

**UAF Policy 04.05.001**

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**Requester/Supervisor:**

**Dean/Director:**  
**or**  
**Provost/Vice**

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**01-29-2025**

# INFORMAL RECOGNITION AWARD

*Please print or write legibly*

*Awards, whether leave or monetary, may only be charged to unrestricted funds and are taxable.*

*Leave awards must be used in the fiscal year awarded; unused leave will be lost upon the employee's*

## FORMAL RECOGNITION AWARD

*Please print or write legibly*

*Awards, whether leave or monetary, may only be charged to unrestricted funds and are taxable.*

*Leave awards must be used in the fiscal year awarded; unused leave will be lost upon the employee's termination or separation from UAF.*

*Instructions, after final*

*: Responsible for tracking leave awarded.*

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