



## NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

### REQUEST FOR FLEXIBLE SUMMER HOURS

Name of Employee:	Taina Martin
Position:	Community Learning HUB
Date of Request:	July 22, 2024

**Flexible Hours Period:**

FROM 24 07 24 TO 30 08 24  
 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"/>

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 Employee's Signature

06-22-2024  
 \_\_\_\_\_  
 Date

\_\_\_\_\_  
 Approval by Manager (Approval by Executive Director for Management Submissions)

22/07/24  
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 Date