

7.4 Vacation

- (1) The purpose of vacation is to allow employees and department heads time away from their work environment to relax and refresh. MTA encourages all employees to take their accrued vacation.
- (2) Vacation accrual begins on the date of hire. Vacation accrual rates are based on 2080 work hours per year. All employees shall be entitled to accrue vacation time and utilize vacation time with pay, subject to the following terms:
 - a) All FTE employees, other than department heads, after six months of ~~continuous~~ employment, shall be entitled to a vacation based upon the accrual rate of 0.039 hours per paid hour ~~one hour for every 26.00 paid hours (10 days per year)~~.
 - b) All FTE employees, other than department heads, after four years of ~~continuous~~ employment, shall be entitled to a vacation based upon an accrual rate of ~~one hour for every 17.33 paid hours (1.5 days per year)~~ 0.057 hours per paid hour.
 - c) ~~All FTE employees, other than department heads, after seven years of continuous employment, shall be entitled to vacation based upon an accrual rate of one hour for every 13.00 paid hours (20 days per year)~~ 0.077 hours per paid hour.
 - d) Department heads shall accrue vacation at the rate of 0.096 per paid hour from the date of hire. d) revised - 01/24/2020 to reflect correct accrual rate. Corrected accrual rate: 0.096
- e) ~~(3)~~ (3) All employees and department heads shall be entitled to utilize accrued vacation time after six months of continuous employment.
- ~~(3)~~(4) Vacation schedules must be approved in advance by the immediate supervisor. Employees sign-up for vacation in order of Seniority.
- ~~(5)~~ (5) Employees and department heads cannot accrue more than 240 hours of vacation time.
- ~~(4)~~(6) ~~and employees~~ All employees and department heads may be required to take accrued vacation at the Executive Director's discretion.
- ~~(5)~~(7) Employees and department heads may sell (cash out) up to two weeks of vacation per fiscal year. That is, employees may be paid for vacation hours without taking time off. Two weeks' notice is required to sell vacation.
- ~~(6)~~(8) Vacation time may not be used or sold unless sufficient hours will have been accrued by the end of the pay period in which it is to be used or sold.
- ~~(7)~~(9) Upon termination of employment from MTA, for any reason, the employee or department head will be paid any accrued Vacation Leave in their final paycheck.

