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

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| --- | --- | --- | --- |
| Date: | **February 28, 2022** |  | Please provide copies as follows:1 copy – Employee1 copy – Finance/HR1 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.**

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| --- | --- | --- | --- |
| **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** |

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

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| **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) |

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

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| 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