

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



Employee Name: _____ ID No: _____

Employee Status: Regular Term Funded Student Employee TKL: _____

Charge to: Department Fund/Org: 103010 -- _____

Awards, whether for cash or paid leave, may only be charged to unrestricted funds.

Award Type:

Cash (EC 710) \$ _____

Cash awards will be paid by Payroll when received, and in the next regular payroll run.

Paid Leave (EC 460) _____ days (_____ hour equivalent)

Paid Leave awards are only available to the following employee classes: NR, XR. Leave awards must be used in the fiscal year awarded; unused leave will be lost upon the employee's termination or separation from UAF. Permission to use Paid Leave must be pre-approved by the employee's supervisor.

Requesting Supervisor's Name: _____ TKL: _____

Supervisor's Institute/School/Unit & Department: _____

Requesting Supervisor's Signature: _____ Date: _____

Justification for Award:

Required Approvals

Dean/Director - circle one: Approved Denied

Dean/Director's Signature: _____ Date: _____

Instructions, after final APPROVAL

Provost/VC: Send signed original to UAF HR and a copy to supervisor via confidential means.

Supervisor: Present a copy to the employee and to the department PPA.

Employee: Charge awarded leave to earnings code 460. Cash awards will be paid in the next regular pay run.

PPA: Ensure leave award is properly coded to EC460 on timesheet, and that leave hours are appropriate.

HR: CASH AWARDS - forms go to Payroll, then to the Personnel file. LEAVE AWARDS - forms go directly to the Personnel file.

Instructions, if Award is DENIED

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