



Texas Military Department

Wellness Program

Wellness Leave Request Form

Eight (8) hours of Wellness Leave may be granted once in a 12 month period. To be eligible, state employees must complete this form and the following steps:

1. Submit proof of completing an online Health Risk Assessment Tool; AND
2. Receive an annual physical examination; AND
3. Sign the Wellness Program Release and Authorization form.

Note: Wellness Leave taken must be annotated in CAPPS under leave balances. To take Wellness Leave, use the Time Reporting Code WELLT on the CAPPS timesheet.

Follow and complete the information below.

Employee Name (print)

Supervisor Name (print)

Step 1: Complete an online Health Risk Assessment Tool and print the certificate of completion. The following state health insurance provider offers a Health Risk Assessment Tool. You will be required to log in or register an account.

- BlueCross BlueShield Health Select: <http://healthselect.bcbstx.com>

An option for employees that do not have state health insurance.

- Scott and White (Non-Members) Select: <https://fehbw.org/health-wellness-programs>. Use Corp ID 1300 to take the Assessment.

Step 2: Receive an annual physical exam. Sign below to certify completion.

Date of Physical Exam

Employee Signature

Step 3: Review and sign the Wellness Program Release & Authorization form. After all three requirements have been completed, submit required documents to the Wellness Coordinator for review. Employees and their supervisors will receive notice once Wellness Leave is awarded.

Tanya Kelly, Wellness Coordinator, Tanya.Kelly@military.texas.gov

Mailing Address: Camp Mabry (NGTX-R), P.O. Box 5218, Austin, TX 78763

Eligible

Not Eligible

Date

Reviewer's Signature

Comments

Questions? Contact the Wellness Coordinator at (512)782-5142 or State HR at (512)782-5133.

Privacy Notice: State law requires that you be informed that you are entitled to: (1) request to be informed about the information collected about yourself on this form (with a few exceptions as provided by law); (2) receive and review that information; and (3) have the information corrected at no charge.