



NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

REQUEST FOR LEAVE RECORD

Amended by (attached)

Board Chair Email

Dated June 27, 2022

Date: 07-Jun-2022

Name of Employee: Irene Linkater

Position: Executive Director

Supervisor: Board Chair

approval for change

in Date - to take

June 29 instead

of June 20th.

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

Start Time Off

Date 20-Jun-2022

Time 9:00 a.m.

I Linklater

Return To Work

Date 22-Jun-2022

Time 9:00 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 the Month of May 2022
Leave day is now Monday June 20th

Please note Tuesday June 21 is National Indigenous Day and NALSC office is closed by policy.

If Leave is Without Pay (Check Here)

Employee's Signature Irene Linklater

Date 07-Jun-2022

Supervisor's Signature *[Signature]*

Date June 8 2022

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

Date: _____

Irene Linklater

From: Jim Beardy <jbeardy@slaamb.on.ca>
Sent: June 27, 2022 3:14 PM
To: Irene Linklater
Subject: RE: change is Management Leave Day to June 29

CAUTION - EXTERNAL E-MAIL- Do not click or open attachments unless you recognize the sender.

Ok
That's fine

From: Irene Linklater <llinklater@nanlegal.on.ca>
Sent: June 27, 2022 12:15 PM
To: Jim Beardy <jbeardy@slaamb.on.ca>
Subject: change is Management Leave Day to June 29

Anin Jim

This is to request Change in Date for my Management Day Leave Request.

I ended up having to work on Monday June 20.

Request your email approval to change my Management Day Leave from June 20 to JUNE 29 instead.

Colette will be Acting ED on June 29th.

Migiwetch
Irene