

## Time Off Award Nominations

<b>1. Name of Employee Recommended for Award</b>		
Last Name	First	MI
<b>2. Title / Series / Grade</b>		
Title	Series	Grade
<b>3. Organization / Code</b>		<b>4. Time Off Award Hours Recommended</b>
Organization	Code	Hours
<p>Note: If award is for a group of employees, add a list identifying each employee and the number of time off hours recommended. Time off hours may vary depending on the relative value of each employee's contribution to the special act or service.</p>		
<b>5. Justification for the Award.</b> Provide information on the basis for the award.		
<b>6. Record of Nomination and Approvals</b>		
<b>Recommending Official (s)</b>		
_____	_____	_____
Title	Signature	Date
_____	_____	_____
Title	Signature	Date
<b>Approving Official</b>		
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Time off hours approved, if other than what was recommended : _____
_____	_____	_____
Title	Signature	Date
<b>For HRM Use Only</b>		

Names of Employees Recommended for Award	Recommended Time Off Hours