Nishnawbe-Aski Legal Services

NALSC Branch Office c/o NAN Eastern Office 145 Wilson Avenue Timmins, ON P4N 2T2

June 6, 2012

Dear Roberta,

Re: Employee Leave Concerns

This letter is in regard to employee leave concerns that took place during the evening of May 31, 2012 at which time I received a number of texts via phone one at 7:38 p.m. stating that you were still at work and another one at 9:16 p.m. stating that you decided at that point to take overtime leave off the next day June 1, 2012 and would return back to work on Monday June 4, 2012.

As per policy page 22 e) The employer shall grant lieu time when it is convenient to both the employee and the employer provided that it is requested, in writing 3 days in advance.

There was no three day advance request or convenience to take time off for both employee and employer, and the request was taken without pre-approval. After meeting with the Executive Director it was decided that your professional conduct with respect to this matter was compromised when leave was taken without approval. However, your Request for Leave form will be signed approved and this first letter of warning will be applied to your personnel file.

Please be advised that further incidents of this nature are subject to strict disciplinary action.

In future, please abide the personnel policy when taking leave.

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Thank You,

Carol Kakegahon

Talking Together Program Manager

cc. Celina Reitberger-Executive Director

Mary Jean Robinson-LAO Area Director

Personnel File