



NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
VACATION CARRY-OVER REQUEST

Date:	Feb. 28 / 24
Name of Employee:	Bryan Phelan
Position:	Gladue Writer
Supervisor:	Lenny Carpenter
Program:	Gladue

VACATION CREDITS

Carry-over balance: 91 hours

No. of days requested: 91 hrs (=13 days)

REASON FOR CARRY-OVER AND DATE TO BE TAKEN

I was on a family caregiver leave from late Oct./23 to early Feb./24, so I did not use vacation days during that period.

5 vacation days (plus 3 lieu days off) have already been booked for March/24 to reduce accumulated vacation credits to the current 13 days. The rest of that month I will be working on Gladue reports that were on hold during my leave.

I plan to use the 13 vacation days to be carried over in July-Aug./24. Thank you.

Employee's Signature Bryan Phelan

Date: Feb. 28, 2024

Supervisor's Signature [Signature]

Date: March 5, 2024

Executive Director Signature [Signature]

Date: March 20 24

12) Carrying Over Vacation Leave

- a. 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.
- b. 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.
- c. 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.