



TOWN OF SENECA FALLS POLICE DEPARTMENT

GENERAL ORDER



GENERAL ORDER #: 235	RESCINDS: New Issue
SUBJECT: Military Leave of Absence	NYS ACCREDITATION:
EFFECTIVE DATE: 07/01/2013	
BY ORDER OF: Stuart W. Peenstra, Chief of Police	

I. PURPOSE

To establish policy and procedure for the use of military leave.

II. DEFINITION

A "military day" is defined as any absence from duty for which paid leave is granted for the purpose of attending a military drill or training activity, regardless of the number of hours that an employee is excused from duty. In the event of active military duty, the total number of days specified on the military order plus travel days (or other official military document) are counted as military days.

III. POLICY

- A. Military leave(s) of absence will be granted consistent with Section 242 of the New York State Military Law.
- B. A paid leave of absence shall not exceed thirty (30) days per calendar year.
- C. Employees are eligible to use accrued time, (i.e.; compensatory, Vacation, PL days), for their military duty in excess of thirty days, subject to their supervisor's approval. Supervisors are not required by law to grant additional time off for military duty beyond the thirty-day limit.
- D. Employees' regular work schedules shall not be altered to accommodate military leave unless in the best interest of the Seneca Falls Police Department.

IV. PROCEDURE

A. Employees shall:

1. Submit two (2) copies of a military order plus a completed "Request for Military Leave," (attached) to the immediate supervisor. Such orders shall be submitted at least thirty (30) days prior to the date leave is requested. Any change or cancellation requires the submission of an amended form to the immediate supervisor.
2. Submit proof of attendance to his/her supervisor on the next regularly scheduled workday. Acceptable proof of attendance is:

- a. An original signed statement which includes date(s) and times of attendance, name and signature of a military commanding officer;
 - b. Any original military attendance form signed by a military commanding officer;
 - c. A military pay voucher with dates of attendance clearly indicated.
3. If documentation is not provided after duty is performed, the military leave previously granted will be deducted from the employee's accrued time banks. Any balance to be deducted because of insufficient accrued time shall be recorded as "No Pay" days on the employee's time card.
 - a. Active Duty ("annual training," "summer camp") - the employee will be excused for the entire time of active duty, including departure and return travel time. Every day the employee is on active duty, (including regularly scheduled days) is counted as a military day since the employee is not available for recall to duty (For example, an employee is to report to active duty for 14 days. If the duty is out of town, he/she could request reasonable time off for travel. If the employee was scheduled to have 4 days off during that period, those would be counted as military days which encompass travel days, too).
 4. Requests for non-paid leaves of absence for military training will be submitted on an Intra- departmental correspondence form for consideration by the Chief of Police.
 5. The Seneca Falls Police Department will record military time and maintain cumulative records on each effected employee. These records are to be maintained for six (6) years as required by New York State Law.

B. Supervisors shall:

1. Grant paid leave(s) of absence only for a maximum of thirty (30) days per calendar year;
2. Forward a copy of every military order including proof of attendance provided by their subordinate through the chain of commands.
3. Report military days as outlined by current directives.