

## FAQs – Wellness Leave

**Intended Purpose of Wellness Leave:** To support employees in their journey towards wellness, eligible employees have direct access of up to 16 hours of Extended Illness Bank (EIB) each fiscal year (prorated by FTE status) of Wellness Leave. These hours may be used for activities supporting the prevention, treatment and/or promotion of one’s physical, mental and/or emotional well-being.

QUESTION	ANSWER
Is there a list of approved activities for which Wellness Leave can be used?	<p><i>Wellness Leave may be used for activities supporting the prevention, treatment and/or promotion of your physical, mental or emotional well-being. Examples include, but are not limited to:</i></p> <ul style="list-style-type: none"> <li>• <i>Annual wellness exam</i></li> <li>• <i>Follow up medical provider appointments</i></li> <li>• <i>Preventative screenings (e.g. mammogram, prostate screening, lipid panel, A1C, etc.)</i></li> <li>• <i>Wellness events (e.g. 5K, MS150, triathlon, etc.)</i></li> <li>• <i>Mental or physical health support</i></li> </ul>
Is documentation required to utilize Wellness Leave?	<i>No. Documentation is not required, however the expectation is that you will utilize this program for its intended purpose.</i>
Am I required to use Wellness Leave in specific increments?	<i>No. Wellness Leave can be taken in any increment. If your leave taken for wellness activities exceeds the amount of your available EIB, you must use other forms of paid leave such as Paid Time Off or Recognition Leave, as appropriate. Exempt employees are subject to the <a href="#">Four Hour Rule</a>.</i>
Will unused hours of Wellness Leave roll over to the next fiscal year?	<i>No. To encourage you in habits of regular preventative care, the institution provides this leave to be taken each year. You are granted up to a maximum of 16 hours each Fiscal Year (prorated by FTE status). Hours do not roll over to the next fiscal year.</i>
Can I use Wellness Leave if I need to call off work on the same day?	<i>No. Wellness Leave is intended to be utilized for disease prevention and/or health promotion activities which should be scheduled ahead of time, with your manager’s approval.</i>
If my FTE status changes (e.g. from 1.0 FTE to .5 FTE) during a Fiscal Year, do my available hours for Wellness Leave change?	<i>No. As EIB hours are granted on September 1<sup>st</sup> each year, you are eligible to take the number of hours provided at the beginning of the fiscal year.</i>

	<i>However, the change in FTE status will be reflected in the number of EIB hours granted at the start of the following fiscal year.</i>
Is there a designated accrual bank for Wellness Leave?	<i>No. The hours for Wellness Leave are deducted from the Extended Illness Bank (EIB).</i>
What if I already used all of my EIB for another purpose? Do I still get 16 hours (or prorated amount based on FTE) of Wellness Leave?	<i>No. As Wellness Leave is deducted from your EIB bank, it can never be borrowed in advance of the accrual or used in excess of your available EIB hours.</i>
Is there a time code for Wellness Leave?	<i>Yes. Wellness Leave is coded as "WEL." If requesting time off in PeopleSoft, select the option "Direct Access Wellness Activity" in the drop down menu (under Time Off Code).</i>
Can Wellness Leave (WEL) be used for dependents?	<i>No. MD Anderson already allows employees to directly access EIB for dependents to use for illness-related (DDD) absences and school functions (DDP). Wellness Leave provides employees with direct access to EIB for their own wellness needs and should be used as such.</i>
Can time previously taken (e.g. PTO) during FY20 for reasons that fall under appropriate uses of Wellness Leave be coded retroactively as WEL instead? For example, if I took PTO on September 20, 2019 for my annual wellness exam, can that be retroactively coded as Wellness Leave?	<i>Wellness Leave was officially made available as of Dr. Pisters' announcement on October 3, 2019 and, therefore, may only be used for appropriate requests following that time.</i>