



FORMAL RECOGNITION AWARD
(Up to \$2,500 and/or 5 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 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

h ©reupl # 2o _____ Date _____