

9.5 Parental Leave Definitions

Parental Leave: Paid or unpaid leave for an employee after the birth of a child/children, the adoption of a child/children, or the new placement of a foster child/children on or after July 1, 2025. This time is intended for bonding, adjusting to new family additions, or making arrangements for childcare or appointments.

Administration: The City provides Parental Leave to all eligible employees in accordance with the Pregnant Workers Fairness Act (PWFA), Americans with Disabilities Act (ADA), Kentucky Pregnant Workers Act, Family and Medical Leave Act (FMLA), and any other applicable laws.

The Director of Human Resources (HR) is responsible for the administration of this policy. If you have any questions regarding this policy or if you have questions about Parental Leave that are not addressed in this policy, please contact HR.

It is the employee's responsibility to keep his/her supervisor apprised of the expected leave and to work with HR in completing the necessary documentation and paperwork.

Eligibility: Parental Leave may be granted to any employee who is expecting a child or for the placement of a child for adoption or foster care.

Paid Parental Leave eligibility requirements are as follows:

1. Employed with the city for at least six months.
2. Eligible for leave accruals.
3. Certified documentation of birth, adoption, or foster placement.

Length of Leave: All employees are eligible for a maximum of six (6) weeks of Parental Leave. This leave may be combined with paid and unpaid time. Leave runs concurrently with any other leave provided by the City, including but not limited to FMLA leave; however, an employee who does not qualify for other leave types may still qualify for unpaid Parental Leave.

Length of Paid Leave: Those eligible will receive two (2) weeks of paid Parental Leave.

Reporting Parental Leave: Advance written notice shall be provided by the employee to their supervisor and HR. When possible, at least 30 days' notice should be given. If 30 days' notice is not possible because of medical necessity or for other reasons, as much advance notice as possible shall be given to the City.

Paid Leave Guidelines

Paid Leave: Paid Parental Leave will be calculated based on the employee's regular rate of pay. Paid Parental Leave will be paid on a biweekly basis on regularly scheduled pay dates.

Paid Parental Leave: An eligible employee may receive up to two weeks of paid Parental Leave for the birth of a child, the adoption of a child/children, or the placement of a foster child/children. In the case of multiple births, adoptions, or placements at one time, the total duration will remain at two (2) weeks of paid leave. In the case of adoption of a previously placed foster child/children, employees are eligible for paid Parental Leave at either the time of foster placement or at the time of legal adoption, but not both.

Time Frame and Duration of Paid Parental Leave: In no case shall an employee receive more than two (2) calendar weeks of paid Parental Leave in a 12-month period, regardless of whether more than one birth, adoption, or foster care placement occurs within that 12-month time frame.

Any unused paid Parental Leave will be forfeited at the end of the six (6) week time frame from the first day of leave.

Upon termination of the individual's employment at the company, they will not be paid for any unused paid Parental Leave for which they may have been eligible.

Coordination with Other Policies: Unpaid and paid Parental Leave taken under this policy will run concurrently with leave under the FMLA if applicable; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption or foster care, the leave will be counted toward the 12 weeks of available FMLA leave per a rolling 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave, whether paid or unpaid, granted to the employee under the FMLA exceed 12 weeks during the rolling 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.

After the paid Parental Leave is exhausted, the balance of FMLA leave (if applicable) may be compensated through employees' accrued sick and annual paid leave. Upon exhaustion of accrued sick and annual paid leave, any remaining leave will be unpaid leave. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.

Benefits: During Parental Leave, all benefits provided under an employee benefit plan are governed by the terms and conditions of the applicable employee benefit plan documents in accordance with applicable law. For all other benefits, an employee on Parental leave

will receive the same rights and benefits as employees on a paid or unpaid leave of absence.

Discrimination and Retaliation: The City prohibits and will not tolerate discrimination or retaliation against any employee or applicant because of that person's usage of Parental Leave. Specifically, no one will be denied employment, reemployment, promotion, or any other benefit of employment or be subjected to any adverse employment action based on that person's Pregnancy or Parental Leave. In addition, no one will be disciplined, intimidated, or otherwise retaliated against because that person exercised rights under this policy or applicable law.

The City is committed to enforcing this policy against discrimination and retaliation. However, the effectiveness of our efforts depends largely on employees telling us about inappropriate workplace conduct. If employees feel that they or someone else may have been subjected to conduct that violates this policy, they should report it to a supervisor or HR immediately. If employees do not report such conduct, the City may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.

Nothing in this policy will be construed to limit or extend the maximum allowable absence under the Family and Medical Leave Act.

9.6 Adoption Leave

Pursuant to KRS 337.015, upon written request, every employee is entitled to an unpaid leave of absence not to exceed six (6) weeks to adopt a child under age ten (10). Of those six weeks, eligible employees may receive two (2) weeks of paid leave, identical to the benefits provided under the Parental Leave policy, with the remaining four (4) weeks as unpaid leave.

Employees are required to provide advance written notice at least 30 days in advance, and the City may require verification of adoption. Adoption leave runs concurrently with any other leave provided by the City, including but not limited to FMLA leave. Employees who do not qualify for other leave types may still qualify for unpaid adoption leave. Employees may use accrued time off for this purpose.

This section shall not apply to an adoption by a fictive kin, stepparent, stepsibling, blood relative, including a relative of half-blood, first cousin, aunt, uncle, nephew, niece, and a person of a preceding generation as denoted by prefixes of grand, great, or great-great, or a foster parent who adopts a foster child who is already in their care.

9.5 Pregnancy and Parental Leave

Definitions

Pregnancy Leave: Unpaid leave due to a temporary pregnancy-related condition during pregnancy or after delivery and birth.

Parental Leave: Employees may request an unpaid leave of absence up to (6) weeks after the birth of a child/children. Paid or unpaid leave for an employee after the birth of a child/children, the adoption of a child/children, or the new placement of a foster child/children on or after July 1, 2025. This time is intended for bonding, adjusting to new family additions, or making arrangements for childcare or appointments.

Administration: The City provides Parental Leave to all eligible employees in accordance with the Pregnant Workers Fairness Act (PWFA), Americans with Disabilities Act (ADA), Kentucky Pregnant Workers Act, Family and Medical Leave Act (FMLA), and any other applicable laws.

The Director of Human Resources (HR) is responsible for the administration of this policy. If you have any questions regarding this policy or if you have questions about Parental Leave that are not addressed in this policy, please contact HR.

It is the employee's responsibility to keep his/her supervisor apprised of the expected leave and to work with HR in completing the necessary documentation and paperwork.

Eligibility: Parental Leave may be granted to any employee who is expecting a child or for the placement of a child for adoption or foster care.

Paid Parental Leave eligibility requirements are as follows:

1. Employed with the city for at least six months.
2. Eligible for leave accruals.
3. Certified documentation of birth, adoption, or foster placement.

Length of Leave: All employees are eligible for a maximum of six (6) weeks of Parental Leave. This leave may be combined with paid and unpaid time. Leave runs concurrently with any other leave provided by the City, including but not limited to FMLA leave; however, an employee who does not qualify for other leave types may still qualify for unpaid Parental Leave.

Length of Paid Leave: Those eligible will receive two (2) weeks of paid Parental Leave.

Reporting Parental Leave: Advance written notice shall be provided by the employee to their supervisor and HR. When possible, at least 30 days' notice should be given. If 30

days' notice is not possible because of medical necessity or for other reasons, as much advance notice as possible shall be given to the City.

Paid Leave Guidelines

Paid Leave: Paid Parental Leave will be calculated based on the employee's regular rate of pay. Paid Parental Leave will be paid on a biweekly basis on regularly scheduled pay dates.

Paid Parental Leave: An eligible employee may receive up to two weeks of paid Parental Leave for the birth of a child, the adoption of a child/children, or the placement of a foster child/children. In the case of multiple births, adoptions, or placements at one time, the total duration will remain at two (2) weeks of paid leave. In the case of adoption of a previously placed foster child/children, employees are eligible for paid Parental Leave at either the time of foster placement or at the time of legal adoption, but not both.

Time Frame and Duration of Paid Parental Leave: In no case shall an employee receive more than two (2) calendar weeks of paid Parental Leave in a 12-month period, regardless of whether more than one birth, adoption, or foster care placement occurs within that 12-month time frame.

Any unused paid Parental Leave will be forfeited at the end of the six (6) week time frame from the first day of leave.

Upon termination of the individual's employment at the company, they will not be paid for any unused paid Parental Leave for which they may have been eligible.

Coordination with Other Policies: Unpaid and paid Parental Leave taken under this policy will run concurrently with leave under the FMLA if applicable; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption or foster care, the leave will be counted toward the 12 weeks of available FMLA leave per a rolling 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave, whether paid or unpaid, granted to the employee under the FMLA exceed 12 weeks during the rolling 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.

After the paid Parental Leave is exhausted, the balance of FMLA leave (if applicable) may be compensated through employees' accrued sick and annual paid leave. Upon exhaustion of accrued sick and annual paid leave, any remaining leave will be unpaid leave. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.

Benefits: During Parental Leave, all benefits provided under an employee benefit plan are governed by the terms and conditions of the applicable employee benefit plan documents

in accordance with applicable law. For all other benefits, an employee on Parental leave will receive the same rights and benefits as employees on a paid or unpaid leave of absence.

Discrimination and Retaliation: The City prohibits and will not tolerate discrimination or retaliation against any employee or applicant because of that person's usage of parental leave. Specifically, no one will be denied employment, reemployment, promotion, or any other benefit of employment or be subjected to any adverse employment action based on that person's Pregnancy or Parental Leave. In addition, no one will be disciplined, intimidated, or otherwise retaliated against because that person exercised rights under this policy or applicable law.

The City is committed to enforcing this policy against discrimination and retaliation. However, the effectiveness of our efforts depends largely on employees telling us about inappropriate workplace conduct. If employees feel that they or someone else may have been subjected to conduct that violates this policy, they should report it to a supervisor or HR immediately. If employees do not report such conduct, the City may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.

~~Advance written notice advance shall be provided by the employee to their supervisor and the Human Resources Coordinator. When possible, at least 30 days' notice should be given. If 30 days' notice is not possible because of medical necessity or for other reasons, as much advance notice as possible shall be given to the City. The City may require medical certification from a doctor of the pregnancy and/or certified documentation of a birth for Pregnancy and Parental Leave. Leave runs concurrently with any other leave provided by the City, including but not limited to FMLA leave, however, an employee who does not qualify for other leave types may still qualify for Pregnancy or Parental leave. Employees may use accrued time off for this purpose.~~

Nothing in this policy will be construed to limit or extend the maximum allowable absence under the Family and Medical Leave Act.

9.6 Adoption Leave

Pursuant to KRS 337.015, upon written request, every employee is entitled to an unpaid leave of absence not to exceed six (6) weeks to adopt a child under age ten (10). Of those six weeks, eligible employees may receive two (2) weeks of paid leave, identical to the

benefits provided under the Parental Leave policy, with the remaining four (4) weeks as unpaid leave.

Employees are required to provide advance written notice at least 30 days in advance, and the City may require verification of adoption. Adoption leave runs concurrently with any other leave provided by the City, including but not limited to FMLA leave., ~~however, an employee~~ Employees who does not qualify for other leave types may still qualify for unpaid adoption leave. Employees may use accrued time off for this purpose.

This section shall not apply to an adoption by a fictive kin, stepparent, stepsibling, blood relative, including a relative of half-blood, first cousin, aunt, uncle, nephew, niece, and a person of a preceding generation as denoted by prefixes of grand, great, or great-great, or a foster parent who adopts a foster child who is already in their care.

10.10 Seniority Pay

Seniority pay is an annual amount paid in bi-weekly installments to employees who have achieved certain milestones in their tenure with the City of Florence. .

SENIORITY PAY SCHEDULE FOR 37.5 AND 40 HOURS WORKED PER WEEK

After completing five (5) years of service (6th through 10th year of employment) - \$700 annually

After completing ten (10) years of service (11th through 15th year of employment) - \$1,400 annually

After completing fifteen (15) years of service (16th through 20th year of employment) - \$2,100 annually

After completing twenty (20) years of service (21st through 25th year of employment) - \$2,800 annually

After completing twenty-five (25) years of service (26th year and over of employment) - \$3,500 annually

SENIORITY PAY SCHEDULE FOR 24ON/48OFF

After completing five (5) years of service (6th through 10th year of employment) - \$440 annually

After completing ten (10) years of service (11th through 15th year of employment) - \$875 annually

After completing fifteen (15) years of service (16th through 20th year of employment) - \$1,315 annually

After completing twenty (20) years of service (21st through 25th year of employment) - \$1,750 annually

After completing twenty-five (25) years of service (26th year and over of employment) - \$2,190 annually

If an employee's schedule changes, their Seniority Pay will be adjusted to align with the new pay schedule based on hours worked. When an employee's scheduling status changes from a 24/48 schedule to a 37.5 or 40-hour workweek, their Seniority Pay will adjust to the 37.5 or 40-hour pay schedule, effective from the date of the schedule change. Likewise, when an employee's scheduling status changes from a 37.5 or 40-hour workweek to a 24/48 schedule, their Seniority Pay will adjust to the 24/48 hour pay schedule, effective from the date of the schedule change.

Individuals who have been re-employed by the City of Florence after a separation of one year or more will receive Seniority Pay based on their re-employment anniversary.

Part-time and seasonal employees are not eligible to receive Seniority Pay.

10.10 Seniority Pay

Seniority pay is an annual amount paid in bi-weekly installments to employees who have achieved certain milestones in their tenure with the City of Florence. ~~with certain levels of employment time.~~ ~~hired prior to July 1, 2011.~~ ~~Employees hired after July 1, 2011, will not be eligible for seniority pay.~~

SENIORITY PAY SCHEDULE FOR 37.5 AND 40 HOURS WORKED PER WEEK

After completing five (5) years of service (6th through 10th year of employment) - \$700 annually

After completing ten (10) years of service (11th through 15th year of employment) - \$1,400 annually

After completing fifteen (15) years of service (16th through 20th year of employment) - \$2,100 annually

After completing twenty (20) years of service (21st through 25th year of employment) - \$2,800 annually

After completing twenty-five (25) years of service (26th year and over of employment) - \$3,500 annually

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After completing twenty (20) years of service (21st through 25th year of employment) - \$1,750 annually

After completing twenty-five (25) years of service (26th year and over of employment) - \$2,190 annually

If an employee's schedule changes, ~~the amount of annual paid leave~~ their Seniority Pay to be credited can will be adjusted to align with the new pay schedule based on hours worked. ~~change.~~ When an employee's scheduling status changes from a 24/48 schedule to a 37.5 or 40-hour ~~40-hour~~ workweek, per week, their Seniority Pay will adjust to the 37.5 or 40-hour pay schedule, effective from the date of the schedule change. ~~his or her paid-~~

~~leave hours credited up to the date of change will be converted by a factor of 71.43%, the intent being to equal the number of work weeks of paid leave credited. Likewise, when an employee's scheduling status changes from a 37.5 or 40 hours40-hour workweek per week to a 24/48 schedule, their Seniority Pay will adjust to the 24/48 hour pay schedule, effective from the date of the schedule change. his or her paid leave hours credited up to the date of change will be converted by a factor of 140%.~~

Individuals who have been re-employed by the City of Florence after a separation of one year or more will receive Seniority Pay based on their re-employment anniversary.

Part-time and seasonal employees are not eligible to receive Seniority Pay.

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10.11 Education Incentive

The City of Florence endorses the philosophy that an employee with formal education is an asset to the organization. Education Incentive rewards employees who enhance their job value through education, gaining skills and knowledge that benefit both their department and the City. Education Incentive is an annual amount paid in bi-weekly installments to full-time employees with certain levels of accredited education over and above that required for their particular position. If a job description's qualifications do not indicate that college credit is required, the incentive structure below is applicable. If a job description's qualifications indicate a certain level of college credit is required, and the employee has achieved more than that requirement, the employee will receive the difference between the amounts for the required level and the achieved level. The following amounts are based on the employee's work week:

	37.5 & 40 Hrs/Wk	On 24/Off 48
Associate Degree	\$700	\$440
Bachelor's Degree:	\$1,000	\$625
Master's Degree:	\$1,500	\$940
Ph.D. w/o dissertation:	\$2,000	\$1,250
Ph.D.:	\$2,500	\$1,565

In order to receive the Education Incentive employees must present an official transcript or diploma from an accredited college or university indicating the degree completed.