

Nishnawbe-Aski Legal Services Corporation

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L "rCLR.Δ³

May 2, 2024

Jonathon Quequish
Box 535
Sioux Lookout, ON
P8T 1A8

Mailing Address:

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Thunder Bay, Ontario
P7B 2V3

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Website:

[Http://www.nanlegal.on.ca](http://www.nanlegal.on.ca)

RE: Leave of Absence

Dear Jon Quequish

This letter is to confirm your leave of absence from Nishnawbe-Aski Legal Services Corporation starting **April 1, 2024**, and ending **July 31, 2024**.

Should you wish to return to work at an earlier date, you are required to provide your manager with a written request of your intention to return to work. This must be received at least **14 days in advance** of your anticipated early return date.

The following summarizes the terms of your leave:

PAYROLL

This is an unpaid leave of absence. You will be paid for any days worked up to the start of your leave of absence.

HEALTH & PENSION BENEFITS

Your health and pension benefits will cease while on leave and will resume upon your return to work.

COMMUNICATION

While on leave, you will be informed of critical work-related events (e.g. passing of clients, change in staffing, etc.). Your preferred method of communication is via your personal email:

jon.quequish@gmail.com



Head Office:

100 Anemki Drive, Suite 106
Fort William First Nation, ON
P7J 1J4

We respectfully request that you contact your manager a minimum of **two (2) weeks** in advance of your anticipated return date (July 31, 2024), in order to allow time for discussion about your transition back into the workplace.

While on leave, please contact your manager and/or the HR Department with any questions or concerns you may have.

We wish you all the best on your leave,

Nishnawbe-Aski Legal Services Corporation



Colette Shwetz
Director of Human Resources

Cc: Finance Department

Cc. Employee File