Policy Title: Holidays

MGS will grant holiday time off to all employees on the holidays listed below:

- New Year's Day (Jan 1)
- Good Friday (Friday before Easter)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Christmas Eve (December 24) -1/2 day
- Christmas (December 25)

MGS will grant paid holiday time off to all eligible employees who have completed 30 calendar days of service in an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) for eight hours. Eligible employee classification(s):

*Regular full-time employees

To be eligible for holiday pay, employees must work the last scheduled day immediately preceding and the first scheduled day immediately following the holiday.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid vacation time, holiday pay will be provided instead of the vacation pay that would otherwise have applied.

Paid time off for holidays will be counted as hours worked for purposes of determining overtime.