

**UAF Policy 04.05.001**

---

---

---

---

---

---

**Requester/Supervisor:**

**Dean/Director:**

**or  
Provost/Vice**

---

---



**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.*

01. b6 bou ab  
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.*