

# Request for Employee Wellness Leave

OFFICE of COURT ADMINISTRATION

Pursuant to Texas Government Code §664.061, eight (8) hours of Wellness Leave may be granted once during a 12-month period to employees who receive a physical examination and complete an approved health risk assessment tool\*. This form must be completed and submitted. Once this form is received and approved, Payroll will award Wellness Leave into an employee's CAPPS leave balances. An employee may then enter the Time Reporting Code in CAPPS as WELLT, "Wellness Leave Taken."

Wellness leave must be used within 12 months of its approval.

**\*You can access a Health Risk Assessment (HRA) through your insurance provider under our Group Benefits Plan or select to complete an assessment through a third party. The HRA tool through your benefits can be found on your provider's link on the [ERS Website](#). You must submit the Certificate of Completion once you have completed an HRA along with this form.**

***Please note the HRA is for your own use. You should only submit the Certification of Completion, not any documentation regarding your medical condition or the assessment results.***

**Employee completes the following:**

I certify that I received a physical examination on \_\_\_\_\_.  
(Date of physical exam)

I certify that I completed an online Health Risk Assessment on \_\_\_\_\_.  
(Date of health assessment)

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

**Health Care Provider completes the following:**

I certify that I conducted a physical examination.

\_\_\_\_\_  
Health Care Provider's Name (Please Print)

\_\_\_\_\_  
Health Care Provider's Signature

**Submit completed form to the Human Resources Division. Payroll will grant the leave in your CAPPS leave balance. Once the leave is posted to your leave balances, you may use the time.**