

04-14. Preventive Health Appointments

Internal Policies and Procedures of the Utah State Board of Education
Policy # 04-14
Subject: Preventive Health Appointments
Effective Date: 5/22/2018
Revision Date:
Purpose: To encourage USBE employees to take advantage of screening programs and other effective preventive measures in order to provide for a healthier workforce.
Policy: A USBE employee may use Administrative Leave (OA) for preventive health care appointments as outlined in this policy.
References: DHRM Administrative Rule R477-7-7. Administrative Leave

Procedures:

- Preventive health appointments are wellness exams performed by health care professionals or Healthy Utah staff members, and include annual physical exams, dental exams, mammograms, cholesterol checks, vision screenings, cancer screenings, etc.
- Each calendar year, a USBE employee may take up to four hours of Administrative Leave (OA) for preventive health care appointments.
- To use Administrative Leave for preventative appointments, the employee shall:
 - use the Administrative Leave in no less than one hour increments;
 - obtain approval from the employee’s supervisor; and
 - code the leave as administrative leave (OA) on the employee’s timesheet, with “health appointment” as a comment for the OA leave entry.
- Unused Administrative Leave for preventive appointments may not be carried forward to the next calendar year.