



**MARGARET RAY AND FLORENCE PRATT
AWARD APPLICATION FORM**

1. Name _____

2. Department / Unit _____

3. Date of this application _____

4. Years of full-time service and date of hire _____

5. Name of Manager _____

6. If you are applying for a leave of absence, state the preferred period of time for which this award is sought:

From _____ To _____

NOTE: If you are requesting a leave of absence, your manager's approval is necessary before this application will be considered. The manager may not approve an application for a particular period of time if the work of the department will be adversely affected by the employee's absence.

Approval of Manager _____

7. I acknowledge that I have reviewed the terms of the award and that I agree that upon completion of the Award, I will provide a brief summary to the Director of Human Resources describing how the award was used. Victoria University may use this summary for promotional purposes.

8. Your signature _____

Please submit this form to the Selection Committee c/o Joanne Evans, Director,
Human Resources by e-mail to **vic.hr@utoronto.ca**