

February 18, 2026



MUNICIPAL ORDER 2026-XX

City of Oak Grove

ESTABLISHING COMPENSATORY AND ADMINISTRATIVE LEAVE TIME BANKING FOR EXEMPT EMPLOYEES

WHEREAS, the City of Oak Grove is committed to maintaining effective, flexible, and equitable personnel policies that support operational efficiency and employee well-being; and

WHEREAS, exempt employees, as defined under the Fair Labor Standards Act (FLSA), are not eligible for overtime compensation but are frequently required to work hours in excess of the standard work schedule in order to meet operational demands; and

WHEREAS, the Mayor may from time-to-time close City facilities or operations due to inclement weather, emergency conditions, or other declared circumstances; and

WHEREAS, providing limited compensatory time and administrative leave time banking for exempt employees promotes flexibility, accountability, fairness, and responsible leave management while ensuring continuity of City services.

NOW THEREFORE, BE IT ORDAINED by the Oak Grove City Council of the City of Oak Grove, Kentucky:

Section 1. Purpose

This Municipal Order establishes a policy permitting exempt employees to bank compensatory time (“Comp Time”) and Administrative Leave Time (“Admin Time”) under defined conditions and subject to specified limitations.

Section 2. Eligibility

This policy applies to all full-time employees classified as exempt under the Fair Labor Standards Act (FLSA), as determined by the City’s official classification system. Elected officials are excluded unless otherwise specifically authorized.

Section 3. Administrative Leave Time (Admin Time)

1. An exempt employee who performs work during an official closure period shall receive Administrative Leave in the same manner as other employees and may additionally bank Administrative Leave Time (“Admin Time”) on an hour-for-hour basis for the actual hours worked during the closure.
 2. Admin Time accrued under this Section shall be tracked separately from compensatory time for record-keeping purposes, but both Comp Time and Admin Time together shall not exceed the forty (40) hour accrual cap established in this Order.
 3. Use of banked Admin Time must be requested in advance in writing and approved by the employee’s department head, based on operational needs.
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Section 4. Compensatory Time (Comp Time)

1. Exempt employees may bank compensatory time for hours worked beyond their regularly scheduled workweek when such hours are required due to operational necessity.
 2. Compensatory time shall be accrued on an hour-for-hour basis.
 3. Use of banked Comp Time must be requested in advance in writing and approved by the employee’s department head, based on operational needs.
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Section 5. Maximum Accrual Cap

1. The total compensatory and administrative leave time balance for any exempt employee shall not exceed forty (40) hours at any time.
 2. Once an employee reaches the forty (40) hour cap, no additional compensatory and administrative leave time may be accrued until the balance falls below the cap.
 3. Compensatory and administrative leave must be used within the same calendar year, provided the schedule allows and the department head approves the leave.
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Section 6. Administration

1. The Human Resources Department shall implement procedures for tracking accrual and usage of Compensatory time and Administrative Leave Time.
 2. Department Heads are responsible for ensuring compliance with this Municipal Order and maintaining appropriate staffing levels.
 3. The city council reserves the right to modify, suspend, or rescind this policy as operational needs require.
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Section 8. Effective Date

This Municipal Order shall take effect immediately upon issuance.

APPROVED:

Jacqueline Oliver, Mayor

ATTEST:

Lorelynn Fisher, City Clerk