



# Service Excellence Leave Award Nomination Form

Nominee Information:

Nominee: \_\_\_\_\_ R#: \_\_\_\_\_ Date: \_\_\_\_\_  
                    First                      Last

Department: \_\_\_\_\_ Nominee Position: \_\_\_\_\_

**Justification for Paid-Time-Off Reward  
(must have documentation in at least one of the following categories)**

Check all that apply:

- Consistently exceeds job standards
- Proactively meets customer needs or solves potential problems
- Represents the work unit and TTU as a customer-oriented, professional, knowledgeable and friendly organization
- Participates in mentoring activities to help co-workers enhance their work performance
- Contributes to a friendly, responsive work environment and high morale

Describe specific instances of outstanding performance that support the items checked above:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Nominator: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
                    First                      Last

Supervisor Section:

Date of last performed appraisal: \_\_\_\_\_ Overall rating: \_\_\_\_\_ Recommended hours to be awarded  
(maximum 32 in a fiscal year): \_\_\_\_\_

Approver: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*attachment of a copy of the latest performance appraisal required

Approvals: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Dept Manager: \_\_\_\_\_ Signature: \_\_\_\_\_

Next Level Mgmt.  
(if applicable): \_\_\_\_\_ Signature: \_\_\_\_\_

SVC/SVP/VP or P/  
SVPAA: \_\_\_\_\_ Signature: \_\_\_\_\_

After filling out please print to obtain signatures. When completed, please scan and send to [awards.recognition@ttu.edu](mailto:awards.recognition@ttu.edu) along with copy of latest performance appraisal.