



NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

REQUEST FOR LEAVE RECORD

Date: 04-Jul-2022
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-Jun-2022 Time 9:00 a.m.

Return To Work

Date 04-Jul-2022 Time 9:00 a.m.

Number of Days _____ Number of Hours 5.0 hours.

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:

Note: Sick leave taken on Thursday June 30, 2022 for 5.0 hours. NAN LEGAL HR Policy provides office closure at 3:00 p.m. immediately before a Statutory day falling on a week-end.

If Leave is Without Pay (Check Here)

Employee's Signature Irene Linklater

Date 04-Jul-2022

Supervisor's Signature [Signature]

Date July 4 2022

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

Date: _____