



**NISHNAWBE-ASKI LEGAL SERVICES CORPORATION**

**REQUEST FOR LEAVE RECORD**

Date: 1/12/22  
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 February 17, 2021 Time 9:00 a.m.

**Return To Work**

Date February 22, 2021 Time 9:00 a.m.

Number of Days 2 Number of Hours \_\_\_\_\_

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

<b>Type of Leave</b>	
Please checkmark one.	
<input type="checkbox"/> Lieu Time (L)	<b>If L, S, M, &amp; Other – Reason given:</b> 2 Management Days for months of January & February 2022. Note: Monday Feb. 21 is Family Day/NALSC Statutory Day-office closed
<input type="checkbox"/> Sick (S)	
<input checked="" type="checkbox"/> Management	
<input type="checkbox"/> (M) Vacation (V)	

If Leave is Without Pay (Check Here)

Employee's Signature Irene Linklater  
Date January 12, 2022

Supervisor's Signature [Signature]  
Date January 19 2022

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