



To: THA Housing Authority Staff
From: Michael Mirra, Executive Director
Date: April 22, 2020
Subject: Executive Emergency Authorization #7: Vacation Cash-Out Policy Exception
UPDATED: REVISING April 17th Version

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, while protecting its employees, clients, vendors, partners and the community as a whole.

Tacoma Housing Authority Vacation Cash-Out Policy Exception

The Emergency Operations Committee is aware of financial hardships some THA staff may be experiencing during the Coronavirus crisis. To help, THA will allow the following exception to its vacation cash-out policy.

1. PURPOSE

Tacoma Housing Authority (THA) will allow eligible staff to cash out a portion of their accrued but unused vacation balance to meet financial hardship or unforeseen emergencies attributable to the pandemic.

2. ELIGIBLE STAFF

All Regular full-time THA employees are eligible.

3. EFFECTIVE DATE AND DURATION

This policy is effective immediately. It will last until the close of business, May 8, 2020.

4. ELIGIBILITY AND LIMITS

4.1 Type of Financial Need

THA will allow an eligible employee to cash-out unused vacation hours in cases of financial hardship or an unforeseeable emergency directly related to COVID-19 where the requested extent of cash-out is necessary to pay for the following types of expenses:

- medical expenses;
- imminent foreclosure of or eviction from the employee's primary residence; or
- similar extraordinary and unforeseeable circumstances arising as a result of the COVID-19 pandemic

4.2 Only One Time

Vacation cash-outs during this period are limited to one (1) per employee.

5. PROCEDURE FOR REQUESTING CASH-OUT

- The employee must complete a “Vacation Cash-Out Hardship Request” form and submit the form to the HR Department.
- To allow a cash out, a request must get the approval of the HR Director. The HR Director has the discretion to determine if the request meets the requirements of this policy, including whether the staff person has shown a qualifying and financial hardship or emergency.

Cc: Derek Young, THA Board Chair