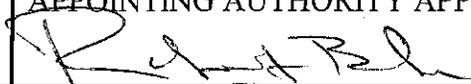


FUNERAL HONORS DETAIL LEAVE

POLICY NUMBER: 200-11	EFFECTIVE DATE: 1/04/2013	APPOINTING AUTHORITY APPROVAL: 
REPLACES POLICY DATED: 09/08/2009	AUTHORITY: ORC 124.1311	

I. PURPOSE

This policy establishes a uniform methodology for administering the funeral honors detail leave (FHDL) created by ORC 124.1311.

II. POLICY

ORC 124.1311 grants those properly trained Department of Administrative Services (DAS) employees a lifetime maximum of 20 hours of paid leave to participate in funeral honors details at the funerals of veterans. A DAS employee may use FHDL to cover the time necessary to travel to and from the assignment location, and to cover the time of the actual assignment.

A. ELIGIBILITY REQUIREMENTS

1. An employee must meet the following two requirements to qualify for FHDL:
2. 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
3. Be properly trained to participate in a funeral honors detail.

B. DEMONSTRATION of ELIGIBILITY REQUIREMENTS

1. Military Service

- a. A retired Armed Forces member shall demonstrate retired status in one of the two following manners:
 - i. Provide a copy of the front of the employee's Retired Military Identification Card. This card will indicate that the employee is retired from the military and will contain a photo of the individual; or
 - ii. Provide a copy of the employee's Form DD 214 that will reflect the individual's separation from service.

FUNERAL HONORS DETAIL LEAVE 200-11

- b. A current Armed Forces member shall demonstrate active status in one of the two following manners:
 - i. Provide a copy of the front of the employee's current Military Identification Card. This card will indicate the employee's expiration of service (ETS) date and will contain a photo of the individual. The date of the FHDL must precede the ETS date to be valid; or
 - ii. Provide a letter on Armed Forces unit letterhead signed by the employee's commanding officer stating that the individual is a current member of the Armed Forces of the United States and listing the individual's ETS date. The date of the FHDL must precede the ETS date to be valid.

2. Funeral Honors Detail Training

- a. An employee may demonstrate the required training in order to qualify for FHDL in the following manner:
 - i. For a member of an Ohio Army National Guard Honor Guard Team, provide written verification from the State Military Funeral Honors Coordinator that the individual has received the required training. This verification must be in the form of a letter on proper letterhead and signed by the coordinator or may be copies of appropriate certificates such as the ones attached to this policy as Exhibits "A" and "B";
 - ii. For a member of a Veteran Service Organization (VSO) that has received training from the VSO, provide written verification from the VSO that the individual has 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 officer of the VSO or a copy of the certificate attached to this policy as Exhibit "B"; or
 - iii. Provide any other written documentation that reasonably demonstrates that the employee has been properly trained to provide funeral honors detail.

C. REQUESTING FUNERAL HONORS DETAIL LEAVE

1. In addition to demonstrating eligibility to receive FHDL as described in section B, the employee must make the request for leave at least 24 hours prior to the time leave is to be taken, if practical.
2. Employee should request appropriate leave time from supervisor or manager.
3. Employee will not use OAKS to make a FHDL leave request.

FUNERAL HONORS DETAIL LEAVE 200-11

4. Only the supervisor or manager can enter this type of leave on an employee's timesheet in OAKS through the supervisor's or manager's view of the employee's timesheet. New time reporting code (MHFLV) and earnings code (MHF) need to be used when entering this type of leave.
5. Given the nature of the activities associated with FHDL, DAS should be reasonable in waiving the time restriction for making such a request, as circumstances warrant.

D. ALLOCATION of LEAVE

1. If the employee participating in a funeral honors detail receives orders for the assignment and has paid military leave still available, paid military leave should be used to cover time off.
2. In all other situations where an employee participates in a funeral honors detail, FHDL should be used, if available, to cover time off.
3. An employee is not prevented from using vacation leave, personal leave, or compensatory time off to participate in a funeral honors detail. Use of these types of leave is subject to normal procedures for requesting such time off.

E. VERIFYING PERFORMANCE of FUNERAL HONORS DETAIL

1. An employee is required to provide proof of participation in a funeral honors detail after completion of the assignment.
2. Participation in a funeral honors detail may be demonstrated in the following manner:
 - a. For a member of an Ohio Army National Guard Honor Guard team, provide written verification from the State Military Funeral Honors Coordinator that the individual performed as part of a funeral honors detail on the date the FDHL was requested;
 - b. For other military service members, provide a copy of the Leave and Earnings Statement that shows payment for Military Funeral Honors Duty, written verification from the Military Authority that the employee performed as part of a funeral honors detail, or travel orders for the assignment on the date the FHDL was requested; or
 - c. For a member of a VSO, provide written verification from the VSO that the employee performed as part of a funeral honors detail on the date that FHDL was requested.

F. RESPONSIBILITY to TRACK FHDL USAGE

1. DAS is responsible for internally tracking the use of FHDL by its employees with respect to the 20 hour lifetime maximum allowance.

FUNERAL HONORS DETAIL LEAVE 200-11

2. The new time reporting code and new earnings code in OAKS allows the tracking of time used by an employee to ensure the 20 hour lifetime maximum is not exceeded.
3. For an employee who transfers from DAS to another agency and has used FHDL, DAS is responsible to inform the receiving agency the total amount of FHDL that has been used by the transferring employee.

III. PROCEDURE for REQUESTING/VERIFYING FUNERAL HONORS DETAIL LEAVE

A. REQUESTING LEAVE

1. Employee must complete the DAS "Request for Funeral Honors Detail Leave" form
2. Sign and date request form
3. Submit completed request form along with all required documentation to the employee's supervisor for approval
4. Supervisor should indicate that employee meets eligibility requirements, all required documentation is submitted and the request is timely by signing and dating the request form
5. Supervisor should submit the completed request form and all required documentation to the Office of Employee Services, Benefits Manager

B. PARTICIPATION VERIFICATION

1. Participating employee must complete the DAS "Participation Verification for Funeral Honors Detail" form
2. Indicate documents verifying participation in funeral honors detail
3. Sign and date participation verification form
4. Submit completed verification form along with all required documentation to the supervisor for approval
5. Supervisor should sign and date form if all requirements for verification are met
6. Supervisor should submit completed participation form and all required documentation to the Office of Employee Services, Benefits Manager

IV. REVISION HISTORY

Date	Description of Change
9/8/2009	Original Policy Release
1/04/2013	New appointing authority

Participation Verification for Funeral Honors Detail

In accordance with ORC 124.1311, I _____ performed in a Funeral Honors Detail on _____ (date), from _____ (start time) to _____ (end time).

PERFORMANCE VERIFICATION

Department of Administrative Services employees are required to provide proof of participation in a funeral honors detail after the completion of the assignment.

Required verification of participation in a Funeral Honors Detail must be demonstrated as follows:

Member of Ohio National Guard Honor Guard Team provide the following:

- Written verification signed by the State Military Funeral Honors Coordinator that the employee performed as part of a funeral honors detail on the date that was requested

Member of other military service provide one of the following:

- Copy of the Leave and Earnings Statement showing payment for Military Funeral Honors Duty
- Written verification from the Military Authority stating the employee performed as part of a funeral honors detail
- Travel orders for the assignment for the date the funeral honors detail was requested

Member of Veteran Service Organization (VSO) provide the following:

- Written verification from the VSO that the employee performed as part of a funeral honors detail on the date requested

Include all required verification documentation with this verification form.

Employee Signature: _____ Date: _____ Division: _____

Supervisor Signature: _____ Date: _____ Division: _____



Request for Funeral Honors Detail Leave

In accordance with ORC 124.1311, I _____ request Funeral Honors

Detail Leave for _____ (date), from _____ (start time) to _____ (end time).

(Request for FHDL must be made at least 24 hours prior to time of leave.)

Type of Leave to be used (check leave to be used):

- Paid military leave, if time available (copy of orders attached)
- Funeral Honors Detail Leave (20 hours lifetime maximum)
- Vacation Leave (use normal leave request process)
- Personal Leave (use normal leave request process)
- Compensatory time (use normal leave request process)

ELIGIBILITY REQUIREMENTS [Must indicate appropriate group in (1) and must indicate properly trained in (2)]

- (1) Active or retired member of United States Armed Forces
 Active or retired member of a reserve component of United States Armed Forces
 Active or retired member of the Ohio National Guard
- (2) Properly trained in Funeral Honors Detail

DEMONSTRATION of ELIGIBILITY

Military Service – Retired

Verification of retired status must be demonstrated by providing one of the following:

- Copy of front of Retired Military Identification Card
- Copy of Form DD 214 showing separation from service

Military Service – Active

Active status must be demonstrated by providing one of the following:

- Copy of front of current Military Identification Card (FHDL must precede the ETS date to be valid)
- Letter on Armed Forces unit letterhead signed by commanding officer and listing the ETS date (FHDL must precede the ETS date to be valid)

Funeral Honors Detail Training

Required Funeral Honors Detail training must be demonstrated as follows:

For member of Ohio National Guard Honor Guard Team provide one of the following:

- Provide written verification from/signed by State Military Funeral Honors Coordinator on proper letterhead
- Copies of appropriate certificates (example exhibits included in policy 200-11)

For member of Veteran Service Organization (VSO) provide one of the following:

- Provide a letter from VSO signed by the proper officer
- Copy of Military Funeral Honors certificate (Exhibit B in policy 200-11)

Other documentation demonstrating proper funeral honors detail training received (attached)

Employee Signature: _____ Date: _____ Division: _____

Supervisor Signature: _____ Date: _____ Division: _____