

**THE HOUSING AUTHORITY OF THE COUNTY OF KING**

**RESOLUTION NO. 5677**

**RESOLUTION AUTHORIZING THE LIMITED PAYOUT OF ACCRUED VACATION  
LEAVE IN EXCESS OF MAXIMUM ANNUAL VACATION CARRYOVER BALANCES**

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**WHEREAS**, On March 2, 2020 the Governor of the State of Washington declared an Emergency in response to the COVID-19 global pandemic, and shortly thereafter, identified those providing services to low income households as part of the Essential Workforce; and

**WHEREAS**, On March 15, 2020 the Executive Director of the King County Housing Authority (KCHA) declared an Emergency in response to the COVID-19 global pandemic, following similar declarations by the King County Executive and the President of the United States; and

**WHEREAS** the employees of the authority quickly transitioned to remote work locations while responding in a myriad of ways to ensure the continued and safe operations of the agency while continuing to support the residents; and

**WHEREAS** Senior Management was aware of the additional emotional and physical strain being borne by the employees, and

**WHEREAS** Senior Management proposed and the Board of Commissioners adopted resolution 5653 on May 18, 2020 which awarded employees an additional 5 days of paid leave throughout 2020 and waived the maximum annual vacation carryover limitations for vacation balances carried over from 2020 into 2021 and again from 2021 and into 2022; and

**WHEREAS** several employees now have accrued leave balances in excess of standard policy maximum limits, and it is projected that this condition will continue throughout 2021 and 2022; and

**WHEREAS** current policy limits the amount of vacation time that is paid to employees upon their termination or retirement from KCHA; and

**WHEREAS** Senior Management believes it will be detrimental to the morale of staff to know that they would lose vacation time properly accrued and carried over under resolution 5653 should they leave KCHA employment or retire, and

**WHEREAS** Resolution 5653 did not address excess amounts of vacation accrual that would be paid to employees upon their termination or retirement;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF KING, as follows:**

Employees terminating employment in 2021, for reasons other than for cause, shall be eligible for payment of up to 40 hours of vacation time accrued above current annual maximum leave balance limitations. Employees officially retiring through the State Public Employees Retirement system in 2021 or on the first working day of 2022 shall be paid for 100% of accrued vacation accrual balances, including all amounts accrued in excess of current annual maximum leave balance limitations. Employees terminating employment in 2022 for any reason other than official retirement shall be subject to regular vacation payout policy and will not be paid for any accrued vacation time in excess of current annual maximum leave balance limitations. Employees officially retiring through the State Public Employees Retirement system in 2022 or on the first business day of 2023 shall have the amount of excess vacation accrual eligible to be paid out capped at 150% of the normal maximum accrual limitations. Employees retiring after the first business day of 2023 will not be paid for any accrued vacation time in excess of current annual maximum leave balance limitations.

**ADOPTED AT THE SPECIAL MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF KING AT AN OPEN PUBLIC MEETING THIS 16<sup>th</sup> DAY OF FEBRUARY, 2021.**



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**STEPHEN J. NORMAN**  
Secretary-Treasurer

**THE HOUSING AUTHORITY OF THE  
COUNTY OF KING, WASHINGTON**



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**DOUG BARNES, Chair**  
Board of Commissioners