

Recognition Award Action Form

For Classified Employees

Complete the information below; obtain Vice Presidential signature and forward to your department's [HR Generalist](#) at VCU Human Resources, P.O. Box 842511, by **the first day of the month that the payment is to be made.**

Employee Name _____
 V-ID # _____
 Department _____
 Effective Date _____
 Processed on a monthly basis (effective on the 10th of the month)

Eligible employees must have:

- rating of "Fair Performer" or higher on evaluation on file in VCU Human Resources; and
- no active written notices.

Monetary Award

Explain reason for recognition:

- Monetary awards will normally be included in a single check with regular pay. Taxes are withheld at approximately 38.4%.
- The employee may elect to put the lump-sum amount into an account with the VCU Tax-Deferred Annuity (TDA) program or the Commonwealth of Virginia's Deferred Compensation Plan (DCP).

Lump-sum amount: _____
 Total this fiscal year from all sources: _____
 Account to be charged: _____

No more than \$2,000* can be awarded per employee per fiscal year.

*Effective 7/1/2005

Recognition Leave

Explain reason for recognition:

- Recognition leave will be keyed into the leave reporting system by HR.
- This leave is effective the 10th of the following month after approval by HR.
- This leave expires within 12 months of the date it is awarded.
- Unused active recognition leave is paid to the employee upon separation or transfer to another state agency.

Number of days awarded: _____
 Total days awarded this calendar leave year: _____

No more than five days can be awarded per employee per calendar leave year.

 Department Representative Date

 Vice President (or designee, as appropriate) Date

 Human Resources Date

Processing Information:

	DATE	INITIALS
HR	_____	_____
PAYROLL		
_____ Eligibility verified		
_____ Overtime recalculated		