

**NUMBER:** 1436

**TITLE:** Recognition Leave Policy

**APPROVED:** June 13, 2008

Recognition leave up to five workdays may be awarded to AP faculty and 12-month faculty eligible for annual leave in a contract year to reward outstanding performance, contributions to the goals and objectives of the department or university, and to acknowledge individual or team accomplishments. The vice president must approve the awarding of recognition leave.

Recognition leave lapses within 12 months from the date it is awarded. However, the vice president may extend the 12-month retention period for recognition leave if the department has been unable to allow the use of the leave.