

**RESOLUTION 2021-12-32**

**RESOLUTION APPROVING AND AUTHORIZING A ONE-TIME PAYMENT  
TO THE EXECUTIVE DIRECTOR FOR UNUSED VACATION LEAVE**

**WHEREAS**, the Housing Authority of the Town of Dover (“Housing Authority”), a public entity organized and existing pursuant to the Code of Federal Regulations, the Department of Housing and Urban Development (“HUD”), and the laws of the State of New Jersey, provides its Executive Director, Maria Tchinchinian, with paid vacation leave; and

**WHEREAS**, the Housing Authority recently amended its Personnel Policies and Procedures Manual to restrict the carrying forward of unused vacation leave to one year; and

**WHEREAS**, to avoid the forfeiture of vacation leave, the Personnel Policies and Procedures Manual provides that any employee who has unused vacation leave as of December 31, 2021 may be offered compensation in exchange for said leave; and

**WHEREAS**, the Executive Director accrues 19 days of vacation leave per year and will have 30.75 days of unused vacation leave as of December 31, 2021; and

**WHEREAS**, the Executive Director has been unable to utilize the excess 11.75 days of vacation leave due to Housing Authority business demands during the COVID-19 pandemic; and

**WHEREAS**, to avoid the potential forfeiture of unused vacation leave, the Housing Authority wishes to offer a one-time payment to the Executive Director; and

**WHEREAS**, the Board of Commissioners has found that it is in the best interest of the Housing Authority and its overall goal of providing quality, affordable housing to low-income families to approve and authorize a one-time payment to the Executive Director for unused vacation leave;

**NOW THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Housing Authority of the Town of Dover hereby approves and authorizes a one-time payment to the Executive Director for unused vacation leave; and

**BE IT FURTHER RESOLVED**, that the Executive Director will receive compensation for 11.75 days of unused vacation leave at her regular rate of pay; and

**BE IT FURTHER RESOLVED**, that the Board hereby authorizes the Executive Director to take any and all administrative actions necessary to implement this resolution.

This Resolution shall take effect immediately.

PASSED and adopted this 7th day of December 2021.

Original Signed By:

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Maria Tchinchinian, Director/Secretary