

INFORMAL RECOGNITION AWARD
(Up to \$1,000 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 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:

Instructions, after final APPROVAL

Supervisor: Responsible for tracking leave awarded.

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