

Internal Policies and Procedures of the Utah State Board of Education	
Policy	04-13
Subject	Preventive Health Appointments
Date	April 1, 2022
Policy Owner	Director of Human Resources
Policy Officer	Deputy Superintendent of Operations
References	DHRM Administrative Rule R477-7-7. Administrative Leave

I. PURPOSE AND SCOPE:

1. The purpose of this policy is to encourage USBE employees to take advantage of screening programs and other effective preventive measures in order to provide for a healthier workforce.
2. This policy applies to all USBE employees.
3. This policy relies on the following definitions:
 - a. *Preventive Health Appointments:* These 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.

II. POLICY:

1. A USBE employee may use Administrative Leave (OA) for preventive health care appointments as outlined in this policy.
2. Each calendar year, a USBE employee may take up to four hours of Administrative Leave (OA) for preventive health care appointments.
3. Unused Administrative Leave for preventive appointments may not be carried forward to the next calendar year.

III. PROCEDURES:

1. To use Administrative Leave for preventative appointments, the employee shall:
 - a. Use the Administrative Leave in no less than one-hour increments;
 - b. Obtain approval from the employee’s supervisor; and
 - c. Code the leave as Administrative Leave (OA) on the employee’s timesheet, with “health appointment” as a comment for the OA leave entry.
 - d. Unused Administrative Leave (OA) for preventive appointments may not be carried forward to the next calendar year.

IV. HISTORY:

This policy supersedes the previous Preventive Health Appointments policy that was established May 22, 2018.