

**CITY OF WALTON, KENTUCKY  
ORDINANCE NO. 2022-04**

**AN ORDINANCE OF THE CITY OF WALTON, KENTUCKY, AMENDING ODINANCES 2020-09, 2021-03 AND SECTION 35.01 OF THE WALTON CODE OF ORDINANCES, IN ORDER TO ADOPT AND APPROVE REVISIONS TO THE CITY'S PERSONNEL POLICIES EMPLOYEE HANDBOOK BY CREATING REGULATIONS FOR PAID TIME OFF LEAVE AND AMENDING REGULATIONS PERTAINING TO SICK LEAVE.**

**WHEREAS**, the Mayor and City Council of the City of Walton, Kentucky, have previously adopted and revised its Personnel Policies Employee Handbook in order to provide for the recruitment, development and retention of a professional and efficient staff; and

**WHEREAS**, the Mayor and City Council have determined that there is a need to amend the Personnel Policies Employee Handbook to create regulations for Paid Time Off Leave, and to update the provisions pertaining to employee Sick Leave.

**NOW, THEREFORE**, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WALTON, KENTUCKY AS FOLLOWS:

**SECTION ONE**

Ordinances 2020-09, 2021-03 and Section 35.01 of the City of Walton Code of Ordinances is hereby amended by amending Chapter 13, Section 6 of the *CITY OF WALTON EMPLOYEE HANDBOOK CITY AND EMPLOYMENT POLICIES AND PROCEDURES* which was incorporated by reference into said Ordinance 2020-09 by reference, by adding subparagraphs to subsection 7 as follows:

**SECTION 7 - - OTHER TYPES OF LEAVE**

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**o) Paid Time Off - - Paid Time Off leave will be allowed to an eligible worker.**

**1) Eligibility - - All full-time workers earn Paid Time Off Leave for the upcoming year on the first of July of every calendar year, beginning on July 1, 2022.**

**2) Rate of Leave Earned - -**

**i) 0 - 1 year of service - 0 days (0 hours, begin accrual pro rata at anniversary date)**

**ii) 1 year and up 2 days (16 hours)**

**3) Expiration - No Allowable Accumulation - - Paid Time Off Leave shall not accumulate. Any unused Paid Time Off Leave shall expire if not used during any particular year.**

**4) No Payment for Unused Paid Time Off Leave - - No payment for unused Paid Time Off Leave shall be made to a worker upon retirement or other separation of employment.**

**5) Approval Required For Time Off Leave - - No Paid Time Off Leave shall be allowed unless approved by the worker's Department Head at least forty-eight (48) hours prior to the day requested for such Leave.**

## **SECTION TWO**

Ordinances 2020-09, 2021-03 and Section 35.01 of the City of Walton Code of Ordinances is hereby amended by amending Chapter 13, Section 6 of the *CITY OF WALTON EMPLOYEE HANDBOOK CITY AND EMPLOYMENT POLICIES AND PROCEDURES* which was incorporated by reference into said Ordinance 2020-09 by reference, by revising subsection 6 c) 2) as follows:

### **SECTION 6 - - SICK LEAVE**

b) **General** - - Sick leave will be allowed to an eligible worker:

- 1) In the case of actual sickness or disability of the worker for medical, dental, or eye examination or treatment for which arrangements cannot be made outside of working hours.
- 2) When the worker is required to care for a sick or injured spouse, child, foster child, step child or their spouses, father, mother, father in-law, mother in-law, brother, sister, stepmother, stepfather, or persons living in the workers, household. A worker must report all instances of illness requiring absence from work, prior to his/her scheduled work time, or as promptly as possible thereafter.

c) **Eligibility** - - All full-time workers earn sick leave in

proportion to the time worked. For purposes of sick leave, the workers anniversary date will be used in administering these policies.

d) **Rate of Leave Accrual** - -

- 1) 0 - 1 year of service--- 6 days (48 hours)
- 2) 1 year and up ----- [~~12~~] **10 days ([96] 80 hours)**

e) **Certification by Physician** - - A medical certificate signed by a licensed Physician may be required by the Personnel Administrator to substantiate a request for sick leave to justify any duration if absence from duty occurs frequently or habitually; provided the worker has been notified or warned that a certificate will be required.

f) **Maximum allowable accumulation** - - Sick Leave may accumulate.

g) **Payment for sick leave** Other than as set forth below in subsections 6 f) 1, no payment for accumulated sick leave will be made to a worker upon retirement or other separation of employment hired after the passage of the date of this Ordinance 2020-09. Sick leave cannot be used to extend the date of resignation, termination or retirement.

- 1) A worker described in subsection 6 f)1), above upon retirement shall be paid for any accumulated sick leave (cash-out) they have earned.

h) **Forms** - - The completion of a sick leave form may be required of the worker upon returning to work.

i) **Record** - - The sick leave record is kept by HR and is considered official. The payroll clerk will inform workers of accrued sick leave.

**SECTION THREE**

This Ordinance shall take effect and shall be in full force upon adoption and publication according to law, on and after July 1, 2022.

**SECTION FOUR**

All ordinances or parts of any ordinances in conflict herewith, to the extent of the conflict, if any, are hereby repealed.

**SECTION FIVE**

If any sentence, clause, section or part of this ordinance or the application thereof to any particular situation is, for any reason, found to be unconstitutional, illegal or invalid, the invalidity of any provision of this Ordinance shall not affect the validity of any other provisions hereof, and such other provisions shall remain in full force and effect as long as they remain valid in the absence of that provision determined to be invalid.

**SECTION SIX**

This ordinance may be read and published in summary form.

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PASSED AND APPROVED ON FIRST READING BY 6 OF 6 MEMBERS OF CITY COUNCIL ON THE 8<sup>th</sup> DAY OF MARCH, 2022.

PASSED AND APPROVED ON SECOND READING BY 5 OF 5 MEMBERS OF CITY COUNCIL ON THE 12<sup>th</sup> DAY OF April, 2022

APPROVED:

\_\_\_\_\_  
GABRIEL D. BROWN, MAYOR

ATTEST:

\_\_\_\_\_  
GEVANA HICKS, CITY CLERK

DATE OF PUBLICATION: \_\_\_\_\_.