



NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

REQUEST FOR LEAVE RECORD

Date: 27-Nov-2023
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

JL Date ~~30-Nov-2023~~ and Dec. 1, 2023 Time 9:00 a.m.

Return To Work

Date 04-Dec-2023 Time 9:00 a.m.

JL Number of Days 2 1 Number of Hours 14 7 hrs

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: *JL*

2 Cultural Leave Days Thursday Nov. 30 & Friday Dec. 1. *JL*

NOTE: There is no Cultural Leave Box in HR Form to check off.

If Leave is Without Pay (Check Here)

Employee's Signature *Irene Linklater*

Supervisor's Signature *[Signature]*

Date 27-Nov-2023

Date Nov 28 2023

Executive Director Approval
(Required for M, B Leave)

Date: _____