



## NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

### VACATION CARRY-OVER REQUEST

Date:	March 13, 2024
Name of Employee:	Kevin Romyn
Position:	Staff Lawyer
Supervisor:	Renzo Caron
Program:	Staff Lawyers

#### VACATION CREDITS

Carry-over balance: \_\_\_\_\_

No. of days requested: 2

#### REASON FOR CARRY-OVER AND DATE TO BE TAKEN

Due to court commitments unable to take all vacation time. Request to carry over 2 days vacation to be used in the new fiscal year after April 1, 2024.

Employee's Signature \_\_\_\_\_

Date: March 13, 2024

Supervisor's Signature \_\_\_\_\_

Date: 13. MAR. 24

Executive Director  
Signature \_\_\_\_\_

Date: \_\_\_\_\_

#### 12) Carrying Over Vacation Leave

- The carry over request form must be filled out and signed by a manager and the Executive Director for an **excess** of a 5 day carry over.
- Carry over requests must be made on or before March 15 of the fiscal year and be accompanied with an explanation for how and when the employee plans to use the carry over days in the next fiscal year.
- All approved carry over must be used by March 31. Failure to use the carry over by March 31 of the following fiscal year will result in forfeiture of the carry over.