



**NISHNAWBE-ASKI LEGAL SERVICES CORPORATION**

**REQUEST FOR LEAVE RECORD**

Date: 27-Nov-2023  
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 30-Nov-2023 Time 9:00 a.m.

**Return To Work**

Date 04-Dec-2023 Time 9:00 a.m.

Number of Days 2 Number of Hours 14

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

**Type of Leave**

Please checkmark one.

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

**If L, S, M, & Other – Reason given:**

2 Cultural Leave Days Thursday Nov. 30 & Friday Dec. 1.

**NOTE: There is no Cultural Leave Box in HR Form to check off.**

If Leave is Without Pay (Check Here)

Employee's Signature Irene Linklater

Date 27-Nov-2023

Supervisor's Signature [Signature]

Date Nov 28 2023

Executive Director Approval  
(Required for M, B Leave) \_\_\_\_\_

Date: \_\_\_\_\_