

**FORMAL RECOGNITION AWARD**  
(Up to \$3,500 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 and are taxable.*

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:

Requestor Name and Department: \_\_\_\_\_

Supervisor Name and Department: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fiscal Approval Name/Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean/Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved     Denied

Provide Reason for Denial:

Provost/Vice Chancellor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved     Denied

Provide Reason for Denial:

**Instructions, after final APPROVAL**

**Supervisor:** Responsible for tracking leave awarded.

**Employee:** Recording EC code 460 on time sheet when using leave award.