



Finance Office

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January 12, 2022

Board of County Commissioners
Cass County Government
211 9th Street South
Fargo ND 58103

Re: Carryover of Annual Leave

Dear Commissioners:

Cass County Annual Leave Policy 303 requires employees to use all annual leave over 240 hours by January 15th of each year. However, there is an exception made for extreme hardship or emergency on the carry over balance, if approved by the county commission.

DeAnn Buckhouse, Election Coordinator, has 46 hours of annual leave that she will be unable to use before January 15, 2022. Redistricting demands, staff turnover and staff accommodations have resulted in an increased workload for the Election Coordinator desk. A plan has been established to ensure that Ms. Buckhouse uses all 46 hours of vacation time within the requested 90-day carryover period.

I am requesting that the commission allow the exception outlined in the policy manual for DeAnn Buckhouse to extend 2021 annual leave for 90 days.

Sincerely,

A handwritten signature in black ink that reads "B Madriga".

Brandy Madriga
Cass County Finance Director

SUGGESTED MOTION:

Move to approve the additional carry over of the annual leave balance for DeAnn Buckhouse based on the exception allowed in the Cass County Employee Handbook, Section 303.



MEMO

**HUMAN
RESOURCES
OFFICE**

TO: Cass County Commissioners
FROM: Cindy Stoick *C Stoick*
DATE: January 12, 2022

Cass County Annual Leave Policy 303 requires employees to use all annual leave over 240 hours by January 15th of each year. However, there is an exception made for extreme hardship or emergency on the carry over balance, if approved by the County Commission.

Robert Wilson, County Administrator, has ended up with 88 hours of leave that he will be unable to use before January 15, 2021. The reasons for the carryover are because of excessive work due to the change in department heads, Human Service Zone issues as well as other county projects and issues.

I am requesting the Commission allow the exception outlined in the policy manual for Robert Wilson to extend his annual leave for 90 days.

SUGGESTED MOTION:

Move to approve the additional carry over of the annual leave balance for Robert Wilson based on the exception allowed in the Cass County Employee Handbook, Section 303.

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CASS COUNTY CORONER Kriste Rehkamp Ross, B.S., F-ABMDI
1220 25th Street South, Fargo, North Dakota 58103 Phone: 701-241-5920 Fax: 701-241-5922

January 12, 2022

Board of County Commissioners
Cass County Government
211 9th Street South
Fargo, North Dakota 58103

Re: Carryover of Annual Leave

Cass County Annual Leave Policy 303 requires employees to use all annual leave over 240 hours by January 15th of each year. However, there is an exception made for extreme hardship or emergency on the carry over balance, if approved by the county commission.

I will have 12.5 hours of annual leave that will not be used prior to January 15, 2022. Staff turnover and coverage for vacations/holidays/sick leave have made it difficult to take time off.

I am requesting the commission to allow the exception outlined in the policy manual to be able to extend 2021 annual leave for 90 days.

Sincerely,

Kriste Ross
Cass County Coroner

SUGGESTED MOTION:

Move to approve the additional carry over of the annual leave balance for Kriste Ross based on the exception allowed in the Cass County Employee Handbook, Section 303.