Policy Title: Vacation

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time in this policy:

- Regular full-time employees

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule:

- Upon initial eligibility the employee is entitled to 0 vacation days each year
- After 1 year of service the employee is entitled to 5 vacation days each year
- After 3 years of eligible service the employee is entitled to 10 vacation days each year
- After 4 years of eligible service the employee is entitled to 11 vacation days each year
- After 5 years of eligible service the employee is entitled to 12 vacation days each year
- After 6 years of eligible service the employee is entitled to 13 vacation days each year
- After 7 years of eligible service the employee is entitled to 14 vacation days each year
- After 8 years of eligible service the employee is entitled to 15 vacation days each year.

The length of eligible service is calculated on the basis of a "benefit year." This is a 12-month period that begins when the employee starts to earn vacation time. An employee benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation (See individual leave of absence policies for more information.)

Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. Earned vacation time is available for use in the year following its accrual.

Paid vacation time can be used in minimum increments of one half-day. To take vacation, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Vacation rate is equal to the employee's regular hourly rate.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the benefit year, employees will forfeit the unused time.

Policy Title: Vacation

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day worked. However, if MGS, in its sole discretion, terminates employment for cause, forfeiture of unused vacation time may result.