



THE ALASKA CLUB

Employee Leave Request Form

Employee Name

Employee Number

I hereby request leave for the purpose indicated below:

Vacation

From: _____

Thru: _____

Sick

From: _____

Thru: _____

Leave Without Pay

From: _____

Thru: _____

Leave Request Hours

Vacation Leave _____ Hours

Sick Leave _____ Hours

Business Leave _____ Hours

Leave Without Pay _____ Hours

Employee Signature

Date

Supervisor Signature

Date

Manager Signature

Date