



NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

REQUEST FOR LEAVE RECORD

Date: 26-May-2022
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 09-Jun-2022 Time 4:30 p.m.

Return To Work

Date 13-Jun-2022 Time 8:30 a.m.

Number of Days 1 Number of Hours _____

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:

One management day for month of MAY 2022
Leave Day is Friday June 10, 2022.

If Leave is Without Pay (Check Here)

Employee's Signature Irene Linklater

Date 26-May-2022

Supervisor's Signature [Signature]

Date May 26 2022

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

Date: _____