

UNIVERSITY HOSPITAL AND MEDICAL CENTER

Referral Compensation Request

I, _____ request referral compensation. My efforts have resulted in the recruitment of _____.

Referral Bonus is paid in two installments. Fifty percent (50%) or \$1,000 after the new hire successfully completes their first full pay period and the balance, fifty percent (50%) or \$1,000 the first full pay period after the new hire successfully completes their probationary period, provided both individuals are still employed with University Hospital and Medical Center.

	Date	Amount
1 st payment	_____	_____
2 nd payment	_____	_____

Employee

Date

Human Resources Director

Date