

THE HOUSING AUTHORITY OF THE COUNTY OF KING

RESOLUTION NO. 5751

RESOLUTION AUTHORIZING THE LIMITED REDEMPTION OF ACCRUED VACATION LEAVE IN EXCESS OF CURRENT MAXIMUM ANNUAL CARRYOVER LIMITS, AND FURTHER AUTHORIZING A CHANGE IN THE MAXIMUM ANNUAL VACATION CARRYOVER LIMITS AND RELATED PAYOUTS OF ACCRUED VACATION UPON SEPARATION FROM EMPLOYMENT

WHEREAS, in response to the global COVID-19 pandemic the Board of Commissioners adopted Resolution 5653 on May 18, 2020 which, in part, waived the maximum annual vacation carryover limitations for balances carried over from 2020 into 2021 and again from 2021 into 2022; and

WHEREAS, in response to the continuation of the global COVID-19 pandemic the Board of Commissioners adopted Resolution No. 5689 on May 17, 2021 which authorized two actions. First, it authorized employees with accrued vacation balances in excess of annual carryover limitations to redeem such excess hours for a cash payment at the employee's regular rate of pay. Second, it authorized employees to carry 50% of their accrued vacation leave balances in excess of annual carryover limitations at 12/31/2022 into 2023, but barred employees from being paid for any such excess vacation hours carried over into 2023 upon either termination or retirement from KCHA; and

WHEREAS, the Board of Commissioners adopted Resolution No. 5717 on April 18, 2022 which modified Resolution 5689 by authorizing standard vacation carryover limitations at 12/31/2022 to be raised by 50% rather than authorizing the carryover of only 50% of accrued vacation leave balances in excess of limitations at 12/31/2022; and

WHEREAS, employees annual leave balances have continued to rise and several employees have balances in excess of current carryover limitations; and

WHEREAS, Senior Management believes it is in the best interests of staff and KCHA to not force staff into making decisions between losing vacation time at the end of the year or taking extended vacation time to avoid such a loss, thus putting stress on co-workers and reducing service to KCHA's program participants; and

WHEREAS, Senior Management also believes that a bifurcated approach is needed that will offer employees the opportunity to reduce their excess hours immediately while also making permanent policy revisions regarding carryover limitations and the payout of accrued vacation hours upon termination or retirement from KCHA.

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

First, employees with accrued vacation leave balances in excess of Maximum Vacation Carryover limitations on the Redemption Date shall be allowed to redeem such excess vacation hours for a cash payment at the employee’s regular rate of pay, less all required payroll deductions. For purposes of this redemption, the carryover maximums shall be the same as found in the current policy per the chart below:

Years of Service	Maximum Vacation Carryover
Up to 5	192
6 to 10	240
11 to 15	288
16 to 20	336
21 and greater	384

The Director of Human Resources shall set the Redemption date within the third quarter of 2023, and shall develop and communicate to all eligible staff, redemption procedures that must be followed by all employees wishing to redeem excess hours.

Second, the Maximum Vacation Carryover limitations shall be revised per the chart below:

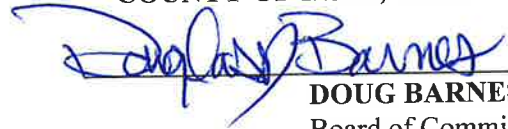
Years of Service	Current Maximum Vacation Carryover	Revised Maximum Vacation Carryover
Up to 5	192	288
6 to 10	240	360
11 to 15	288	432
16 to 20	336	504
21 and greater	384	576

Third, upon separation of employment from KCHA for any reason other than official retirement through the Washington State PERS system, employees shall be paid for accrued vacation hours only up

to the Revised Maximum Carryover limitations found in the chart above. Employees who officially retire through the Washington State PERS system shall be paid for all vacation hours accrued on the date of their retirement, including any accrued hours in excess of the Revised Maximum Carryover limitations found in the chart above.

**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 29th DAY OF JUNE, 2023.**

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



**DOUG BARNES, Chair
Board of Commissioners**



**ROBIN WALLS
Secretary-Treasurer**

