

**COMMONWEALTH OF KENTUCKY  
KENTON COUNTY FISCAL COURT  
ORDINANCE NO. 121.49**

**AN ORDINANCE AMENDING THE KENTON COUNTY, KENTUCKY  
CODE OF ORDINANCES RE: KENTON COUNTY POLICY MANUAL  
AND COUNTY ADMINISTRATIVE CODE**

**WHEREAS**, Prior ordinances established what is known as the Kenton County Policy Manual and County Administrative Code; and

**WHEREAS**, the Kenton County Fiscal Court desires to make revisions to the Policy Manual and Administrative Code; and

**WHEREAS**, said revisions are marked as Exhibit A being attached and incorporated by reference.

**NOW, THEREFORE BE IT ORDAINED BY THE FISCAL COURT,  
COUNTY OF KENTON, COMMONWEALTH OF KENTUCKY:**

**Section One**

The Kenton County Fiscal Court approves the attached revisions to the Kenton County Policy Manual and Kenton County Administrative Code and are incorporated fully herein.

**Section Two**

That any section or part of any section or any provision of this Ordinance which is declared invalid by a Court of appropriate jurisdiction, for any reason, such declaration shall not invalidate, or adversely affect, the remainder of this Ordinance.

**Section Three**

That this Ordinance shall take effect and be in force at that time as having been passed, published and recorded according to law.

1st Reading this \_\_\_\_ day of December, 2025

2nd Reading this \_\_\_\_ day of January, 2026

Vote: \_\_\_ Yes, \_\_\_ No

FISCAL COURT OF  
KENTON COUNTY, KENTUCKY

BY: \_\_\_\_\_  
KRIS A. KNOCHELMANN  
COUNTY JUDGE/EXECUTIVE

ATTEST:

\_\_\_\_\_  
FISCAL COURT CLERK

Ordinance 121.49

**Exhibit A**

**Administrative Code**

384.3 All full-time, non-contractual employees hired after January 1, 2026, shall be credited with 40 (forty) hours of transition leave immediately upon being hired. Transition leave is offered to new hires to allow qualified new hires to take up to 40 hours of leave time in their first year of employment while accruing normal leave time. Transition leave must be scheduled and approved by the department head based on departmental needs. Transition leave must be used within the employee's first year of employment. Employees are required to exhaust transition leave before using any accrued vacation or sick leave. If an employee resigns or otherwise separates from County service for any reason, any unused transition leave will be forfeited and will not be paid out.

**Policy Manual**

01.09.01 All full-time, non-contractual employees hired after January 1, 2026, shall be credited with 40 (forty) hours of transition leave immediately upon being hired. Transition leave is offered to new hires to allow qualified new hires to take up to 40 hours of leave time in their first year of employment while accruing normal leave time. Transition leave must be scheduled and approved by the department head based on departmental needs. Transition leave must be used within the employee's first year of employment. Employees are required to exhaust transition leave before using any accrued vacation or sick leave. If an employee resigns or otherwise separates from County service for any reason, any unused transition leave will be forfeited and will not be paid out.