



**NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
REQUEST FOR FLEXIBLE SUMMER HOURS**

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|-------------------|--------------------|
| Name of Employee: | JERRY RODRIGUEZ |
| Position: | Glacier Caseworker |
| Date of Request: | June 13/23 |

Flexible Hours Period:

FROM 19 June 2023 TO 30 August 2023
 Day Month Year Day Month Year

Flexible Hour Work Schedule (from June 17 – August 30).

(Hours of work must be the same for the entire summer). Employees must work Monday to Friday for a total of 35 hours per week. This schedule is available for full-time and contract staff only.

The hours of work for the Receptionist and the summer students shall remain from 9:00 a.m. to 5:00 p.m. Monday to Friday.

All staff must have this request approved by your immediate manager/supervisor prior to commencing flexible hours. Each department manager/supervisor shall ensure that there is someone available to answer any inquiries during the regular business hours (9:00 a.m. to 5:00 p.m. daily).

| Option Selection Below | | Please √ (one option only) |
|------------------------|--|-------------------------------------|
| Option #1 | 8:00 a.m. – 4:00 p.m. (1 hour lunch) | <input type="checkbox"/> |
| Option #2 | 8:30 a.m. – 4:00 p.m. (1/2 hour lunch) | <input checked="" type="checkbox"/> |
| Option #3 | 8:30 a.m. – 4:30 p.m. (1 hour lunch) | <input type="checkbox"/> |
| Option #4 | 9:00 a.m. – 4:30 p.m. (1/2 hour lunch) | <input type="checkbox"/> |
| Option #5 | 9:00 a.m. – 5:00 p.m. (1 hour lunch) | <input type="checkbox"/> |

[Signature]
 Employee's Signature

[Signature: George Edwards]
 Approval by Manager (Approval by Executive Director for Management Submissions)

June 13/23
 Date

June 13/23
 Date