



# NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

## REQUEST FOR LEAVE RECORD

Date: March 15, 2022  
 Name of Employee: Carol Buswa  
 Position: JTP/MSBH Manager  
 Supervisor: Irene Linklater

Please provide copies as follows:  
 1 copy – Employee  
 1 copy – Finance/HR  
 1 copy - Supervisor

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

### Start Time Off

Date March 21, 2022 Time 9-5p.m

### Return To Work

Date March 28, 2022 Time \_\_\_\_\_

Number of Days 5 Number of Hours \_\_\_\_\_

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

### Type of Leave

Please checkmark one.

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

**If B, L, S, M, & Other – Reason given:**

If Leave is Without Pay (Check Here)

Employee's Signature CBuswa

Supervisor's Signature \_\_\_\_\_

Date March 15/22

Date \_\_\_\_\_

Executive Director Approval  
(Required for M, B Leave)

\_\_\_\_\_ Date: \_\_\_\_\_