



**TOWN OF SENECA FALLS POLICE
DEPARTMENT**

GENERAL ORDER



GENERAL ORDER #: 225	RESCINDS: 07/01/13
SUBJECT: Personal and Bereavement Leave	NYS ACCREDITATION:
EFFECTIVE DATE: 01/27/2021	
BY ORDER OF: Stuart W. Peenstra, Chief of Police	

I. PURPOSE

To establish procedure for the reporting of Personal and Bereavement Leave.

II. POLICY

Personal and Bereavement Leave will be governed by the existing agreement between the Town of Seneca Falls and the Seneca Falls Police Benevolent Association Law Enforcement Union and the agreement between the Seneca Falls Police Command Staff Association. [Revised: 01/27/2021]

III. PROCEDURE

A. Criterion for Approval

1. All Personal and Bereavement Leave will be made and submitted through the Planit Schedule System for approval by a supervisor. The Chief of Police will exercise control over the scheduling of personal time in order to maintain a sufficient number of personnel on duty at all times. [01/27/2021]

A. A request for time off must be requested at least 48 hours prior to the requested time-off.

B. In an extreme emergency the Chief of Police or his designee may waive the 48-hour advance notice.