

# Mespai Solutions – Vacation Policy

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Effective Date: March 8<sup>th</sup>, 1994

Policy Owner: People & Culture

Last Reviewed: Jan 1<sup>st</sup>, 2025

## 1. Policy Overview

Mespai Solutions is committed to supporting a healthy work-life balance. We offer an unlimited vacation policy to empower employees to take the time they need for rest, travel, and personal matters, while continuing to meet performance expectations and team commitments.

## 2. Eligibility

This policy applies to all full-time employees of Mespai Solutions unless otherwise outlined in individual employment contracts or agreements.

## 3. Unlimited Vacation Guidelines

- Flexible Time Off: Employees are not limited by a specific number of vacation days. However, vacation time must be reasonable and aligned with individual, team, and company goals.
- Performance Expectations: Employees are expected to ensure that their responsibilities are covered, deadlines are met, and there is no disruption to team operations during their absence.

## 4. Request Process

To ensure transparency and maintain team coordination, all vacation requests must follow these steps:

- Submit via Vacation Portal:  
All vacation time must be submitted through the official vacation portal at least 5 business days in advance, unless due to an emergency or extenuating circumstances.
- Email Notification to Supervisor:  
Employees must send an email to their direct supervisor and copy [vacations@mespail.com](mailto:vacations@mespail.com) with the following details:
  - Dates of intended leave

- Any critical deliverables or responsibilities that need to be delegated or rescheduled
- Emergency contact information (if applicable)

## **5. Emergency Leave**

In case of emergencies where advance notice is not possible, employees must notify their supervisor as soon as reasonably possible and still send a note to [vacations@mespail.com](mailto:vacations@mespail.com) with an explanation and expected return date.

## **6. Manager Discretion**

Managers have the discretion to approve or delay vacation requests to ensure adequate team coverage and business continuity. In cases where conflicts arise (e.g., multiple team members requesting the same period), requests will be evaluated based on business needs and timing of submission.

## **7. Unused Time**

Since this is an unlimited vacation policy, there is no accrual or payout of unused vacation time upon termination of employment.

## **8. Questions**

If you have questions about this policy or how to plan time off, please speak to your supervisor or contact the People & Culture team.