



NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

REQUEST FOR LEAVE RECORD

Date: April 5, 2022
Name of Employee: Susan Cheechoo
Position: TTF
Supervisor: Carol Buswa

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 April 4, 2022 Time 9:00am

Return To Work

Date April 11, 2022 Time 9:00am

Number of Days 5 Number of Hours _____

If sick leave – medical certificate provided Y or N? Yes

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:

See Doctor's note

If Leave is Without Pay (Check Here) _____

Employee's
Signature

Susan Cheechoo

Supervisor's
Signature

Date

April 5/2022

Date

Executive Director Approval
(Required for M, B Leave)

Date:
