

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.