



**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 MARCH 17, 2022 Time 9:00 a.m.

**Return To Work**

Date MARCH 24, 2021 Time 9:00 a.m.

Number of Days 5 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 March 2022.  
4 Vacation Days

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: \_\_\_\_\_