



NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

REQUEST FOR LEAVE RECORD

Amended Leave:

Date: 15-Jun-2022
Name of Employee: Irene Linklater
Position: Executive Director
Supervisor: Board Chair

*Linklater
July 27/22*

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

Start Time Off

Date 20-Jul-2022 Time 9:00 a.m.

Return To Work

Date 26-Jul-2022 Time 9:00 a.m.

Number of Days 4 Number of Hours _____

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:

*Due to work duties, had to reduce Leave to two days.
Linklater*
*one management day used from Month of June on July 22nd.
3 vacation days used July 21st.*

If Leave is Without Pay (Check Here)

Employee's Signature Irene Linklater

Supervisor's Signature _____

Date 15-Jun-2022

Date June 15 2022

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

Date: _____