

## **SAM—PAYROLLS**

### **LEAVE CARDS** (Revised 12/99)

**8534**

Agencies will maintain sick leave and vacation records for each employee. STD. 642 or an equivalent form will be used to maintain individual sick leave and vacation credit balances. Information on sick leave and vacation usage will be obtained from monthly attendance reports, equivalent attendance summaries, STD. 634, or similar sources. All sick leave must be documented on STD. 634 or its equivalent. An annual statement of leave will be prepared and given to each employee. Leave cards and other supporting documents will be adequately protected and will not leave the premises.