



NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

REQUEST FOR LEAVE RECORD

Date: 2/23/22
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 APRIL 19, 2022 Time 9:00 a.m.

Return To Work

Date April 25, 2021 Time 9:00 a.m.

Number of Days 4 Number of 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:

1 Management Day for month of APRIL 2022.
3 Vacation Days
(note: Monday April 18 is Easter Monday - statutory day)

If Leave is Without Pay (Check Here)

Employee's Signature Irene Linklater
Date FEB. 23, 2021

Supervisor's Signature [Signature]
Date Feb 24 2022

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