Nishnawbe-Aski Legal Services
Corporation

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July 29, 2020

Ms. Holly Sitch
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Nipigon, ON
P0T 2J0

Mailing Address:

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Thunder Bay, ON
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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

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Irene Linklater
Executive Director NALSC