



TEXAS WOMAN'S UNIVERSITY

Recognition Leave Application and Approval Form

INSTRUCTIONS: This form is used by departments to request the approval of Recognition Leave to recognize employees' "Outstanding Performance," defined as overall "Exceptional" on the employee's most recent performance evaluation, the successful completion of a special project of significant importance to warrant special recognition, or an exceptional contribution exceeding or beyond that which is normally expected. Recognition Leave is subject to procedures and guidelines outlined under URP 05.450: Recognition Leave and Texas Government Code Section 661.911. Please complete this form and route it through the approval process. Additional documentation may be attached to this form.

Supervisor/Manager initiating request:(printed name) Date Awarded:
Department: Number of hours requested: (maximum 32 hours per fiscal year)
Name of Employee recommended for Recognition Leave:

Description of Outstanding Performance Warranting Recognition Leave:

I recommend the employee above be awarded Recognition Leave and have verified eligibility and proper procedures for such leave as provided under the URP 05.450: Recognition Leave policy. This employee has not received any disciplinary actions in the immediately preceding twelve (12) months.

Supervisor/Manager Signature Date

\*Note to Supervisors and Managers: If approved, the employee must be notified of this award in writing and be informed that 1) the hours must be used within twelve (12) months of the award date; and 2) the hours expire after the twelve (12) month award date. Please maintain a Recognition Leave file to record information on employees who have been granted Recognition Leave and to record when this leave has been used or if the leave has expired.

Department Head Date Dean (if applicable) Date

Vice President of Division Date