

City of Fargo
Temporary Employment Policy
COVID-19
Annual Leave (Vacation) - Maximum Accrual

Effective: August 10, 2020 through December 31, 2020

Due to impacts of COVID-19, the City of Fargo recognizes that employees may not have the opportunity to use their annual leave (vacation) accrual as they would in a typical year. Some departments and employees have been impacted by higher workloads that do not allow for normal vacation usage. While supervisors are encouraged to work with employees to schedule vacation to the extent possible this year, the City of Fargo is increasing the 2020 vacation carry-over limits.

City of Fargo Employment Policy 500-001 Annual Leave establishes that employees may carry over annual leave balances of up to 256 hours (508.5 hours for fire suppression) each year. The annual leave balance, including all hours accrued by the end of the 26th pay period, minus any annual leave hours used on or before December 31 determines the year-end annual leave accrual. Normally, any hours over 256 are forfeited.

Due to the impacts of COVID-19, on December 31, 2020, employees will be able to carry over an additional 80 hours of annual leave (96 additional hours for fire suppression). The annual maximum carry over balance will be 336 hours (604.5 for fire suppression) for 2020. Any hours in excess of these new limits will be forfeited. In 2021, the maximum accrual will return to the levels established by City of Fargo Employment Policy 500-001 Annual Leave unless otherwise modified.

Department heads may submit a request for exemption from the temporarily increased maximum accrual for instances where the employee is unable to use their annual leave even at the increased limit due to circumstances beyond their control. The requests will be reviewed on a case-by-case basis by the Director of Human Resources.