



## RESOLUTION 2023-04-26 (6)

**Date:** April 26, 2023

**To:** THA Board of Commissioners

**From:** April Black  
Executive Director

**Re:** Additional Paid Staff "Rest and Wellness" Days for 2023

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*This resolution would designate six (6) days as paid staff "Rest and Wellness" days in 2023.*

### BACKGROUND

This resolution will designate six (6) days as paid staff "Rest and Wellness" days. These days are:

- April 21
- August 4
- September 1
- November 20-22

There may be questions about why we provide specific paid days off rather than encouraging staff to take vacation leave. We have observed that THA's work pace was excessive in 2023. This pace has been caused by: multiple emergencies within THA's portfolio; the training impacts of the Yardi conversion; at least monthly internal training related to human resources; safety, and fair housing; and some prolonged understaffing in our customer-interfacing departments. THA staff care about one another and often feel guilty taking time off when the coworkers left at work are so overburdened. Closing the office for "Rest and Wellness" days will allow us to close our offices to the public and have all staff step away from work.

Additionally, to account for the Yardi conversion, staff will be asked to attend multiple trainings through the summer months, impacting their ability to take a vacation. The software conversion will significantly impact operations, and we are asking all staff to recognize a

'Voluntary Leave Moratorium' from September 6 until November 10. This moratorium means we are discouraging staff from taking leave during those months. Any requests will be reviewed critically to assess how the requested leave will impact THA's business activities. The September and November "Rest and Wellness" Days are just before and after this moratorium.

Focus on the mental health and wellness of staff is a best practice within the public service field, and this is one way we are promoting this wellness.

#### RECOMMENDATION

Authorize THA's Executive Director to provide six (6) additional "Rest and Wellness" Days in 2023.



**RESOLUTION 2023-04-26 (6)**

**(Provide Six (6) Additional "Rest and Wellness" Days in 2023)**

A **RESOLUTION** of the Board of Commissioners of the Housing Authority of the City of Tacoma

**WHEREAS**, THA may provide additional paid time off; and

**WHEREAS**, THA will provide six (6) additional "Rest and Wellness" Days in 2023; and

**WHEREAS**, there is no financial impact to THA; now, therefore, be it

***Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington, as follows:***

Authorize THA's Executive Director to provide six (6) additional "Rest and Wellness" Days in 2023.

**Approved: April 26, 2023**



Shennetta Smith, Chair