



**NISHNAWBE-ASKI LEGAL SERVICES CORPORATION**

**REQUEST FOR LEAVE RECORD**

Date: 3/1/22  
Name of Employee: Susan Cheechoo  
Position: TTF  
Supervisor: Carol Buswa

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

**Start Time Off**  
Date March 9, 2022 Time 9:00 am

**Return To Work**  
Date March 14, 2022 Time 9:00am

Number of Days 3 Number of Hours \_\_\_\_\_

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

<b>Type of Leave</b>	
Please checkmark one.	
<input type="checkbox"/> Lieu Time (L)	<b>If L, S, M, &amp; Other – Reason given:</b> Medical appointment in Kingston, ON
<input checked="" type="checkbox"/> Sick (S)	
<input type="checkbox"/> Management	
<input type="checkbox"/> (M) Vacation (V)	

If Leave is Without Pay (Check Here)

Employee's Signature Susan Cheechoo  
Date March 2, 2022

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

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