

**City of Fargo**  
**Temporary Employment Policy**  
**COVID-19 Emergency Paid Leave**

Effective: March 16, 2020 through the end of the Mayor's Emergency Declaration or until repealed

In conjunction with the Mayor's Emergency Declaration issued on March 16, 2020, the City of Fargo has made Emergency Paid Leave available for employees who are experiencing symptoms of illness or absence from work related to COVID-19 including (but not limited to) the following:

- Employee's own illness, underlying health condition or self-quarantine under the advice of a healthcare professional; or
- Self-quarantine advised due to travel; or
- A family member's illness or self-quarantine under the advice of a healthcare professional; or
- To care for children during a school or childcare closure; or
- Supervisory approval on a case-by-case basis

Employees must follow departmental processes to communicate absences with their immediate supervisors. Prior to awarding Emergency Paid Leave, the manager and employee must assess the employee's ability to productively perform work remotely and/or under a modified work schedule. If these alternative work arrangements are not possible, Emergency Paid Leave may be utilized.

Emergency Paid Leave is paid at 100% of the employee's regular rate of pay and does not draw from the employee's sick or vacation leave balances. Any employee with regularly scheduled hours may use this emergency leave, including temporary employees but excluding Civic and FARGODOME event staff who normally work on a per-event basis. Emergency Paid Leave will only be paid up to a maximum of the employee's regularly scheduled hours per week. For example, if an employee regularly works 40 hours, is absent on Monday but then works 40 hours Tuesday through Friday, Emergency Paid Leave would not be paid. There is no limit to the amount of Emergency Paid Leave an employee is eligible to receive while this temporary policy is effective.

Any leave of absences for purposes other than the COVID-19 related reasons defined above would fall under the applicable policy (i.e. annual leave, sick leave, Family and Medical Leave Act (FMLA), injury leave and military leave).