



**CITY OF OAK GROVE
MUNICIPAL ORDER NO. 2025-01**

A Municipal Order Amending Section 7 of the 2024 Employee Personal Handbook to Temporarily Authorize the Police Department to Allow Floating Holidays and Personal Leave Time Unused in 2024 to Roll Over to the 2025 Year Due to Short Staffing and Operational Demands.

WHEREAS, the City of Oak Grove acknowledges the operational challenges and staffing shortages within the Oak Grove Police Department; and

WHEREAS, to support the continued efficiency and well-being of Police Department personnel, the city seeks to temporarily modify leave policies for the 2025 year; and

WHEREAS, Section 7 of the 2024 Employee Personal Handbook outlines provisions for Floating Holidays and Personal Leave Time, but does not currently allow for the carryover of unused time into the next year;

NOW, THEREFORE, BE IT ORDERED by the City Council of the City of Oak Grove, Kentucky, that Section 7 of the 2024 Employee Personal Handbook be temporarily amended for the 2025 year, as follows:

1. **Eligibility:** This temporary modification applies exclusively to employees of the Oak Grove Police Department who have unused Floating Holidays or Personal Leave Time at the end of the 2024 calendar year.
2. **Usage of Carried-Over Time:** Any carried-over Floating Holidays or Personal Leave Time from 2024 must be utilized by December 31, 2025. Any unused time after this date will be forfeited.
3. **Purpose:** This temporary amendment aims to address staffing needs and operational demands within the Oak Grove Police Department, ensuring that officers and staff can maintain their leave balances while fulfilling their critical responsibilities.
4. **Documentation and Tracking:** The Police Department, in coordination with the City's Human Resources Department, will track and document all carried-over leave balances.
5. **Expiration:** This temporary amendment shall expire on December 31, 2025, at which time all carryover provisions will revert to the standard policy outlined in the 2024 Employee Personal Handbook, unless amended further.

BE IT FURTHER ORDERED that this Municipal Order shall take effect immediately upon adoption.

Passed and adopted by the City Council of Oak Grove, Kentucky, on this _____ day of _____, 2025.

APPROVED:

Mayor Jacqueline Oliver

ATTEST:

City Clerk, Lorelynn Fisher