



NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

REQUEST FOR LEAVE RECORD

Date: 2/25/22
Name of Employee: Alana Odawa
Position: Restorative Justice SADV
Supervisor: Chantelle Johnson

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

Start Time Off
Date March 10, 2022 Time 9 am

Return To Work
Date March 14, 2022 Time 9 am

Number of Days 2 Number of Hours _____

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

Type of Leave	
Please checkmark one.	
<input type="checkbox"/> Lieu Time (L)	If L, S, M, & Other – Reason given: _____ _____
<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 Alana Odawa Supervisor's Signature _____
Date February 25, 2022 Date _____

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