



NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
REQUEST FOR LEAVE RECORD

Date: 1/6/23
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 February 8, 2023 Time 0900 a.m.

Return To Work

Date February 13, 2023 Time 0900 a.m.

Number of Days _____ Number of Hours 7 hrs

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:

management day leave used from month of December 2022.

If Leave is Without Pay (Check Here)

Employee's Signature *Irene Linklater*
Date January 6, 2023

Supervisor's Signature *[Signature]*
Date Jan 9 2023

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