

Step 1: Complete the employee data

Human Resources

Exceptional Recognition AcknowledgementInstructions: Complete the information below, obtain appropriate signatures, and forward to your HR Professional or HR Associate for printing/processing through ImageNow. Eligible employees must have a performance rating indicating Developing or higher performance on file and no active written notices. (Exceptions may be made for Group 1 Written Notices or Written Warnings with VCU Human Resources approval.)

Employee Name:								
V-ID #:								
Department:								
Employee Type	☐ University ☐Classified	d						
*Effective Date:								
	Farme automitted	*Fffootive		Day Data				
	Forms submitted 1st through 15th of month	*Effective 25 th of same m	onth	Pay Date 16 th of following mont	n			
	16 th through end of month			1 st of month following				
			-		<u>.</u>			
	xceptional performance	and/or provid	de justifica	ation for recogn	tion award			
Explain reason for re	ecognition:							
Ston 3: Confirm or	nployee meets eligibility	roquiromont	•					
Check the boxes bein	w to indicate that the eligibilit	y requirements	are met					
Performance:								
	erformance rating indicating s	atisfactory or hi	igher nerfori	mance on file with	Human Resourc	29		
	chormance rating indicating s	dusiación y or m	igner penon	nance on me wan	idilian Resourc	00.		
Written Notice:								
☐ Employee does no	ot have a written notice or writ	ten warning on	file.					
	ritten notice on file. VCU Hun			ontacted and this a	cknowledgemen	t has bee	en approved.	
— , ,					Ü			
To acknowledge t	his award with a bonus o	r leave, comp	olete step	4.				
	for award type (moneta	ry and/or reco			ete the remair	ning fiel	lds	
☐ Monetary Award	t de la company			ognition Leave				
Lump-sum amount:				Number of days awarded:				
Total this fiscal year	from all sources:		Total d	ays awarded this c	alendar leave ye	ar:		
Index to be charged								
Monetary Awards		<u>u</u>	Recogn	nition Leave				
Monetary awards will normally be included in the same check with regular pay.				Recognition leave awarded/accrued will be keyed into the leave reporting				
Taxes are withheld at approximately 35.4%.				system by HR.				
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 Unused active recognition lea								
				d active recognition leave	e is paid to the empi	oyee upon	separation or transfer	
					c (combination of Spot Awards and Recognition Awards) can			
and Recognition Awards) can be awarded per employee per fiscal year.				be awarded per employee per calendar leave year.				
For University employer	es, no more than \$5,000 or 10% of a	n employee's	Wage	employees are not eligit	ole for Recognition Le	eave		
	eater) can be awarded per employee			, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,				
Wage employees are e	eligible for no more than \$5,000 per fis	scal year						
					To be som	nlotod	by VCU HR	
Step 5: Obtain the appropriate signatures below					10 be con	ipieteu	by VCO FIX	
					DA	ATE	INITIALS	
					HR Ops			
Department Represer	ntative – print name and sign		Date	Э				
					PAYROLL			
Vice President (or designee, as appropriate) – print name and sign Date						Eligibility verified		
Required for monetary award greater than \$1,000 or more than 3 days of leave					Overtime recalculated			
					(REP earn cod	de)		
Human Poscurco Pro	fessional – print name and si	an	Date	<u>م</u>				

Last revised: 7/302024 Initial Guidelines & Form Approved: 1/10/2001