

UAF Policy 04.05.001

Requester/Supervisor:

Dean/Director:
or
Provost/Vice



01-29-2025

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.