



Operated by

Premise Health.



10432 Balls Ford Road, Suite 224, Manassas, VA 20109  
571-500-4517 [www.mypremisehealth.com](http://www.mypremisehealth.com)

**WELLNESS CENTER REQUEST FORM**

EMPLOYEE NAME: _____	EMPLOYEE # _____
DEPARTMENT: _____	District: LBC BFCC MN GA LSC ST <i>Circle</i>

APPOINTMENT DATE: <input type="text" value="MM / DD / YR"/>	APPOINTMENT TIME: <input type="text" value="AM PM"/>
<b>OUT OF OFFICE FROM: _____ AM PM TO _____ AM PM</b> <b>Number of hours on Timesheet</b> <input type="text"/>	
<i>Circle</i>	

EMPLOYEE SIGNATURE _____	DATE: <input type="text" value="MM / DD / YR"/>
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SUPERVISOR/MANAGER APPROVAL _____	DATE: <input type="text" value="MM / DD / YR"/>
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**NOVEC Wellness Center schedule**  
**Monday, Tuesday and Wednesday 8:00 am – 4:30 pm (Closed for lunch 12:30 – 1:00 pm)**

**Timesheet information:**

Account number – **Use your regular Acct**  
**The account you use for sick leave**  
Sub Account: Use regular pay sub accounts  
411-Union Hourly  
413- Non Union Hourly  
408-Salaried Supervision Supervisor/Manager Regular  
409-Salaried Regular  
Pay code: **066** Wellness Center  
Activity number – **0601308**  
Category – **0579**

- Employees will not be required to use their leave to attend a scheduled appointment
- Employees will be required to enter time on a their time sheet
- Make an appointment by calling 571-500-4517
- Submit a Wellness Center Request Form to your supervisor/manager for approval. The Wellness Center will provide an appointment confirmation slip indicating you attended your appointment.
- Attach the confirmation to the Wellness Center Request Form and give to the timekeeper
- Enter time on your time sheet (from the time you leave until the time you return)

**\*\* In the event that you are referred to an outside provider or lab, you must use your regular sick or annual leave \*\***

NOVEC's Wellness Center is not a substitute for the Emergency Room - Seek emergency medical treatment immediately from an Urgent Care Center or Hospital ER

In order for the Wellness Center to run efficiently please make sure to show up to your appointment on time. If you cannot make your appointment time you must cancel your appointment.