

# President's Exemplary Service Award Nomination Form

Form CR100 · Revised 8/2011

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)

Number of award hours recommended \_\_\_\_\_

\_\_\_\_\_  
Begin date

\_\_\_\_\_  
End date

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