



## Wellness Hours

CoorsTek Wellness Hours are designed to encourage and support employee wellbeing by removing the barriers for getting recommended health screenings. Employees will be provided two paid Wellness Hours to obtain a preventive medical exam, including: annual physical, cancer screenings, and other appropriate preventive screenings.

The Wellness Hours DO NOT IMPACT your existing or accrued PTO. You will need confirmation from your doctor, and you must submit a time off request to your supervisor.

Talk to your doctor about what tests are recommended for you and what is covered as preventive. Most preventive care is provided at no cost to you.

### Examples of Eligible Screenings

- Annual Preventive Exam
- Mammograms
- Prostate Test
- Colonoscopies
- Pap Test
- Hepatitis

Review the complete list of Aetna and Kaiser preventive screenings listed on the Wellness intranet page.

### HOW DO I RECORD MY WELLNESS HOURS?

1. Obtain approval from your supervisor for your planned Wellness Hours
2. Obtain the Wellness Hours form on the intranet: Wellness > Wellness Hours
3. Ask your doctor to complete their portion of the form during your visit
4. Complete your portion of the form and submit to your HRBP
5. Your HRBP will record the hours in Kronos
6. Look for the description WEL on your paystub



For more information, please contact [wellness@coorstek.com](mailto:wellness@coorstek.com), or visit the **CoorsTek Wellness** intranet page.