

State of Ohio Policy Regarding Funeral Honors Detail Leave

Purpose

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

General Principle

ORC 124.1311 creates FHDL for state employees. This new type of leave is available starting on April 7, 2009. The statute grants properly trained state employees a lifetime maximum of 20 hours of paid leave to participate in funeral honors details at the funerals of veterans. Uniform application of this new paid leave is essential to proper maintenance of state operations while also properly honoring those individuals that served in the Armed Forces of the United States. A state 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.

Eligibility Requirements

A state 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 the agency with a copy of the front of the individual's 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 the agency with a copy of the individual's Form DD 214 that will reflect the person's separation from service.

A current Armed Forces member shall demonstrate active status in one of the two following manners;

3. Provide the agency with a copy of the front of the individual's current Military Identification Card. This card will indicate the person's 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
4. Provide a letter on Armed Forces unit letterhead signed by the individual's commanding officer stating that the individual is a current member of the Armed Forces of the United States and listing the person's ETS date. The date of the FHDL must precede the ETS date to be valid.

II. Funeral Honors Detail Training

- A. A state 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 the agency written verification from the State Military Funeral Honors Coordinator that the individual has received the required training. This verification may 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";
 2. For a member of a Veteran Service Organization (VSO) that has received training from the VSO, provide the agency 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
 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

In addition to demonstrating eligibility to receive FHDL as described above, the state employee must make the request for this type of leave at least 24 hours prior to the time of the leave, if practicable, using the normal agency procedures for requesting leave. Given the nature of the activities associated with FHDL, agencies should be reasonable in waiving the time restriction for making such a request as circumstances warrant.

Allocation of Leave

If the 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 honors detail. Uses of these other types of leave are subject to the normal agency procedures for requesting such time off.

Verifying Performance of Funeral Honors Detail

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

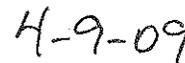
- A. A state employee may demonstrate participation in a funeral honors detail in the following manner:
1. For a member of an Ohio Army National Guard Honor Guard team, provide the agency written verification from the State Military Funeral Honors Coordinator that the individual performed as part of 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.

Agency Responsible to Track FHDL Usage

Each agency is responsible for internally tracking 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 been used by the transferring employee.



Hugh Quill
Director, Ohio Department of Administrative Services



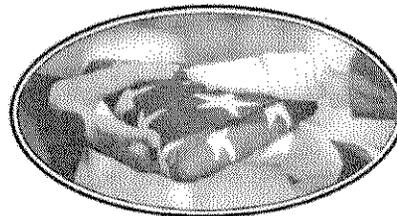
Effective Date

Exhibit "A"

COMPLETION OF STATE MILITARY FUNERAL HONORS TRAINING

THIS IS TO CERTIFY THAT THE ABOVE NAMED INDIVIDUAL HAS COMPLETED THE REQUIRED 40 HOURS OF TRAINING AS CERTIFIED BY THEIR REGIONAL COORDINATOR. ALL NEW FUNERAL HONORS PERSONNEL ARE REQUIRED TO COMPLETE THE 40 HOURS OF TRAINING IN ACCORDANCE WITH NGB STANDARDS. ALL SOLDIERS ARE TRAINED IN THE AREAS OF: COMPREHENSIVE TASKS, CURB TO HEARSE, FLAG FOLD/PRESENT, TRIANGLE FOLDS, TUCK, HAND OFF AND DEPARTURE. IN ADDITION TO THOSE TASKS THEY ARE TRAINED IN UNIFORM MAINTENANCE AND DRILL AND CEREMONIES. SOLDIERS COMPLETING THIS TRAINING ARE AUTHORIZED TO WEAR THE STATE HONOR GUARD TAB AS LONG AS THEY ARE CURRENT MEMBERS OF THE TEAM AND NOT CURRENTLY MOBILIZED.

REGIONAL TRAINER OR COORDINATOR

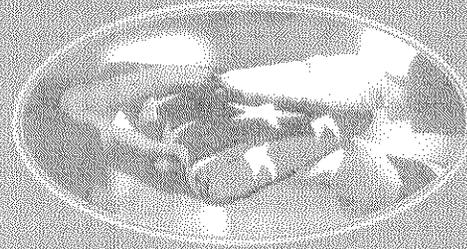


DUTY, HONOR, COUNTRY

STATE FUNERAL HONORS COORDINATOR

Exhibit "B"

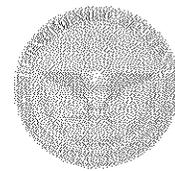
MILITARY FUNERAL HONORS



This Recognizes

Type In Team or Individual Name Here

as an Authorized Provider
in the Military Funeral Honors Program



THE DEPARTMENT OF DEFENSE
is proud to recognize this achievement

Robert M. Gates
Secretary of Defense

Type In Unit Commander's
Signature Block

Honoring Those Who Served