



NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

REQUEST FOR LEAVE RECORD

Date: 6/28/23
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 June 30, 2023 Time 10:30 - 12 noon

Return To Work

Date June 30, 2023 Time 12 noon

Number of Days _____ Number of Hours 1.5 hrs.

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

Type of Leave

Please checkmark one.

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

If L, S, M, & Other – Reason given:

Final Dental appt. to get Crown.

If Leave is Without Pay (Check Here)

Employee's Signature Irene Linklater

Date June 28-2023

Supervisor's Signature [Signature]

Date June 30 2023

Executive Director Approval
(Required for M, B Leave)

_____ Date: _____