



**Berkeley Housing Authority**

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*Office of the Executive Director*

Item 7B  
NEW BUSINESS  
January 12, 2023

To: Honorable Chairperson and Members of the Housing Authority Commission

From: James Williams, Executive Director and Jesy Yturralde, Finance Manager

Subject: Vacation Hours Payout in excess of 320 hours

RECOMMENDATION

Resolution authorizing vacation hours pay out in excess of 320 hours to Celinda Aguilar Vasquez and ratification of vacation pay out in excess of 320 hours to Rachel Gonzales Levine.

BACKGROUND

The MOU's for Local One and Unrepresented employees allow employees to accrue vacation hours of up to 320 hours. If, due to operational necessity, the employee is unable to take vacation leave causing the vacation hours to exceed 320 vacation hours limit, the employee shall nonetheless be entitled to use that vacation leave in the next calendar year to the extent necessary to reduce their accrued vacation to no more than 320 hours.

Celinda Aguilar-Vasquez is not represented by a bargaining unit; while former Acting Executive Director, Rachel Gonzales-Levine was part of AFSCME Local One unit.

Due to the shelter-in-place order during the pandemic, employees were confined in their homes and were not able to take vacation. Furthermore, the concerned employees played critical roles while assuming multiple functions during the pandemic; and due to work load demanded from these roles the concerned staff were unable to take extended vacation leave resulting in their vacation hours to exceed 320 hours. Celinda Aguilar Vasquez accrued 406.96 hours; while Rachel Gonzales-Levine was paid 578.44 vacation hours.

In the past, BHA Board authorized pay-out of vacation hours in excess of 320 hours to a BHA employee who retired.

FISCAL IMPACTS OF RECOMMENDATION

None. The vacation hours are accrued as liability in BHA's Balance Sheet.

CONTACT PERSON

James Williams, Executive Director, (510) 981-5485  
Jesy Yturralde, Finance Manager, (510) 981-5488

ATTACHMENT

1. Resolution

BERKELEY HOUSING AUTHORITY  
RESOLUTION NO. 23-\_\_

RESOLUTION AUTHORIZING VACATION HOURS PAY OUT IN EXCESS OF 320 HOURS TO CELINDA AGUILAR VASQUEZ AND RATIFICATION OF VACATION PAY OUT IN EXCESS OF 320 HOURS TO RACHEL GONZALES LEVINE.

WHEREAS, Celinda Aguilar-Vasquez is not represented by a bargaining unit; and former Acting Executive Director Rachel Gonzales-Levine was part of the AFSME Local One Unit; and

WHEREAS, the Memoranda of Understanding (MOU) with AFSCME Local One and Unrepresented employees allow vacation accrual of up to 320 hours; and

WHEREAS, the MOU's also provides consideration when an employee is unable to take vacation leave due to operational necessities causing the vacation hours to exceed the 320 hours limit; and

WHEREAS, Aguilar-Vasquez and Gonzales-Levine played critical roles while assuming multiple functions during the COVID 19 pandemic; and

WHEREAS, the BHA Board authorized similar vacation hours pay out in the past; and

NOW THEREFORE, BE IT RESOLVED, that the pay-out of vacation hours in excess of 320 hours to Celinda Aguilar-Vasquez is approved.

FURTHER RESOLVED, vacation hours paid to Rachel Gonzales-Levine in excess of 320 hours is hereby ratified.

The foregoing Resolution was adopted by the Board of the Berkeley Housing Authority on January 12, 2023 by the following vote:

Ayes:

Noes:

Absent:

Attest: \_\_\_\_\_  
James Williams, Secretary