



NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

REQUEST FOR LEAVE RECORD

Date: March 7, 2022
Name of Employee: Kenneth Sackaney
Position: Restorative Justice Worker
Supervisor: Chantelle Johnson

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 10 Time 9am

Return To Work

Date March 14 Time 9am

Number of Days 2 Number of Hours 14

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

Supervisor's Signature

Date March 7, 2022

Date _____

Executive Director Approval
(Required for M, B Leave)

Date: _____