



NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

VACATION CARRY-OVER REQUEST

Date:	March 7, 2023
Name of Employee:	Roberta Wesley
Position:	CLW
Supervisor:	Heather Baillie
Program:	LAO

VACATION CREDITS

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

REASON FOR CARRY-OVER AND DATE TO BE TAKEN

Unable to take all vacation due to Busy schedules and being Dedicated to our People. Meegwetch Roberta

Employee's Signature		Date:	<u>March 7/2023</u>
Supervisor's Signature		Date:	<u>Mar 14/2023</u>
Executive Director Signature		Date:	<u>March 14/23</u>

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.