

WOODFORD COUNTY FISCAL COURT

ORDER NO. 2026-____

AN ORDER CLARIFYING THE APPLICATION OF THE WOODFORD COUNTY PAID PARENTAL LEAVE POLICY FOR EMPLOYEES WORKING ALTERNATIVE WORK SCHEDULES

WHEREAS, the Woodford County Fiscal Court adopted Ordinance No. 2020-12, codified as Section 36.087 of the Woodford County Code of Ordinances, establishing a Paid Parental Leave Policy for eligible County employees; and

WHEREAS, Section 36.087 provides eligible employees with up to six (6) weeks of paid parental leave compensated at one hundred percent (100%) of the employee's regular straight-time pay; and

WHEREAS, certain County employees work alternative schedules, including but not limited to twelve-hour (12-hour) and twenty-four-hour (24-hour) shifts, and clarification is needed regarding the calculation of paid parental leave benefits for such employees; and

WHEREAS, the Fiscal Court desires to ensure the equitable administration of the Paid Parental Leave Policy for all eligible employees regardless of their assigned work schedule.

NOW, THEREFORE, BE IT ORDERED BY THE WOODFORD COUNTY FISCAL COURT:

SECTION 1.

The Paid Parental Leave Policy established by Ordinance No. 2020-12 and codified as Section 36.087 of the Woodford County Code of Ordinances shall remain in full force and effect.

SECTION 2.

Eligible employees shall receive paid parental leave compensation at one hundred percent (100%) of their regular pay in accordance with Section 36.087.

SECTION 3.

For employees assigned to alternative work schedules, including twelve-hour (12-hour) and twenty-four-hour (24-hour) shifts, paid parental leave compensation shall be based upon the employee's regularly scheduled bi-weekly hours at the time the leave begins.

SECTION 4.

Employees assigned to alternative work schedules shall receive paid parental leave equivalent to six (6) weeks of compensation calculated from their regularly scheduled bi-weekly hours. The intent of this Order is to provide employees working alternative

schedules the same paid parental leave benefit afforded to employees working standard schedules.

SECTION 5.

This Order is intended solely to clarify the administration and calculation of benefits under Section 36.087 and shall not alter employee eligibility requirements, the duration of leave, or any other provision established by Ordinance No. 2020-12.

SECTION 6.

This Order shall become effective immediately upon its adoption.

ADOPTED by the Woodford County Fiscal Court this ____ day of _____, 2026.

James Kay
Woodford County Judge/Executive

ATTEST:

County Clerk