



## Participant Excused Absence Log 2018 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. <b>(DO NOT include Holiday hours here)</b>	No more than <b>16 hours</b> 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 <b>80 hours</b> 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.	<b>EA hours running tally:</b>  _____
At the end of the month, add hours from "Weekly EA hours" column to get the total hours for the month.	

<b>JANUARY 2018</b>							Weekly EA hours
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
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	
<b>*1- New Year's Day</b>						<b>Total January EA hours</b>	
<b>FEBRUARY 2018</b>							Weekly EA hours
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
Jan 28	Jan 29	Jan 30	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	
<b>*19 – President's Day</b>						<b>Total February EA hours</b>	
<b>MARCH 2018 (Five Week Month)</b>							Weekly EA hours
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
Feb 25	Feb 26	Feb 27	Feb 28	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	
<b>*6 – Town Meeting Day</b>						<b>Total March EA hours</b>	
<b>APRIL 2018</b>							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	
<b>Total April EA hours</b>							

<b>MAY 2018</b>							<b>Weekly EA hours</b>
<b>Sun</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	<b>Sat</b>	
Apr 29	Apr 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	
<b>Total May EA hours</b>							
<b>JUNE 2018 (Five Week Month)</b>							<b>Weekly EA hours</b>
<b>Sun</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	<b>Sat</b>	
May 27	May 28*	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	26	27	28	29	30	
<b>*May 28 – Memorial Day Total June EA hours</b>							
<b>JULY 2018</b>							<b>Weekly EA hours</b>
<b>Sun</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	<b>Sat</b>	
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	
<b>*4 – Independence Day Total July EA hours</b>							
<b>AUGUST 2018</b>							<b>Weekly EA hours</b>
<b>Sun</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	<b>Sat</b>	
Jul 29	Jul 30	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	
<b>Total August EA hours</b>							
<b>SEPTEMBER 2018 (Five Week Month)</b>							<b>Weekly EA hours</b>
<b>Sun</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	<b>Sat</b>	
Aug 26	Aug 27	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	25	26	27	28	29	
<b>*3 – Labor Day Total September EA hours</b>							
<b>OCTOBER 2018</b>							<b>Weekly EA hours</b>
<b>Sun</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	<b>Sat</b>	
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	
<b>Total October EA hours</b>							
<b>NOVEMBER 2018</b>							<b>Weekly EA hours</b>
<b>Sun</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	<b>Sat</b>	
Oct 28	Oct 29	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	
<b>*11 – Veterans Day *22 Thanksgiving Day Total November EA hours</b>							
<b>DECEMBER 2018 (Five Week Month)</b>							<b>Weekly EA hours</b>
<b>Sun</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	<b>Sat</b>	
Nov 25	Nov 26	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	
<b>*25 – Christmas Day Total December EA hours</b>							