



NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

VACATION CARRY-OVER REQUEST

Date:	March 7, 2024
Name of Employee:	Kenneth Sackaney
Position:	Restorative Justice Manager - West
Supervisor:	Chantelle Johnson
Program:	Justice Programs

VACATION CREDITS

Carry-over balance: 35
No. of days requested: 5

REASON FOR CARRY-OVER AND DATE TO BE TAKEN

HRIS Issues gave me more hours, I am broke at the moment but will figure out when I will use it.

Employee's Signature 

Date: March 7, 2024

Supervisor's Signature _____

Date: _____

Executive Director
Signature 

Date: March 8/24

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.