

Port of Kingston
Kitsap County, WA

RESOLUTION NO. 05-03-2019

A Resolution of the Commission of the Port of Kingston

**ESTABLISHING A ONE TIME OPPORTUNITY FOR EMPLOYEES
TO CASH OUT VACATION LEAVE**

WHEREAS, the Port believes that the goals of a satisfied and healthy workforce are enhanced when employees take vacations.

WHEREAS, the Port of Kingston ("Port") is currently in the process of updating its personnel policies and will be revising its vacation accrual policies to limit employees from carrying over more than 120 hours of vacation leave into subsequent calendar years, such policy to commence January 1, 2020 such that any hours over 120 hours on January 1, 2021 would be forfeited; and

WHEREAS, the Port desires to allow employees an opportunity to cash out vacation leave in order to plan for these upcoming changes and avoid a potential forfeiture of vacation leave.

THEREFORE, BE IT RESOLVED by the Board of Commissioners for the Port of Kingston hereby as follows:

1. The Executive Director is directed to administer a program whereby employees are offered a one-time cash out of vacation leave to employees at their current hourly rate.
2. Employees electing to cash out their vacation leave will be required to notify the Executive Director by a date established by the Executive Director ("Election Deadline"), which date shall not be less than thirty days from the date the Executive Director notifies employees of this opportunity. This cash out offer shall not be available to an employee who fails to elect a cash out before the Election Deadline.
3. Cash out payments will be made in a lump sum on or before August 31, 2019.
4. The Executive Director is authorized to establish such other procedures consistent with this resolution for administering this cash out program.

Passed by the Board of Commissioners for the Port of Kingston, Kitsap County, Washington at a Regular Meeting held this 22nd day of May 2019.

**PORT OF KINGSTON
KITSAP COUNTY, WASHINGTON**



Laura Gronnvoll, Commissioner

Attest: 

Greg Englin, Executive Director

Steve Heacock, Commissioner



Mary McClure, Commissioner