President's Exemplary Service

Award Nomination Form

Form CR100 · Revised 1/2017

It is important supervisors not communicate the award nomination to the employee until approval of the award has been communicated.

Employee name Title

Department

Performance period (previous 12 continuous months from date of nomination):

Begin Date End Date

Number of award hours recommended:

Administrative leave may be granted as an award for exemplary performance as documented by an appraisal of the performance which forms the basis for the nomination. Please describe in detail why this employee’s job performance is considered truly exemplary and merits an award of administrative leave. Also, attach a copy of the most recent performance evaluation.

Comments:

Supervisor signature Title Date

Department head signature Title Date

Vice President/Dean approval Date