

TANF Policy 35 – Excused Absences when an 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. Excused absence hours may not be added to an individual referred as a pre confirmation or cure sanction referral prior to the grant being opened.

It is expected that providers have services available that will allow participants to make-up hours prior to using any excused absences.

- i. Excused Holiday Absences – Excused Absence for holiday hours may be added to actual work hours to determine the hours of participation for the week as follows:

Excused Holiday Absences – 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
- * Good Friday
- * Memorial Day
- * Independence Day
- * Labor Day
- * Veterans' Day
- * Thanksgiving Day
- * Day after Thanksgiving
- * Christmas Day

- ii. Excused Personal Absences – The State will also allow excused personal absences for reasonable cause (illness, appointments, etc.) when the absence hours cannot be completed at another time during the period. **Participants are allowed a maximum of 12 absence days in a 12 month period**, not to exceed 80 hours. Documentation must be provided for the absence to be excused.

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

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	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 25 hours per week	2	5
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).

B. Definitions:

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

C. Additional General Rules

- i. A cumulative record of all excused absences (Personal & 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.
- ii. Hours of actual participation in a month must exceed excused absence hours.

D. Waivers

Providers 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.