

	<b>PARADISE VALLEY POLICE GENERAL ORDER</b>  <b>Other Employee Leave and Benefits</b>	Order Number
		Date
		22.4
		09-27-19

## 22.4 Other *Employee* Leave and Benefits

- A. Pursuant to the *Town of Paradise Valley* Human Resources manual, Article IX, sections 901 through 917, The *Town* offers a variety of other types of leaves and benefits for *employees*, including administrative leave, holiday pay, sick leave, family medical leave, vacation leave, military leave, bereavement leave, jury duty, authorized leave without pay, parental leave, worker's compensation, *employee* assistance program, health insurance, life insurance, temporary disability insurance, retirement, liability protection, *employee* education benefits, and assistance with line-of-duty injury and *death benefits*. Written leave policies are available from *Town* Human Resources, as are descriptions of the benefits offered. *Employees* with questions about leave policies or benefits, including how to request a specific leave or benefit, or notify the *Town* of leave, *should* contact the *Town* Human Resources Department. Whenever leave is requested, the *employee's supervisor should* be notified as soon as practical. Absent exigent circumstances, employees utilizing sick time must notify their supervisor at least two hours before the leave is used.
- B. Law enforcement *employees* are sometimes involved in work-related *critical incidents* that *may* result in placement of an *employee* on administrative leave or *may* place additional stress on the *employee* or *employee's* family. The *Department* is committed to supporting its *employees* in such situations; *employees* in such situations *should* contact their *supervisor* or the *Town's* Human Resources department to access assistance that *may* be available through existing *Town* benefit programs.
- C. Serious injuries and *line of duty deaths*. The *Chief* is responsible for providing or arranging for notification of an *employee's* family in the event of serious injury to or death of an *employee*. The Support Services Commander *shall* develop and maintain familiarity with available *Town, state* and federal *benefits* for *employees* in such situations and *shall* be prepared to assist the family and/or *employee* as necessary.