



**TOWN OF SENECA FALLS POLICE
DEPARTMENT**

GENERAL ORDER



GENERAL ORDER #: 230	RESCINDS: 07/01/13
SUBJECT: Vacation Time	NYS ACCREDITATION:
EFFECTIVE DATE: 01/27/2021	
BY ORDER OF: Stuart W. Peenstra, Chief of Police	

I. PURPOSE

To establish procedures to fairly administer the granting of vacation time, effectively address Seneca Falls Police Departmental needs and insure proper staffing levels at all times.

II. POLICY

Seniority for determining selection of vacation period and amount of vacation 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. DEFINITIONS

- A. Vacation Block** - Personnel assigned to a 12 hour work wheel will consider a Vacation Block to be 12 hours. The member may take a vacation Block as the members work week falls.
- B.** Personnel assigned to a 5 - 2 work wheel will consider a Vacation Block as five (5) consecutive vacation days preceded and followed by two (2) recreation days.
- C.** Vacation Selection - A period consisting of one (1) or more consecutive vacation blocks.

IV. PROCEDURE

A. Vacation Selection

Uniformed Police Officers, Sergeants and Investigators - Individual vacation selections will be made in order of seniority among all officers of the Seneca Falls Police Department. The number of officers allowed to be on vacation at any one time is limited to one (1) officer per shift, with the exception of a two (2) day overlap of vacation blocks. This condition may be waived if scheduled on- duty personnel are adequate to meet recommended staffing levels.

B. Criterion for Approval

1. All vacation selections will be made and submitted through the Planit Schedule System beginning November 1 of each year. The Chief of Police will exercise control over the scheduling of vacations in order to maintain a sufficient number of personnel on duty at all times. [Revised: 01/27/2021]
2. Personnel who fail to submit their vacation selections by the end of the bidding process will be limited to those dates remaining after all other personnel have made their choices in compliance with the end of the cut-off date. Vacation time will be administered on a first come basis after the end of the bidding process according to the following criteria, with consideration given to personnel staffing needs and to be granted at the discretion of the Seneca Falls Police Department.
 - a. Vacation blocks shall be given priority over singular (1, 2 or 3) vacation days when submitted* at the same time after the end of the bidding process.
 - b. Seniority shall take preference over singular vacation (1, 2 or 3) days when submitted* at the same time after the end of the bidding process.
 - c. Singular vacation days shall take preference over personal and compensatory time off requests when submitted* at the same time after the end of the bidding process. Note: Personal and compensatory time off will not be approved until 20 days prior to the actual date of the request.

***Note** - For purposes of sections a, b, and c above, *submitted* shall be deemed to be the date on which the member's request for time off was dated in the Planit Schedule. [Revised: 01/27/2021]
3. Once time off, (time off shall include vacation, personal or compensatory day(s)) is approved by a supervisor, it shall take preference over any additional time off including vacation blocks.
4. Staffing shortages caused by the two (2) day overlap of vacation blocks will be filled.