

8 hour Wellness Leave Incentive Sample Language

Earn 8 hours of Wellness Leave for doing something good for *YOU*. It's as easy as 1, 2, 3!

As a **[agency or higher ed. Name]** employee, you can earn eight hours of Wellness Leave once every 12 months by completing 3 important steps:

- 1. Complete your Annual Exam:** It is now easier than ever to schedule your Annual Wellness Check. You can choose the solution that best suit you:
 - Schedule an appointment and visit your Primary Care Physician for your exam, or
 - Request for a Catapult Health [VirtualCheckup](#) at home kit, to be mailed to your home, mail your sample and complete your nurse practitioner consult.
- 2. Complete your Online Health Assessment**
 - Login to your [Blue Access for Members Portal](#) to take your assessment. This 10-minute assessment will provide you with recommendations and an action plan based on your responses.
 - Print or save your certificate of completion to submit with your form (step 3).
 - If you have questions, learn [how to take your online health assessment](#) and [how to print your certificate](#) in a short tutorial video.
- 3. Complete and submit your Wellness Leave Incentive form** and with your Certificate of Completion for your Health Assessment and Catapult Exam (if applicable) to **[insert email address]**

HR will enter your eight hours of Wellness Leave to your CAPPs balance.

Wellness Leave expires 12 months from the date it is earned. Use **WELLT** time to report in CAPPs.

Any questions, please contact **[Insert POC's email address here]**