



NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
VACATION CARRY-OVER REQUEST

Date:	March 7, 2024
Name of Employee:	Shirley Keesick
Position:	Restorative Justice
Supervisor:	Ken Sackaney
Program:	

VACATION CREDITS

Carry-over balance:
No. of days requested:

2 hrs

REASON FOR CARRY-OVER AND DATE TO BE TAKEN

2 hours carry-over to fiscal year Apr. 1, 2024

Employee's Signature Shirley Keesick
Supervisor's Signature Ken Sackaney
Executive Director Signature _____

Date: March 7, 2024
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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.

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