

**MEMORANDUM**

**Highway  
Department**

Jason Benson, P.E.  
County Engineer

Thomas B. Soucy, P.E.  
Deputy County Engineer

Blaine Laaveg  
Superintendent

TO: Cass County Commission  
FROM: Jason Benson, County Engineer *JMB*  
DATE: December 20, 2022  
SUBJECT: Carryover of Annual Leave

---

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

Mr. Brian Busta is taking leave over the Christmas holidays, but he has some critical right of way work to complete by mid-January that precludes him from getting his leave balance below 240 hours by January 15<sup>th</sup>. Mr. Busta is already planning to use these 40 hours on a vacation from January 24<sup>th</sup> – February 3<sup>rd</sup>.

I am requesting the commission allow the exception outlined in the policy manual for Brian Busta to carry these hours over to 2023.

**SUGGESTED MOTION:**

Move to approve the additional carryover of the annual leave balance for Brian Busta based on the exception allowed in the Cass County Employee Handbook, Section 303.

1201 Main Avenue West  
West Fargo, North Dakota  
58078-1301

701-298-2370  
Fax: 701-298-2395



**MEMORANDUM**

**Highway  
Department**

Jason Benson, P.E.  
County Engineer

Thomas B. Soucy, P.E.  
Deputy County Engineer

Blaine Laaveg  
Superintendent

TO: Cass County Commission  
FROM: Jason Benson, County Engineer *FOR: [Signature]*  
DATE: December 27, 2022  
SUBJECT: Carryover of Annual Leave

---

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

Mr. Randy Morris, Davenport Equipment Operator, has 50 hours of leave he was planning on taking leave over the Christmas and New Year holidays, but we have had some major snow events preventing him from getting his leave balance below 240 hours by January 15<sup>th</sup>. Randy is planning to take some time off once the weather and roads are conducive for him to do so.

I am requesting the commission allow the exception outlined in the policy manual for Randy Morris to carry these hours over to 2023.

**SUGGESTED MOTION:**

Move to approve the additional carryover of the annual leave balance for Randy Morris based on the exception allowed in the Cass County Employee Handbook, Section 303.

1201 Main Avenue West  
West Fargo, North Dakota  
58078-1301

701-298-2370  
Fax: 701-298-2395



**MEMORANDUM**

**Highway  
Department**

Jason Benson, P.E.  
County Engineer

Thomas B. Soucy, P.E.  
Deputy County Engineer

Blaine Laaveg  
Superintendent

TO: Cass County Commission  
FROM: Jason Benson, County Engineer *FOR: Tom Soucy*  
DATE: December 27, 2022  
SUBJECT: Carryover of Annual Leave

---

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

Mr. Bill Berglund, West Fargo Equipment Operator, has 27 hours of leave he was planning on taking leave over the Christmas and New Year holidays, but we have had some major snow events preventing him from getting his leave balance below 240 hours by January 15<sup>th</sup>. Bill is planning to take some time off once the weather and roads are conducive for him to do so.

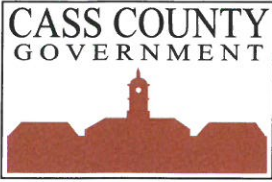
I am requesting the commission allow the exception outlined in the policy manual for Bill Berglund to carry these hours over to 2023.

**SUGGESTED MOTION:**

Move to approve the additional carryover of the annual leave balance for Bill Berglund based on the exception allowed in the Cass County Employee Handbook, Section 303.

1201 Main Avenue West  
West Fargo, North Dakota  
58078-1301

701-298-2370  
Fax: 701-298-2395



**MEMORANDUM**

**Highway  
Department**

Jason Benson, P.E.  
County Engineer

Thomas B. Soucy, P.E.  
Deputy County Engineer

Blaine Laaveg  
Superintendent

TO: Cass County Commission  
FROM: Jason Benson, County Engineer *FOR: Tom Benson*  
DATE: December 27, 2022  
SUBJECT: Carryover of Annual Leave

---

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

Mr. Dustin Rupp, West Fargo Equipment Operator, has 13 hours of leave he was planning on taking leave over the Christmas and New Year holidays, but we have had some major snow events preventing him from getting his leave balance below 240 hours by January 15<sup>th</sup>. Dustin is planning to take some time off once the weather and roads are conducive for him to do so.

I am requesting the commission allow the exception outlined in the policy manual for Dustin Rupp to carry these hours over to 2023.

**SUGGESTED MOTION:**

Move to approve the additional carryover of the annual leave balance for Dustin Rupp based on the exception allowed in the Cass County Employee Handbook, Section 303.

1201 Main Avenue West  
West Fargo, North Dakota  
58078-1301

701-298-2370  
Fax: 701-298-2395



**MEMORANDUM**

**Highway  
Department**

Jason Benson, P.E.  
County Engineer

Thomas B. Soucy, P.E.  
Deputy County Engineer

Blaine Laaveg  
Superintendent

TO: Cass County Commission

FROM: Jason Benson, County Engineer

*FOR: Blaine Laaveg  
Blaine Laaveg*

DATE: December 28, 2022

SUBJECT: Carryover of Annual Leave

---

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

Mr. Todd Pospichal, Argusville Equipment Operator, has 16 hours of leave he was planning on taking leave over the Christmas and New Year holidays, but we have had some major snow events preventing him from getting his leave balance below 240 hours by January 15<sup>th</sup>. Todd is planning to take some time off once the weather and roads are conducive for him to do so.

I am requesting the commission allow the exception outlined in the policy manual for Todd Pospichal to carry these hours over to 2023.

**SUGGESTED MOTION:**

Move to approve the additional carryover of the annual leave balance for Todd Pospichal based on the exception allowed in the Cass County Employee Handbook, Section 303.

1201 Main Avenue West  
West Fargo, North Dakota  
58078-1301

701-298-2370  
Fax: 701-298-2395