




FAMILY INDEPENDENCE ADMINISTRATION

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Office of Procedures

POLICY BULLETIN #14-113-EMP

FIVE DAY UNDOCUMENTED EXCUSED ABSENCE FOR CASH ASSISTANCE APPLICANTS AND PARTICIPANTS IN MANDATED ENGAGEMENT AND TRAINING ACTIVITIES

Date: October 3, 2014	Subtopic(s): Employment, Engagement Activities
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to inform Job Center and ancillary staff that Cash Assistance (CA) applicants and participants in mandated engagement and training activities will receive a maximum of five (5) days of undocumented excused absence for the illness of the individual or a related household member per calendar year without a further review. This new policy went into effect for CA applicants and participants citywide September 8, 2014.</p> <p>The absence is restricted to undocumented sick leave and is granted by the program in which the participant is engaged. The maximum of five days of excused absence, without a further review, is a combined total for all engagement activities.</p> <p>In all other instances, the vendor should assess the situation to determine whether the absence will be excused or unexcused. If the reported absence due to illness is credible and it is reasonable that medical documentation should be available, the vendor may request documentation before considering the absence excused. If the reported absence due to illness is credible and it is reasonable that medical documentation would not be available, the vendor may consider the absence excused without documentation.</p> <p>In order for the policy to apply, the applicant/participant must call his/her Work Experience Program (WEP) supervisor/coordinator or his/her designated vendor contact to report the absence.</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 3 at the prompt followed by 1 or
send an e-mail to *FIA Call Center Fax* or fax to: (917) 639-0298

An example of how to apply this new policy is listed below for a participant that is scheduled for 35 hours per week in engagement-related activities (21 hours with WEP and 14 hours with Back to Work [B2W]):

- The participant reported to B2W for two days, but missed three consecutive days of WEP. The individual called the WEP coordinator and reported that his/her child was sick. The individual reported back to WEP the following week but did not present documentation to verify the child's illness. The WEP supervisor enters three days (21 hours) of undocumented sick leave in the Daily Timekeeping System (DTS). No infraction is posted because the individual contacted the WEP coordinator and the time was excused under the new policy. Three days of undocumented sick leave were used.
- Three months later, the same individual failed to go to WEP and B2W for an entire week. The individual called the WEP coordinator and the B2W vendor and reported that he/she is sick, but did not go to the doctor. The WEP supervisor enters the three days (21 hours) of undocumented sick leave in DTS. Since the individual already used three days of undocumented sick leave for the illness of his/her child, only two days (14 hours) remain to be counted as undocumented sick leave. WEP will have the discretion to grant an excusal for the remaining day if it is determined that the statement is credible and it is reasonable that medical documentation is not available. The B2W vendor will also enter two days of excused absence in DTS for the remaining 14 hours using the discretionary form.

Vendors and WEP Coordinators are required to track the attendance of participants and record this information in the program specific timekeeping system.

Any unused days of excused absence will expire at the end of the calendar year.

Effective Immediately