

TANF Policy 26 – Excused Absences when a employer paid leave policy is not in effect.

- A. Excused Absence hours may be added to actual work hours to determine the hours of participation for the week. Two exceptions exist:
- Excused absence hours may not be added to a individual referred as a pre confirmation referral prior to the grant being opened.
 - Individuals, participating in Employment Connections, are limited to no more than two absences (any type) in the third consecutive (4) weeks period of participation.
- B. Excused Absences for Holidays - (Work Experience, Job Search & Job Readiness Assistance, Vocational Education Training, Child Care Assistance to an Individual in a Community Service Program, Job Skills Training Directly Related to Employment, Education Directly Related to Employment, Satisfactory Attendance at a Secondary School or when an employer does not have a paid leave policy or the client does not benefit from a paid leave policy.) - Excused Absence for holiday hours may be added to actual work hours to determine the hours of participation for the week as follows:

Excused Absences for Holidays – Participants that are unable to participate because their work/training location is closed **when they are scheduled to participate** are eligible for excused hours totaling the number of normally scheduled hours with respect to the following official ten recognized annual State holidays:

- * New Year's Day
- * Martin Luther King Jr. Day
- * President's Days
- * Memorial Day
- * Independence Day
- * Labor Day
- * Columbus Day
- * Veterans' Day
- * Thanksgiving Day
- * Christmas Day

- C. Other Excused Absences - The State will also allow excused absences for reasonable cause (illness, appointments etc.) when the absence hours cannot be completed at another time during the period. **It is expected that every attempt will be made by contractors to arrange activities allowing participants to participate without using “other excused absences”**. Participants are allowed a maximum of 10 days in a 12 month period.

D. Definition:

- a. Day (for excused absence purposes) – An absence of 1 minute or more from scheduled activity.
- b. Month (for excused absence purposes) – A calendar month.

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E. Excused absences in any one month may be used only to replace scheduled hours and are limited and as follows:

	Maximum Days excused per month	Maximum hours available for participation per day absent
Individuals participating 40 hours per week	2	8
Individuals participating 30 hours per week	2	6
Individuals participating 20 hours per week	2	4

An excused absence will only count as actual hours of participation for periods in which the individual is scheduled to participate in an allowable work activity and only up to the number of hours usually worked (not to exceed the maximum).

F. Additional General Rules

- A cumulative record of all excused absences (“Other” & Holiday”) must be maintained in the client file. At a minimum, the record should contain the number of days absent, hours allowed, the date the absence occurred and the rationale for the approval.
- Hours of actual participation in a month must exceed excused absence hours.

G. Waivers

Contractors may request a waiver to any portion of this policy for cause. Requests will be in writing and will provide the justification for the request. Waivers may be granted at the sole discretion of DET. DET waivers will be consistent with policy established in the DSS approved work verification plan. All approved waivers will be approved in writing.