## Nishnawbe-Aski Legal Services Corporation

July 29, 2020

Ms. Holly Sitch PO Box 1006 Nipigon, ON POT 2J0

## Mailing Address:

1805 Arthur St. East Unit 100 Thunder Bay, ON P7E 2R6

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## **Head Office:**

138B Mission.Rd, Fort William First Nation, ON P7J 1K7 Dear Holly;

## **RE: Leave of Absence Request Approved With Condition**

Your leave of absence request dated July 24, 2020 related to your particular leave situation from August 4, 2020 to March 31, 2021 is approved with a condition.

You have been offered and you have accepted a contract as Discharge Coordinator with Nishnawbe Aski Legal Services Corporation that is currently funded as a new position to end of March 21, 2021. You wish to return to your current position as Travel/Payroll Coordinator upon the expiration of the leave if funding for the new position is not renewed beyond March 31, 2021.

This approval is subject to a condition that you provide two-week training to your Travel/Payroll Coordinator replacement.

Your benefits will continue in your new position.

Congratulations on being the successful Discharge Coordinator candidate. This is a well-earned opportunity and wish you the very best in your new role.

If you have any questions, please contact the Human Resource Manager Colette Shwetz at anytime.

Sincerely – Miigwetch

Irene Linklater

**Executive Director NALSC** 

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