



### Missouri Athletic Club Vacation Request Form

Employee Name \_\_\_\_\_ Today's Date \_\_\_\_\_  
Hire Date \_\_\_\_\_ Clock# \_\_\_\_\_ H.R. Approval \_\_\_\_\_

Please indicate requested vacation days for up to two different vacation periods and return this form to Payroll. Payroll will verify accrued, unused vacation and forward the form to your Department Head for approval. You may check on the request three to five days after you submit it.

FIRST VACATION PERIOD				
FROM	TO	Total # of vacation days	Employee Signature	Department Head Approval Signature and Date
/ /	/ /			

SECOND VACATION PERIOD				
FROM	TO	Total # of vacation days	Employee Signature	Department Head Approval Signature and Date
/ /	/ /			

Please check the box  if you are going to be on vacation during a payweek AND would like your paycheck early. (You must notify Payroll at least one week in advance)



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