



## INFORMAL RECOGNITION AWARD

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

**If this is an award for a senior administrator or executive officer of the university please use the formal recognition award form and the approval is required.**

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 from UAF. Permission to use Paid Leave must be pre-*

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

**Dean/Director:** 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.