

UNIVERSITY of HOUSTON

HUMAN RESOURCES

Completed Health 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 Assessment (HA). You must also receive a comprehensive physical exam and have your physician sign this form. After FULLY completing this Routine Physical Exam Affidavit form, scan and email this form and the HA Completion Certificate 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: _____

PHYSICIAN'S CERTIFICATION OF ROUTINE PHYSICAL EXAM

Employee Completes:

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: _____

Physician Completes:

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

Physician Signature: _____ **Date:** _____

Supervisor Information – Please Print

Supervisor Name: _____
 Supervisor Email: _____
 Supervisor Signature: _____ Date: _____

Employees can only qualify for Wellness Leave once every calendar year. Wellness Leave 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 time 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 the managers keep track of the employee's Wellness Leave balance for this incentive.