

Policy: CCE Preventative Health Appointments	Effective Date: June 1, 2018
Number: 710-3-010	Reviewed/Revised: July 2022
Authorized By: Jill Remington Love, Executive Director	

I. Definitions:

Preventive health appointments are wellness exams performed by health care professionals or Healthy Utah staff members including annual physical exams, dental exams, mammograms, cholesterol checks, vision screenings, and cancer screenings.

II. Purpose:

To establish a policy for the use of Administrative Leave (OA) for preventive health care appointments. This policy is created to encourage CCE employees to take advantage of screening programs and other effective preventive measures in order to provide for a healthier workforce.

III. Policy/Procedure:

A. Each fiscal year, up to four (4) hours of Administrative Leave (OA) may be granted for preventive health care appointments.

B. Time shall be used in no less than one (1) hour increments.

C. Leave must be pre-approved by an employee's supervisor.

D. Leave should be coded as administrative leave (OA) on timesheet. Enter "health appointment" as a comment for this OA leave entry.

E. Unused leave for this purpose may not be carried forward to the next fiscal year.