

UTAH DEPARTMENT OF HEALTH AND HUMAN SERVICES POLICY AND PROCEDURES		
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<b>PREVENTIVE HEALTH AND MENTAL WELLNESS ADMINISTRATIVE LEAVE</b>		
<b>RATIONALE:</b> To support employees' efforts to improve their well-being, which shall enhance productivity, decrease absenteeism, and increase the healthy living of participating employees.		
<b>Original Effective:</b> July 1, 2022	<b>Revision:</b> August 18, 2022	<b>Next Review Due:</b> August 18, 2025

## I. DESCRIPTION

Establishes policy and procedures for the use of administrative leave (OA) for preventive health appointments and mental wellness administrative leave. This policy is supportive of DHHS leadership initiatives and the wellness council's initiatives for employees to improve their well-being.

## II. DEFINITIONS

The following terms are defined for this policy as:

- A. **DHHS or department:** The Utah Department of Health and Human Services and collectively all its divisions, offices, and operations.
- B. **Preventive Health Appointments:** 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.
- C. **Mental Wellness Administrative Leave** for mental health care education, including but not limited to visits with a licensed mental health professional, group educational sessions, webinars hosted by mental health professionals, self-assessment education created or led by mental health professionals; financial wellness sessions, walking, running, and other physical activities.
- D. **Annual** refers to the period of July 1 to June 30 of the state fiscal year.

## III. POLICY

- A. Benefit-eligible employees are granted up to the following amounts of preventive health and mental health administrative leave on an annual fiscal year basis:
  - 1. Annually up to four hours of Administrative Leave (OA) for each of the following:
    - a) preventive health appointments; and

- b) mental wellness appointments or activities.
- 2. Employees may also use accrued sick leave for preventive health appointments and mental wellness appointments or activities.
- 3. Time shall be used in no less than one hour increments and shall be approved by an employee's supervisor in advance.
- 4. A medical note for proof of attendance or participation in either of these benefits is not required before or after the leave is used.

#### **IV. PROCEDURE**

##### **A. Employees:**

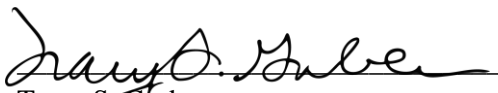
- 1. Obtain prior approval from supervisor for time away from the office to attend a preventive health appointment or use mental wellness administrative leave. These leave benefits can be broken into hourly segments as long as the total leave does not exceed four hours annually for preventative health leave and four hours annually for mental health leave. This leave time is in addition to the four hours provided per the Governor's Executive Order 2021-15.
- 2. Employees should record time in the payroll system as follows:
  - a) Use the "OA" code for the leave type.
  - b) Double click on the cell where the OA leave is recorded and type "OA Preventative Health" or "OA Mental Wellness Care," as appropriate, in the short text box that appears.
- 3. See optional mental wellness resources.

##### **B. Supervisor:**

- 1. Authorize employees' time away from the office to attend the preventive health appointment or use the mental wellness administrative leave prior to leave being used.
- 2. Verify the time claimed for the preventive health appointment, or mental wellness administrative leave is coded correctly in ESS, including the appropriate comment.
- 3. Supervisors shall track their employees' use of OA leave annually for these purposes as they approve it in payroll.
- 4. Supervisors shall not approve OA leave in payroll if an employee has already used the allowed leave for either category during the fiscal year.

#### **V. EXCEPTIONS**

- A. The executive director may make exceptions to this policy, in accordance with procedures outlined in DHHS Policy 01-01.

  
Tracy S. Gruber  
Utah Department of Health and Human Services Executive Director

Date

August 18, 2022