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To: Tacoma Housing Authority Staff  
From: Michael Mirra  
Date: April 1, 2021  
Subject: Executive Emergency Authorization #17: Emergency Sick Leave Extension

*Michael Mirra*

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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.

**1. PURPOSE**

Beginning on April 1, 2020, the Families First Coronavirus Response Act (FFCRA) came into law. One component of this act provided for up to 80 hours of Emergency Sick Leave for various reasons related to the COVID-19 outbreak. This law expired on December 31, 2020.

Although it appears the new vaccines are making a difference, the COVID emergency is still in place. This Executive Action ensures that THA will extend the Emergency Sick Leave provision of the FFCRA program for the duration of this Emergency Authorization.

**2. ELIGIBLE STAFF**

All regular THA employees are eligible for up to 80 hours of Emergency Sick Leave. Temporary staff are ineligible for this benefit. On April 1, 2021, all Emergency Paid Sick Leave banks will be refreshed. Employees who previously exhausted the benefits of the FFCRA will be eligible for an additional 80 hours of Emergency Paid Sick Leave for qualifying reasons.

**3. EFFECTIVE DATE AND DURATION**

The Executive Action #17 will take effect April 1, 2021. It will continue until the earlier of September 30, 2021 or the date when the Executive Director ends it with a follow up directive. THA, in its sole discretion expressed in a follow up directive from the Executive Director, may end or revise this policy at any time.

This expansion of THA's paid leave programs is in direct response to the COVID-19 pandemic and the City, State, and National declarations of emergency. This emergency enhancement of benefits is taken with the understanding that these are extenuating circumstances and will not be continued in the long term. THA reserves the right to discontinue or amend at any time those elements of this program which are more

generous than required by law should the federal government enact new legislation providing for such benefits.

**4. COVERED REASONS FOR USING EMERGENCY SICK LEAVE**

Employees are entitled to use Emergency Sick Leave when they are unable to work for any of the following reasons. The employee:

- a) is subject to a federal, state, or local quarantine or isolation order related to COVID-19; or
- b) has been advised by a health care provider to self-quarantine due to concerns related to COVID-19 utilizing the requirements/direction of the Pierce County Department of Health; or
- c) is experiencing symptoms of COVID-19 and is seeking a medical diagnosis; or
- d) the employee is caring for an individual who is subject to quarantine or is self-quarantining; or
- e) the employee is caring for a child whose school or place of care is closed (or childcare provider is unavailable) because of COVID-19; or
- f) the employee is experiencing any other substantially similar condition specified by the US Secretary of Health and Human Services, or
- g) if an employee is seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, COVID-19 and after an exposure to COVID-19 or test or diagnosis at the employers request; or
- h) if an employee is obtaining immunization related to COVID-19; or
- i) if an employee is recovering from an injury, disability, illness, or condition related to a COVID-19 immunization.

**5. PAID LEAVE ENTITLEMENT**

Full-time employees are entitled to up to 80 hours of Emergency Sick Leave (see Eligibility). Temporary employees are not eligible for this benefit.

**6. NOTIFICATION AND VERIFICATION**

An employee who needs to take Emergency Sick Leave must notify Human Resources as soon as practicable. In order to access the Emergency Sick Leave bank of time, an employee must provide documentation to Human Resources substantiating their need.

**7. EMPLOYEE TERMINATION/TERMINATION OF BENEFIT**

The Emergency Sick Leave Benefit expires no later than Sept 30, 2021 at which time the banks will cease to exist, and any unused Emergency Sick Leave will not be merged into other leave banks. As such, if an employee terminates employment during the timeframe of this benefit, any hours in this bank cannot be cashed out.

c: Stanley Rumbaugh, THA Board Chair