

EMPLOYEE RECOGNITION AWARD



_____ *Name of Employee* _____ *RU ID Number*

from _____
Department

is being recognized for

- Employee will be awarded _____ hours of recognition leave,
bringing the total hours awarded this calendar year to _____ .
- Employee will receive a non-monetary award valued at \$ _____ ,
bringing the total of non-monetary awards this fiscal year to \$ _____

If non-refundable money will be added to employee's RU Express Account, include the following information:

Departmental Budget Code _____ ; Object Code **1417** _____

- Employee will be awarded a cash award of \$ _____ ,
bringing the total of cash awards this fiscal year to \$ _____

_____ *Supervisor* _____ *Date*

_____ *Department Head* _____ *Date*

_____ *Vice President (for cumulative cash awards over \$50)* _____ *Date*

***Obtain approvals and mail (Box 6889) form with original signatures
to Human Resources before presenting copy to employee.***