

Participant Excused Absence Log 2016 Federal Months

Participant _____ SSN _____

<u>Directions</u>	<u>EA Limits</u>
Enter "Excused Absence" hours that your Case Manager has approved for each appropriate date on this form. (DO NOT include Holiday hours here)	No more than 16 hours per month (total per participant).
If you are in more than one activity, add EA hours from <u>each activity together</u> before entering on this form.	No more than 80 hours in the last 12 months (rolling calendar year).
Add hours for the week and enter in "Weekly EA hours" column to get the total hours for the month.	EA hours running tally: _____
At the end of the month, add hours from "Weekly EA hours" column to get the total hours for the month.	

JANUARY 2016 (Five Week Month)							Weekly EA hours
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
Dec 27	Dec 28	Dec 29	Dec 30	Dec 31	1*	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18*	19	20	21	22	23	
24	25	26	27	28	29	30	
*1 - New Year's Day					*18 - Martin Luther King Day		Total January EA hours
FEBRUARY 2016							Weekly EA hours
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
Jan 31	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15*	16	17	18	19	20	
21	22	23	24	25	26	27	
*15 - President's Day					Total February EA hours		
MARCH 2016							Weekly EA hours
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
Feb 28	Feb 29	1*	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
*1 - Town Meeting Day					Total March EA hours		
APRIL 2016 (Five Week Month)							Weekly EA hours
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
Mar 27	Mar 28	Mar 29	Mar 30	Mar 31	1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
Total April EA hours							

MAY 2016							Weekly EA hours
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
Total May EA hours							
JUNE 2016							Weekly EA hours
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
May 29	May 30*	May 31	1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
*May 30 – Memorial Day Total June EA hours							
JULY 2016 (Five Week Month)							Weekly EA hours
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
Jun 26	Jun 27	Jun 28	Jun 29	Jun 30	1	2	
3	4*	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
*4 – Independence Day Total July EA hours							
AUGUST 2016							Weekly EA hours
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
Jul 31	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
Total August EA hours							
SEPTEMBER 2016							Weekly EA hours
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
Aug 28	Aug 29	Aug 30	Aug 31	1	2	3	
4	5*	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
*5 – Labor Day Total September EA hours							
OCTOBER 2016 (Five Week Month)							Weekly EA hours
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
Sep 25	Sep 26	Sep 27	Sep 28	Sep 29	Sep 30	1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
Total October EA hours							
NOVEMBER 2016							Weekly EA hours
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
Oct 30	Oct 31	1	2	3	4	5	
6	7	8	9	10	11*	12	
13	14	15	16	17	18	19	
20	21	22	23	24*	25	26	
*11 – Veterans Day *24 Thanksgiving Day Total November EA hours							
DECEMBER 2016 (Five Week Month)							Weekly EA hours
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
Nov 27	Nov 28	Nov 29	Nov 30	1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25*	26	27	28	29	30	31	
*25 – Christmas Day Total December EA hours							

.....