

**EXECUTIVE ORDER**  
**OFFICE OF THE KENTON COUNTY JUDGE-EXECUTIVE**  
**KRIS A. KNOCHELMANN**

**EXECUTIVE ORDER 20-20**

EXECUTIVE ORDER PROVIDING FOR LEAVE FOR EMPLOYEES DIAGNOSED WITH COV-19  
OR WHO LIVE WITH PERSON(S) DIAGNOSED WITH COV-19.

WHEREAS, the COV-19 virus may require some employees to be placed in quarantine and/or isolation; and

WHEREAS, to help support voluntary isolation or quarantine for the next forty-five (45) days, the County of Kenton is altering its sick leave policy for employees who have been diagnosed with or have a documented exposure to COV-19; and

WHEREAS, nothing in this order will change the procedure or requirement to request Family and Medical Leave (FMLA) for their time away from work; and

NOW, THEREFORE, I Kris Knochelmann, Kenton County Judge Executive order the following:

1. An employee who has been diagnosed with COV-19 will be granted paid leave for up to eighty (80) hours or for 24-shift employees up to 96 work hours in a 14 day calendar period.

Or

An employee who has been exposed to a documented case of COV-19 and has been requested to self-quarantine or to isolate themselves by a health care provider or governmental health official will be granted paid leave for up to eight (80) hours or for 24-shift employees up to 96 work hours in a 14 day calendar period.

The leave cited in this paragraph can only be used one time.

2. An employee who has a member of his/her household who is suspected of having COV-19 will use the Emergency Leave Policy in accordance to this order.
3. Employees utilizing this sick leave must provide documentation of COV-19 diagnosis and quarantine/isolation, and must provide a return to work with no restrictions upon their return to work from their health care provider.
4. Any leave that extends past the leave above, the employee will utilize their accrued sick leave and then accrued vacation leave.

5. If an employee does not have or utilizes all of his/her sick leave or vacation leave, he/she will be granted unpaid leave consistent with the Employee Manual policy for leave without pay.

This order will terminate at the conclusion the pay period ending May 3, 2020.

In witness whereof, I have hereunto  
set my hand at Covington, Kentucky  
this \_\_\_\_ day of March, 2020.

By:

\_\_\_\_\_  
Kris A. Knochelmann  
Kenton County Judge/Executive

Order ratified by the Fiscal Court of the County of Kenton \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Fiscal Court Clerk