

Funeral Honors Detail Leave

SOURCE: Ohio Revised Code 124.1311

Contact: Office of Employee Services

Funeral Honors Detail Leave Policy:

This policy grants properly trained employees a lifetime maximum of twenty (20) hours of paid leave to participate in funeral honors details at the funerals of veterans. An employee may use funeral honors detail leave (FHDL) to cover the time necessary to travel to and from the assignment location, and to cover the time of the actual assignment.

Eligibility Requirements

An employee must meet the following two requirements to qualify for FHDL:

1. Be a retired or active member of the Armed Forces of the United States or of a reserve component of the Armed Forces of the United States, including the Ohio National Guard; and
2. Be properly trained to participate in a funeral honors detail.

Demonstration of Eligibility Requirements

I. Military Service

- A. A retired Armed Forces member shall demonstrate retired status in one of the two following manners:
 1. Provide a copy of the front of your Retired Military Identification Card. This card will indicate that the person is retired from the military and will contain a photo of the individual; or
 2. Provide a copy of your Form DD 214 that will reflect the person's separation from service.
- B. A current Armed Forces member shall demonstrate active status in one of the two following manners:
 1. Provide a copy of the front of your current Military Identification Card. This card will indicate the expiration of service (ETS) date and will contain a

photo of the individual. The date of the FHDL must proceed the ETS date to be valid; or

2. Provide a letter on Armed Forces unit letterhead signed by your commanding officer stating that you are a current member of the Armed Forces of the United States and listing your ETS date. The date of the FHDL must precede the ETS date to be valid.

II. Funeral Honors Detail Training

- A. An employee may demonstrate the required training in order to qualify for FHDL in the following manner:
 1. For a member of an Ohio Army National Guard Honor Guard team, provide a written verification from the State Military Funeral Honors Coordinator that you have received the required training. This verification may be in the form of a letter of proper letterhead and signed by the coordinator or may be copies of appropriate certificates.
 2. For a member of a Veteran Service Organization (VSO) that has received training from the VSO, provide a written verification from the VSO that you have received the proper training to participate in a funeral honors detail. This verification may be in the form of a letter signed by the proper office of the VSO or a copy of the certificate.
 3. Provide any other written documentation that reasonably demonstrates that the individual has been properly trained to provide funeral honors detail.

Requesting Funeral Honors Detail Leave

An employee must make a request for this type of leave at least twenty-four (24) hours prior to the time of the leave, if practicable, using the request to leave form (ADM 4258). Given the nature of the activities associated with FHDL, the time restrictions for making the request may be waived if circumstances so warrant.

Allocation of Leave/Use of Paid Military Leave

If an employee participating in a funeral honors detail receives actual orders for the assignment and has paid military leave still available, paid military leave should be used to cover the time off. In all other situations where an employee

participates in a funeral honors detail, FHDL should be used to cover the time off if available. This policy does not prevent an employee from using vacation leave, personal leave, or compensatory time off to participate in a funeral home detail.

Verifying Performance of Funeral Honors Detail

An employee is required to provide proof of participation in a funeral honors detail to the agency after completion of the assignment.

- A. An employee may demonstrate participation in a funeral honors detail in the following manner:
 - 1. For a member of an Ohio Army National Guard Honor Guard team, provide the agency written verification from the State Military Funeral Honors Coordinator that the individual performed as part of a funeral honors detail on the date that the FHDL was requested;
 - 2. For other military service members, provide the agency with a copy of the Leave and Earnings Statement that shows payment for Military Funeral Honors Duty, written verification from the Military Authority that the individual performed as part of a funeral honors detail, or travel orders for the assignment on the date the FHDL was requested; or
 - 3. For a member of a VSO, provide the agency with written verification from the VSO that the individual performed as part of a funeral honors detail on the date that FHDL was requested.

Tracking FHDL Usage

The Agency will track the use of FHDL by its employees with respect to the 20 hour lifetime maximum allowance. For any employee who transfers from one state agency to another and has used FHDL, the transferring agency is responsible to inform the receiving agency as to the total amount of FHDL that has be used by the transferring employee.

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