|  |  |
| --- | --- |
| NALSC Logo BW Bmp | **NISHNAWBE-ASKI LEGAL SERVICES CORPORATION**  **REQUEST FOR LEAVE RECORD** |

|  |  |  |  |
| --- | --- | --- | --- |
| Date: | **February 28, 2022** |  | Please provide copies as follows:  1 copy – Employee  1 copy – Finance/HR  1 copy - Supervisor |
| Name of Employee: | **Ricarda Ritch** |  |
| Position: | **Talking Together Facilitator** |  |
| Supervisor: | **Carol Buswa** |  |

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Start Time Off** | |  | |  | |  |
| Date | **February 28, 2022** | | | | Time | **9:00am** |
| **Return To Work** | |  |  | | |  |
| Date | **March 1, 2022** | | | | Time | **5:00pm** |
|  | |  |  | | |  |
| Number of Days | | **1** | Number of Hours | | | **7** |

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

|  |  |  |
| --- | --- | --- |
| **Type of Leave**  Please checkmark one. | | |
|  | Bereavement (B) | **If B, L, S, M, & Other – Reason given:** |
| **X** | Sick (S) | Would like to use up 2 hours sick time and 5 hours vacation. I was sick home with Covid-19. |
|  | Management (M) |
| X | Vacation (V) |

|  |  |
| --- | --- |
| If Leave is Without Pay (Check Here) |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employee’s Signature | ***Ricarda Ritch*** | | Supervisor’s Signature |  | |
| Date | ***Feb 28, 2022*** | | Date |  | |
| Executive Director Approval (Required for M, B Leave) | |  | | Date: |  |
|  | |

Updated 10/03/2022