



OLD DOMINION UNIVERSITY

University Policy Template

Policy #6306

IMMEDIATE RECOGNITION POLICY

Responsible Oversight Executive: Vice President for Human Resources, Diversity, Equity, and Inclusion

Date of Current Revision or Creation: June 6, 2023

A. PURPOSE

This policy grants up to five days (40 hours) of paid leave and/or a monetary bonus recognition to acknowledge an employee's outstanding performance and important contributions to the overall objectives of the University and State government.

B. AUTHORITY

[Virginia Code Section 23.1-1301, as amended](#), grants authority to the Board of Visitors to make rules and policies concerning institution. Section 7.01(a)(6) of the [Board of Visitors Bylaws](#) grants authority to the President to implement the policies and procedures of the Board relating to University operations.

[Virginia Department of Human Resource Management Policy 1.15 – Employee Recognition and Engagement](#)

C. DEFINITIONS

Administrative and Professional (A/P) Faculty - Employees who perform work directly related to the management of the educational and general activities of the institution, department or subdivision or whose professional positions serve the educational, research, athletic, medical, student affairs, and development functions or activities of the institution.

Classified Employee - A salaried employee whose terms and conditions of employment are subject to the [Virginia Personnel Act, Code of Virginia Section 2.2-2900 et seq., as amended](#), and who is employed in a classified position.

Fiscal Year - July 1 - June 30

Leave Year - January 10 – January 9

Teaching and Research Faculty - Employees whose work assignments primarily involve instruction, research, and scholarly activities, and who hold academic rank/titles.

Wage Employee - A non-salaried employee who receives pay for hours worked and is not covered by the provisions of the Virginia Personnel Act. Wage employees are sometimes referred to as hourly employees. Wage employees have no guarantee of employment for a particular term or a particular daily or weekly work schedule; they serve at the will of the designated hiring official and may be terminated at any time.

D. SCOPE

This policy applies to all administrative and professional faculty, 12-month teaching and research faculty who are eligible for annual leave and classified or non-classified persons who are paid by the University.

E. POLICY STATEMENT

This policy permits supervisors to grant up to five days (40 hours) of paid leave and/or monetary bonus recognition as a meaningful way to acknowledge employees, inspire teamwork, and promote University and Commonwealth values. Such recognition may acknowledge employee or team accomplishments and contributions that support the University's mission.

1. Eligibility Requirements

An employee must

- a. Have received a rating of satisfactory/contributor or higher on the last performance evaluation
- b. Have no formal discipline within the preceding 12 months (e.g., written notices, letter of reprimand or sanctions)

2. Recognition Leave

- a. A maximum of 5 days (40 hours) of paid recognition leave may be granted per leave year.
- b. The division's Vice President must approve the awarding of recognition leave.
- c. Recognition leave lapses within 12 months from the date it is awarded. The division's Vice President has the discretion to extend the 12-month retention period for recognition leave if the department has been unable to allow the employee to use the leave.
- d. An employee shall be paid in a lump sum for his or her recognition leave when the employee:
 - i. leaves State service by resignation, retirement, layoff, termination, or death;
 - ii. is transferred, promoted, or demoted from one agency to another; or
 - iii. is placed on Long Term Disability under the Virginia Sickness and Disability Program (VSDP).
- e. Departments may pay employees for their recognition leave balances if:
 - i. at the end of the 12-month period, the department has been unable to allow the employee to use the leave, or
 - ii. the employee moves from one department to another within the University.

3. Monetary Bonus

- a. Monetary awards up to a maximum \$5,000 per classified and wage employee per fiscal year.
- b. Teaching & research and administrative & professional faculty may receive monetary bonuses in excess of \$5,000 per fiscal year.
- c. The division's Vice President must approve the awarding of monetary awards.

F. PROCEDURES

1. Employees are responsible for requesting leave as required by University policy and Procedures.
2. Employees are responsible for monitoring recognition leave usage to prevent leave loss/expiration.

Employees are responsible for ensuring that all leave is accurately reported in Web Time Entry (WTE). Supervisors are responsible for ensuring that all employees' leave is accurately reported and approved in WTE.

G. RECORDS RETENTION

Applicable records must be retained and then destroyed in accordance with the [Commonwealth's Records Retention Schedules](#).

H. RESPONSIBLE OFFICER

Assistant Vice President for Human Resources and Strategic Initiatives

I. RELATED INFORMATION

[DHRM Policy #1.15 - Employee Recognition and Engagement](#)

[Immediate Recognition/Bonus Action Form](#)

[University Policy 6301 – Bone Marrow and Organ Donation Leave](#)

[University Policy 6302 – Civil and Administrative Leave for Administrative and Professional Faculty, Classified Staff, and Wage Employees](#)

[University Policy 6303 – Emergency Disaster Leave](#)

[University Policy 6304 – Military Leave](#)

[University Policy 6305 – School Assistance and Volunteer Service Leave](#)

