leave for Peace Officers and Communicators/Dispatchers

1. **Wellness Release Time for Voluntary Wellness Activities**  
In accordance with Tex. Gov. Code Chapter 664, the University promotes wellness by providing

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required to make up time.

d. Procedures.

- (1) Application. Employees must fill out the Sam Houston State University Employee Development Participation & Teaching Request Form. Participation requires annual enrollment, which expires at the end of each fiscal year.
- (2) Approval. Authority must be secured from the employee's supervisor and department head prior to participation in the Wellness Program. If the employee's supervision changes, the employee must request approval from the new supervisor and department head. Supervisors may not authorize Wellness Release when the employee is approved for education or teaching release. Further, supervisor shall make reasonable efforts to honor requests for participation in the Wellness Program but retain sole judgment and discretion whether granting a wellness request is in the best interests of the unit and department.

- e. An employee abusing release time may be subject to revocation of participation in Wellness release and disciplinary action.

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a. Eligible Employees. Regular full-time benefit eligible employees employed with the University a minimum of six (6) months who have not received a wellness leave award within the previous twelve (12) months.

b. Requirements.

(1) Health Risk Assessment (HRA) The employee completes the approved HRA and prints the completion certificate/e-mail. Links to approved BCBSTX HealthSelect HRA may be found on the ERS website. Employees not covered by HealthSelect Insurance may contact Human Resources for alternate HRA options. Employees may not share the HRA with Human Resources or the employee's supervisor.

(2) Physical Exam. caac o-1.8.1.9.446.9.9 (e)(8)11.1(h)(8)16 cTD [(8 (e46 1 (t)-1.1 a cTD [(H)-2.9 (up( E

