



Human Resources & Payroll  
4400 University Drive, MS 3C3, Fairfax, Virginia 22030  
Phone: 703-993-2600; Fax: 703-993-2601

**Recognition Leave Award Nomination Form**

Recognition leave can be awarded to classified employees and administrative/professional faculty for recognition of outstanding performance. Up to five days (40 hours) of recognition leave may be awarded per calendar year, and it is also pro-rated accordingly for part-time employees. Recognition leave expires in one year from the date it is awarded.

**Nominee Information**

Employee \_\_\_\_\_  
First Name \_\_\_\_\_ Last name \_\_\_\_\_  
G# \_\_\_\_\_ Position # (if known) \_\_\_\_\_  
Department \_\_\_\_\_

Proposed Recognition Leave Amount: \_\_\_\_\_ (See next page for award criteria)

**Award Justification**

Please attach a detailed, written justification explaining the reason for the award. Include what work has been done and any details, such as the length of project and the impact that the employee’s work has had on the department, university and/or the community.

Has nominee received temporary pay or compensatory leave for this project/assignment? \_\_\_Yes \_\_\_No

**Please indicate who should be notified when the award nomination has been approved. This person is responsible for sharing the details with the awardee.**

Name \_\_\_\_\_ Email Address \_\_\_\_\_  
(Please Print)

**Approval**

By signing below I acknowledge that I have reviewed and support this Recognition Leave Award nomination.

Supervisor/Dean Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Please Print)

**If requesting 2 days/16 hours (or part-time equivalent) of recognition leave, no additional signatures required. 3 days/24 hours or more of recognition leave requires Sr. VP or Provost signature.**

Sr. VP/Provost Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Please Print)

**Please send the completed form with all signatures and attached justification (at least a paragraph) to:**

**Reward & Recognition Office**  
**HR & Payroll, MSN 3C3 or [awards@gmu.edu](mailto:awards@gmu.edu)**

Amount of Recognition Leave	Duration of Exceptional Work	Criteria for Consideration
*1 Day/8 Hours	1-2 weeks	<p><i>Examples of reasons to reward at this level:</i></p> <ul style="list-style-type: none"> <li>- Doing exemplary work or a commendable job on a project or activity</li> <li>- A specific customer compliment</li> <li>- Effectively managing growth or change in unit or department</li> <li>- Providing excellent service or support to others</li> <li>- Providing guidance, feedback and encouragement to colleagues</li> </ul>
2 Days/16 Hours	3-4weeks	<p>Doing a project beyond the scope of usual job responsibilities</p> <p><i>Examples of reasons to reward at this level:</i></p> <ul style="list-style-type: none"> <li>- Providing outstanding service to others</li> <li>- Putting forth an effort to develop others through mentorship and/or recognizing other's accomplishments publicly or privately</li> <li>- Suggesting or developing new work methods or reorganizing work flow to increase productivity or save money</li> </ul>
3 Days/24 Hours	1-3 months	<p>Taking on a significant project outside the scope of usual job, or helping out when unit is short-handed</p> <p><i>Examples of reasons to award at this level:</i></p> <ul style="list-style-type: none"> <li>- Enhancing the well-being of unit/department through willingness to provide extra support to others</li> <li>- Consistently acting as a team player and encouraging teamwork in others</li> <li>- Exhibiting initiative and creativity resulting in improved operating efficiency of department or unit</li> </ul>
4 Days/32 Hours	3-6 months	<p>Taking on a significant project outside the scope of usual job, or helping out when unit is short-handed</p> <p><i>Examples of reasons to reward at this level:</i></p> <ul style="list-style-type: none"> <li>- Enhancing the well-being and image of department through work that brings distinction to their department within the Mason community</li> <li>- Developing processes, programs, or efficiencies that are replicated in other departments</li> </ul>
5 Days/40 Hours	6-12 months	<p>Taking on a significant project outside the scope of usual job, or helping out when unit is short-handed</p> <p><i>Examples of reasons to reward at this level:</i></p> <ul style="list-style-type: none"> <li>- Enhancing the well-being and image of Mason through work that brings distinction to the university</li> <li>- Working with groups outside the university to promote the welfare of faculty, staff or students</li> <li>- Performing work that has brought attention and distinction to Mason</li> </ul>

\*Recognition leave is pro-rated accordingly for part-time employees.

HR Office Use Only	
Date Received: _____	
Date Processed: _____	Email Sent: _____