



**NISHNAWBE-ASKI LEGAL SERVICES CORPORATION**

**REQUEST FOR LEAVE RECORD**

Date: 7/26/23  
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 August 3, 2023 Time 09:00

Return To Work  
Date August 8, 2023 Time 09:00

Number of Days \_\_\_\_\_ Number of Hours 14

If sick leave – medical certificate provided Y or N? \_\_\_\_\_

**Type of Leave**

Please checkmark one.

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

If L, S, M, & Other – Reason given:

**NOTE: Monday AUG. 7 statutory day offices closed.  
Return to work Tuesday August 8th for my trip to LSO Toronto.  
(management days Thursday Aug. 3 and Friday Aug.4**

If Leave is Without Pay (Check Here)

Employee's  
Signature Irene Linklater  
Date July 26, 2023

Supervisor's  
Signature [Signature]  
Date July 26 2023

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