

Completed Health Risk Assessment and Physician's Certification of Routine Physical Exam Affidavit

To qualify for the UH 8-hour wellness leave incentive, you must be a full-time benefits-eligible employee who has been with UH for a minimum of 3 months from date of hire, and have completed an approved health risk assessment. You must also receive a comprehensive physical exam and have your physician sign this form. After completing this documentation, scan and email this form and the HRA completion certificate or email to HR at POWERUP@uh.edu. Prior approval from your supervisor is required in order to schedule and use your Wellness leave incentive. The supervisor **MAY NOT** request any medical information from the employee.

Employee Information - PLEASE PRINT

Employee Name: _____ Employee ID: _____

Employee Email: _____ Department: _____

Health Risk Assessment Certification

This is to certify that I have completed a Health Risk Assessment.

Health Insurance Provider: _____ Date: _____

I affirm to the best of my knowledge that the above information is true and correct.

Employee signature _____ Date: _____

(Print to complete and sign form.)

Physician's Certification of Routine Physical Exam

To be completed by employee:

I authorize _____ (physician's name) to release the dates of my routine physical exam, as specified on this form for UH employee wellness program use.

Employee signature: _____ Date: _____

To be completed by physician:

I certify that (patient name) _____ completed a physical exam consisting of a detailed medical history, physical examination, appropriate counseling and screening test on _____ .

Physician's signature: _____ Date: _____

Supervisor Information - PLEASE PRINT

Supervisor Name: _____

Supervisor Email: _____

Supervisor Signature: _____ Date : _____

Please note: Employees can only qualify for Wellness Leave once every calendar year. Wellness Leave awarded must be used within the calendar year earned or it will be lost. Wellness leave does not carry over year to year.

For the Supervisor - If the eligible employee has met all requirements for the wellness leave, HR will approve up to 8 hours of wellness leave, and inform you accordingly. (This may be taken in 1 full day or 2 half days.)

PeopleSoft will not automatically track balances for wellness leave, therefore it is required that managers keep track of the employees' balances of the wellness leave for this incentive.