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To: Tacoma Housing Authority Staff  
From: Michael Mirra  
Date: October 28, 2020  
Subject: Executive Emergency Authorization #13: Vacation Cash-Out Exception

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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 Exception**

The Emergency Operations Committee is aware that many THA staff may be experiencing increased costs during the Coronavirus crisis. To help, THA will allow the following exceptions to its vacation cash-out policy.

**1. PURPOSE**

Tacoma Housing Authority (THA) will allow eligible staff to cash out up to 50% of their accrued but unused vacation balance to help pay for unforeseen expenses during this time.

**2. ELIGIBLE STAFF**

All Regular full-time THA employees are eligible. New hire probationary employees are ineligible.

**3. EFFECTIVE DATE AND DURATION**

The Executive Action #13 is effective October 28, 2020 through June 30, 2021.

**4. ELIGIBILITY AND LIMITS**

**Vacation Cash-Out Guidelines**

Vacation cash-outs during the Vacation Cash-Out Exception period are limited to one (1) per employee

Eligible employees may cash out up to 50% of their accrued vacation balance, less any future pending vacation requests

A maximum of 100 accrued vacation hours may be cashed out under this Executive Action

A remaining balance after cash-out is a minimum of 40 hours

In addition to the Vacation Cash-out Exception, employees remain eligible to use the regular vacation cash-out option. See regular policy below.

**5. PROCEDURE FOR REQUESTING CASH-OUT**

- The “Vacation Cash-Out Exception Request” form is available on the share drive – <T:\Business Processes and Forms\General Forms\HR Forms\20 Compensation and Benefit Forms\Vacation Cash Out Exception form>. Complete and submit the form to the HR Analyst.
- To ensure guidelines are followed, the HR Analyst must approve the cash out request.

**Excerpt from *THA Policy HR-35.01 Time Away From THA***

**7.3.2 Carry-over and Cash-Out**

Employees may not carry over more than forty (40) days (320 hours) of vacation time from one calendar year to the next. In the event that unforeseen circumstances beyond the employee’s control prevented him or her from taking vacation during the year, accrued time in excess of forty (40) days (320 hours) up to a maximum of five (5) days shall be cashed out as of December 31<sup>st</sup> of each year.

c: Stanley Rumbaugh, THA Board Chair