



NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

REQUEST FOR LEAVE RECORD

Date: 3/26/23
Name of Employee: Irene Linklater
Position: Executive Director
Supervisor: Board Chair

Form required 3 days in advance for Vacation, Sick (Medical), Management, Lieu Time and Other.

Start Time Off
Date March 31, 2023 Time 9:00 a.m.
Return To Work
Date April 3, 2023 Time 9:00 a.m.
Number of Days _____ Number of Hours 7 hrs

If sick leave – medical certificate provided Y or N? _____

Type of Leave

Please checkmark one.

- Lieu Time (L)
- Sick (S)
- Management
- (M) Vacation (V)

If L, S, M, & Other – Reason given:

one management day for Friday March 31, 2023.

If Leave is Without Pay (Check Here)

Employee's Signature *Irene Linklater*
Date March 26, 2023

Supervisor's Signature *[Signature]*
Date March 28 2023

Executive Director Approval (Required for M, B Leave) _____ Date: _____