NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

REQUEST FOR FLEXIBLE SUMMER HOURS

Name of Employee:	
Position:	
Date of Request:	

Flexible Hours Period:

FROM _____ TO _____

Day Month Year Day Month Year

Flexible Hour Work Schedule (from June 17 – August 30).

(**Hours of work must be the same for the entire summer**). Employees must work Monday to Friday for a total of 35 hours per week. This schedule is available for full-time and contract staff only.

The hours of work for the Receptionist and the summer students shall remain from 9:00 a.m. to 5:00 p.m. Monday to Friday.

All staff must have this request approved by your immediate manager/supervisor prior to commencing flexible hours. Each department manager/supervisor shall ensure that there is someone available to answer any inquiries during the regular business hours (9:00 a.m. to 5:00 p.m. daily).

Option Selection Below		**Please √ (one option only)**
Option #1	8:00 a.m. – 4:00 p.m. **(1 hour lunch)**	☐
Option #2	8:30 a.m. – 4:00 p.m. **(1/2 hour lunch)**	☐
Option #3	8:30 a.m. – 4:30 p.m. **(1 hour lunch)**	☐
Option #4	9:00 a.m. – 4:30 p.m. **(1/2 hour lunch)**	☐
Option #5	9:00 a.m. – 5:00 p.m. **(1 hour lunch)**	☐

_____ _____

Employee's Signature Date

_____ _____

Approval by Manager (Approval by Executive Director for Management Submissions) Date