

**Recognition Leave Application and Approval Form**

**INSTRUCTIONS:** This form is used by departments to request the approval of Recognition Leave to recognize eligible employees for “Outstanding Performance” as documented by an employee performance evaluation or for exceptional contributions by employees performing special projects of significant importance. Recognition Leave is subject to procedures and guidelines outlined under the University Policy Recognition Leave Policy, including Government Code Sec. 661.911. Please complete and route through the approval process. Additional documentation may be attached to this form.

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|  Click here to enter text.**Supervisor/Manager initiating request:(printed name)** | **Date Awarded:** Click here to enter a date. |
|  **Department:** Click here to enter text. | **Number of hours requested: (maximum 32 hrs. per fiscal year)** Click here to enter text. |
| **Name of Employee recommended for Recognition Leave:**  |

[ ]  **Outstanding Performance and/or** [ ]  **Exceptional Contributions**

 **Exceptional Contributions**  [x]

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| **Description of performance warranting Recognition Leave:** Click here to enter text. |

I respectfully recommend the employee above to be awarded Recognition Leave and have verified eligibility and proper procedures for such leave as provided under the University Policy Recognition Leave Policy.

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Supervisor/Manager Signature Date

**\*Note to Supervisors and Managers:** If approved, the employee must be notified of this award (preferably in writing) and given the date in which the hours must be used (12 months from the date of the award). Any exceptions to this timeframe must be approved by the department head and communicated to the employee.

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Department Head Date Dean (if applicable) Date

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Vice President of Division Date