



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

Date 29-Nov-2023 and Time 9:00 a.m.
Dec 1, 2023

Return To Work

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

Number of Days 2 Number of Hours 14

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

Type of Leave	
Please checkmark one.	
<input type="checkbox"/> Lieu Time (L)	If L, S, M, & Other – Reason given: <u>Wednesday 29</u> 2 Cultural Leave Days Thursday Nov. 30 & Friday Dec. 1. NOTE: There is no Cultural Leave Box in HR Form to check off.
<input type="checkbox"/> Sick (S)	
<input type="checkbox"/> Management	
<input type="checkbox"/> (M) Vacation (V)	

If Leave is Without Pay (Check Here)

Employee's Signature Irene Linklater
Date 27-Nov-2023

Supervisor's Signature [Signature]
Date Nov 28 2023

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