



NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

VACATION CARRY-OVER REQUEST

Date:	February 8 th , 2024
Name of Employee:	Teah Buffalo
Position:	community justice coordinator
Supervisor:	Renzo Caron
Program:	Fly in court/starlink

VACATION CREDITS

Carry-over balance:
No. of days requested:

35 hrs

REASON FOR CARRY-OVER AND DATE TO BE TAKEN

want to use them after march
a day or 2 in April when my
nephew is born and the rest in
May for the same reason.

Employee's Signature

Teah Buffalo

Date:

Feb 8 2024

Supervisor's Signature

[Signature]

Date:

08/FEB/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.