INFORMAL RECOGNITION AWARD
(Up to $500 and/or 3 days paid leave)

Please print or write legibly

Employee Name: ___________________________ ID No: ____________

☐ Regular  ☐ Term  ☐ Student Employee

Department Org/Fund/Account: ____________________________ - ____________ - ____________

Awards, whether leave or monetary, may only be charged to unrestricted funds.

Type of Award: Monetary (EC 710) $________ Leave (EC 460) _________ hours

Leave awards must be used in the fiscal year awarded; unused leave will be lost upon the employee’s termination or separation from UAF.

Justification for Award:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Requesting Supervisor’s Name: ____________________________________________

Supervisor’s Institute/School/Unit & Department: ______________________________

Requesting Supervisor’s Signature: ____________________________ Date: _________

Dean/Director - circle one: Approved  Denied

Dean/Director’s Signature: ____________________________ Date: _________

Instructions, after final APPROVAL
Dean/Director: Send original to UAF HR and a copy to supervisor via confidential means.
Supervisor: Present a copy to the employee and department PPA.
Employee: Write EC code 460 on time sheet when using leave award.
PPA: Ensure EC is properly coded on timesheet; submit time sheet to HR.

Instructions, if Award is DENIED
Dean/Director: Return original form to supervisor in a confidential envelope.
FORMAL RECOGNITION AWARD  
(Up to $2,500 and/or 5 days paid leave)

Please print or write legibly

Employee Name: ________________________________ ID No: ____________

☐ Regular    ☐ Term      ☐ Student Employee

Department Org/Fund/Account: __________________________-_____________

Awards, whether leave or monetary, may only be charged to unrestricted funds.

Type of Award: Monetary (EC 710) $___________ Leave (EC 460) ___________ hours

Leave awards must be used in the fiscal year awarded; unused leave will be lost upon the employee’s termination or separation from UAF.

Justification for Award:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Requesting Supervisor’s Name: ______________________________

Supervisor’s Institute/School/Unit & Department: ____________________________

Requesting Supervisor’s Signature: __________________________ Date: __________

Dean/Director - circle one:  Approved       Denied

Dean/Director’s Signature: __________________________ Date: __________

Provost/VC - circle one:  Approved       Denied

Provost/Vice Chancellor Signature: __________________________ Date: __________

Instructions, after final APPROVAL

Provost/VC: Send original to UAF HR and a copy to supervisor via confidential means. Supervisor: Present a copy to the employee and department PPA. Employee: Write EC code 460 on time sheet when using leave award. PPA: Ensure EC is properly coded on timesheet; submit time sheet to HR.

Instructions, if Award is DENIED

Provost/VC: Return original form to supervisor in a confidential envelope.