



NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

REQUEST FOR LEAVE RECORD

Date: April 12, 2022
 Name of Employee: Lenny Carpenter
 Position: Gladue writer
 Supervisor: George Edwards

Please provide copies as follows:
 1 copy – Employee
 1 copy – Finance/HR
 1 copy - Supervisor

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

Start Time Off

Date April 19, 2022 Time 9 am

Return To Work

Date May 2, 2022 Time 9 am

Number of Days 9 Number of Hours 63

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

Type of Leave

Please checkmark one.

- Bereavement (B)
- Lieu Time (L)
- Sick (S)
- Management (M)
- Vacation (V)

*HRIS not updating vacation days
(says I have no hours)*

If B, L, S, M, & Other – Reason given:

If Leave is Without Pay (Check Here)

Employee's Signature [Signature]

Supervisor's Signature _____

Date April 12, 2022

Date _____

Executive Director Approval
(Required for M, B Leave)

Date: _____