



NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

REQUEST FOR LEAVE RECORD

Date: 4/14/22
Name of Employee: Bryan Phelan
Position: Gladue Writer
Supervisor: George Edwards

Form required 3 days in advance for Vacation, Sick (Medical), Management, Lieu Time and Other.

Start Time Off

Date July 4, 2022 Time _____

Return To Work

Date July 18, 2022 Time _____

Number of Days 10 Number of Hours _____

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

<u>Type of Leave</u>	
Please checkmark one.	
<input type="checkbox"/> Lieu Time (L)	If L, S, M, & Other – Reason given: Submitting this as a paper copy request as directed, as new HRIS system is not currently set up to process vacation requests & request is timely (need to coordinate schedules with other travellers, book flights & accommodations, etc.).
<input type="checkbox"/> Sick (S)	
<input type="checkbox"/> Management	
<input checked="" type="checkbox"/> (M) Vacation (V)	

If Leave is Without Pay (Check Here)

Employee's Signature Bryan Phelan
Date April 14, 2022

Supervisor's Signature _____
Date _____

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

Bryan Phelan

From: George Edwards
Sent: April 14, 2022 10:44 AM
To: Bryan Phelan
Subject: RE: B Phelan - vacation request July 5-14/22

Bryan,
Your vacation request is approved. As discussed over the phone, just resubmit when vacation credits are entered onto the HRIS. Thanks.

From: Bryan Phelan
Sent: April 14, 2022 11:38 AM
To: George Edwards <gedwards@nanlegal.on.ca>
Subject: B Phelan - vacation request July 5-14/22

Attached is the hard copy request.

Thanks,
Bryan

From: George Edwards
Sent: April 14, 2022 9:52 AM
To: Bryan Phelan <bphelan@nanlegal.on.ca>
Cc: Colette Shwetz <cshwetz@nanlegal.on.ca>
Subject: RE: HRIS - vacation hours

Hi Bryan,
I was just going to respond, as Colette suggested maybe wait for the new vacation credits to be inputted into the HRIS. I will let you know when it is ready to go. Or, yes, you can submit a hard copy for now. Thanks.

From: Bryan Phelan
Sent: April 14, 2022 10:46 AM
To: George Edwards <gedwards@nanlegal.on.ca>
Cc: Colette Shwetz <cshwetz@nanlegal.on.ca>
Subject: HRIS - vacation hours

Hi George,

This morning I attempted to book through HRIS two weeks of summer vacation time off for the period July 4-15, 2022.

HRIS indicated I had 'zero' vacation hours available, so I'm assuming vacation hours available to employees for this new fiscal year have not yet been entered into the HRIS system? If not, do you know when this will be done?

I would like to book this time off as soon as possible, as I need to book airline flights as well.