To: Albuquerque Housing Authority Board of Housing Commissioners

From: Anita Sánchez-Triviso, Human Resources Director

Date: December 16, 2020

Re: Executive Communication (EC) 2020-09 Excess Vacation Leave Carryover Waiver

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Background:
The current Vacation Leave policy in the Employee Manual that was approved by the Board of Housing Commissioners on June 19, 2019 places a cap on the amount of Vacation Leave that may be carried over to the new year of seventy-eight (78) biweekly accruals. Moreover, that the excess of seventy-eight (78) biweekly accruals will be dropped from the record at the end of the pay period containing December 31. The purpose of the seventy-eight biweekly accruals language is that the accrual rate increases with the years of service (see below):

Months of Service	Regular Workweek	Accrual Per Bi-weekly	Accrual Per Year	Annual Maximum Accrual Hours
0 through 36 months	40 hours	3.85 hours	100 hours	300.3
37 months through 96 months	40 hours	4.62 hours	120 hours	360.36
97 months through 168 months	40 hours	5.54 hours	144 hours	432.12
169 months and up	40 hours	6.16 hours	160 hours	480.48

Discussion:
Due to the COVID-19 pandemic, the work environment has been affected since March 2020 that may have caused some employees to be unable to take or use their Vacation Leave. Another reason that employees may not have taken their Vacation Leave is the Governor of the State of New Mexico placed travel restrictions in order to stop the spread of the virus. AHA has identified two (2) employees who have excess Vacation Leave in the combined total of 69.80 hours.

Staff Recommendation:
Request Board approval for a one-time waiver to the Vacation Leave policy to allow excess Vacation Leave to carryover from 2020 to 2021. The identified time must be taken by December 31, 2021.

By voting to formally approve receipt of this Executive Communication, the **AHA BOARD OF HOUSING COMMISSIONERS**, the governing body of the AHA does:

1. grant approval for a one-time waiver to the Vacation Leave policy in the AHA Employee Manual to allow excess Vacation Leave to carryover from 2020 to 2021. The identified time must be taken by December 31, 2021.

PASSED and ADOPTED this 16th day of December 2020.
BY A VOTE OF 4 FOR, AND 0 AGAINST.

Members Absent: McGee
Members voting against: _____

ALBUQUERQUE HOUSING AUTHORITY
BOARD OF HOUSING COMMISSIONERS

By: /s Rebecca Robinson
Rebecca Robinson, Chairperson of the Board

ATTEST:

/s Linda Bridge
Linda Bridge, Secretary to the Board and Executive Director