



NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

REQUEST FOR LEAVE RECORD

Date: 1/6/23
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 APRIL 11, 2023 Time 9:00 a.m.

Return To Work

Date APRIL ¹⁷13, 2023 Time 9:00 a.m.

Number of Days _____ Number of Hours 14 7 hours only Linklater

April 5, 2023

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:

2 MANAGEMENT Days for months of March & April 2023, to be taken for APRIL 11 & 12.

NOTE: ***2 VAC Days on April 13 & 14 [Return to Work is April 17] prepared as required by HRIS by separate Leave Request Form

If Leave is Without Pay (Check Here)

Employee's Signature *Irene Linklater*

Date January 6, 2023

Supervisor's Signature *[Signature]*

Date Jan 9 2023

Executive Director Approval
(Required for M, B Leave)

Date: _____