




**Tacoma
Housing
Authority**

Executive Director
Michael Mirra

Board of Commissioners
Derek Young, Chair | Stanley Rumbaugh, Vice Chair
Dr. Minh-Anh Hodge | Dr. Arthur C. Banks | Shennetta Smith

To: THA Housing Authority Staff
From: Michael Mirra, Executive Director
Date: April 30, 2020
Subject: Executive Emergency Authorization #10: Staff Stress Management – Paid Holiday



THA Board Resolution 2020-03-18(1) allows the Executive Director (or his designee) to take emergency actions during the COVID-19 pandemic that he deems necessary to ensure continued operations of Tacoma Housing Authority (THA) while protecting its employees, clients, vendors, partners and the community as a whole.

This Executive Action grants to staff a paid holiday on Monday, May 11, 2020. It recognizes:

- the hard work that the COVID-19 pandemic has required of staff;
- the value of a day off, provided for the purpose, of allowing staff to acknowledge and address the stress that they and their families are feeling from the work during the pandemic, the disruption it has meant to families, and the risk they incur of workplace exposure to the virus;
- the staff need for a breather to refresh for the hard work still to come before this pandemic is over.

As with other THA holidays, staff should confer with their manager if necessary to confirm that their duties can spare them on this date. Managers are urged to try hard to allow this.

This policy change is effective as of April 30, 2020.

Cc: Derek Young, THA Chair