



## LARIMER COUNTY WORKS POLICY

<b>Title:</b>	Personal Holiday and Leave Policy		
<b>Effective Date:</b>	1-1-98	<b>Page: 1 of</b>	2
<b>Desk:</b>	EC & FAP	<b>Revision:</b>	1-1-04
<b>Reference:</b>	LCWC P&P 02-105	<b>BCC Approval on:</b>	
<b>Agency Letters:</b>			
<b>Regulations:</b>			

### Background:

Participants can encounter problems in meeting their work participation requirements, and thus causing Larimer County to have problems meeting its work participation goals, due to illness, emergencies, or the closing of their work site for holidays. It is the county's position that work participation activities, as much as possible, should provide benefits that are consistent with the real world of work.

### Policy:

It shall be the policy of Larimer County to recognize that work participation activities are designed to assist participants in preparing for future unsubsidized employment. Accordingly, participants will be permitted up to two days of scheduled hours per month, not to exceed 16 hours per month, as "personal leave" to be used to cover lack of attendance due to illness for themselves or their children, emergency needs, and other unexpected circumstances which would normally be accommodated by leave policies of public and private sector employers. The hours of "personal leave" will be counted toward the participant's work participation requirements (not to exceed 16 hours per month).

Additional hours of "personal leave" may be granted due to "good cause" reasons. Good cause reasons are circumstances beyond the participant's control and include, but are not limited to, unexpected transportation issues, death of an immediate family member, extended illness of self and/or child, and any other reasons which would prevent a reasonable person from complying with the expectations of the program. The employment coach shall review each good cause situation on a case-by-case basis and consider the overall participation pattern of the participant (i.e., is the participant generally meeting the expectations of the Larimer County Works program or does the participant frequently not meet the commitments outlined in his/her Individual Responsibility Contract) and may request documentation before approving good cause. Additional hours granted due to good cause, beyond the "personal leave" hours indicated above, will not be counted toward the participant's work participation.

In addition, participants whose work activity site is with an employer who closes for holidays or emergency situations and by such action the participant may be caused, through no fault of their own, to be unable to meet their work participation requirement, then that participant shall be credited equivalent to the hours they would have been scheduled to work. These hours will be recorded and countable for the purposes of determining the actual hours for the participant each month.