_____ County Department of Social Services

EXCUSED ABSENCE LOG (For Unpaid Activities)

Name: _____ Case ID: _____ Case Manager: _____

Month	Date	Number of Hours used	Reason Code	Notes

***Note: A maximum of 80 hours of excused absences in any 12-month period will be allowed with no more than 16 hours in any one month.**

Excused Absence Reason Codes:

1. Illness
2. Medical appointment for participant or family member
3. Court appearance
4. Attendance at required meetings with social service agencies
5. Attendance at school functions for children, i.e. parent/teacher conferences
6. Required in the home due to illness of another family member
7. Death in the family
8. Inclement weather
9. Unexpected interruption in child care or transportation