



Payroll Period From:  /  /  To:  /  /

Consumer #:  Telephone #:

Consumer Name (Print):

PCA Name (Print):

PCA Telephone #:

PCA Last 4 Digits of SSN

**\*USE FOR PAID TIME OFF ONLY\* \*UTILIZAR SOLAMENTE PARA TIEMPO LIBRE PAGADO\***

Please record the hours your PCA was scheduled to work but instead is requesting Paid Time Off.

Por favor escribe las horas que su PCA estaba designado a trabajar, pero en lugar esta solicitando Tiempo Libre Pagado.

WEEK #1	Scheduled Time In		Scheduled Time Out		Tot.Day/Eve Hours 6AM to Midnight		Tot. Night Hrs Midnight-6AM	
	HRS	MIN.	HRS	MIN.	HRS	MIN.		
Sun.							<input type="text"/>	
Mon.							<input type="text"/>	
Tue.							<input type="text"/>	
Wed.							<input type="text"/>	
Thu.							<input type="text"/>	
Fri.							<input type="text"/>	
Sat.							<input type="text"/>	
<b>Total Week 1</b>		Please note that Tempus pays the PCA based on daily, not weekly, totals.				<input type="text"/>	<input type="text"/>	<input type="text"/>

By signing below, I certify under pain and penalty of perjury that **I was scheduled** to receive MassHealth PCA services from the PCA during the **Paid Time Off** taken as indicated on this activity form; and I am not enrolled in Adult Foster Care and/or Group Adult Foster Care.

Consumer/Surrogate  
Signature

WEEK #2	Scheduled Time In		Scheduled Time Out		Tot.Day/Eve Hours 6AM to Midnight		Tot. Night Hrs Midnight-6AM	
	HRS	MIN.	HRS	MIN.	HRS	MIN.		
Sun.							<input type="text"/>	
Mon.							<input type="text"/>	
Tue.							<input type="text"/>	
Wed.							<input type="text"/>	
Thu.							<input type="text"/>	
Fri.							<input type="text"/>	
Sat.							<input type="text"/>	
<b>Total Week 2</b>		Please note that Tempus pays the PCA based on daily, not weekly, totals.				<input type="text"/>	<input type="text"/>	<input type="text"/>

By signing below, I certify under pain and penalty of perjury that **I was scheduled** to provide MassHealth services to the consumer during the **Paid Time Off** taken, as indicated on this activity form. I understand I must have accrued Paid Time Off in order to receive Paid Time Off.

PCA  
Signature