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## State of Ohio Administrative Policy

### Funeral Honors Detail Leave

No:  
State Human Resources Division  
HR-26

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Effective:  
August 31, 2021

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Issued By:

Kathleen C. Madden, Director

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#### 1.0 Purpose

To establish a uniform methodology for administering the ***funeral honors detail leave (FHDL)*** created by ORC 124.1311.

A glossary of terms can be found in each policy and is located in Appendix A – Definitions. The first occurrence of a defined term is in ***bold italics*** and linked to Appendix A. To go directly to a term’s definition, click on the bold and italicized term. To return to the body of the policy, click on the defined term.

#### 2.0 Policy

ORC 124.1311 creates FHDL for state employees. Properly trained state employees have a lifetime maximum of 20 hours of paid leave to participate in ***funeral honors details*** at the funerals of military veterans. Uniform application of this 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.

2.1 **Eligibility Requirements:** A state employee must meet the two following requirements to qualify for FHDL:

2.1.1 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

2.1.2 Be properly trained to participate in a funeral honors detail.

2.2 **Demonstration of Eligibility Requirements:**

2.2.1 **Military Service - Retired:** A retired Armed Forces member shall demonstrate retired status in one of the following manners:

- 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
- Provide the agency with a copy of the individual's Form DD 214 or NGB 22 that will reflect the person's separation from service.

2.2.2 **Military Service – Current:** A current Armed Forces member shall demonstrate active status in one of the following manners:

- 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 precede the ETS date to be valid; or
- 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.

2.2.3 **Funeral Honors Detail Training:** A state employee shall demonstrate the required training in order to qualify for FHDL in the following manner:

- 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 the appropriate certificates such as the ones attached to this policy in Appendix B as Exhibits A and B; or
- 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
- Provide any other written documentation that reasonably demonstrates that the individual has been properly trained to provide funeral honors detail.

2.3 **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.

- 2.4 **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 may be used to cover the time off, at the state employee's discretion. 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 funeral honors detail. Use of these types of leave are subject to the normal agency procedures for requesting such time off.
- 2.5 **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. The state employee may do so in the following manner:
- For a member of an Ohio Army National Guard Honor 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.
  - 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.
  - For a member of the 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 the FHDL was requested.
- 2.6 **Agency Responsibilities:** 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 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.

### 3.0 Authority

ORC 124.09; ORC 124.1311; OAC 123:1-47-01(B)

### 4.0 Revision History

Date	Description of Change
04/07/2009	Original policy.
08/31/2021	Reissued for housekeeping changes.

## 5.0 Inquiries

Direct inquiries about this policy to:

Labor Relations and Human Resources Policy  
Office of Collective Bargaining  
Ohio Department of Administrative Services  
1602 West Broad Street  
Columbus, Ohio 43223

614.752.5393 | [DASHRD.HRPolicy@das.ohio.gov](mailto:DASHRD.HRPolicy@das.ohio.gov)

State of Ohio Administrative Policies may be found online at  
[www.das.ohio.gov/forStateAgencies/Policies.aspx](http://www.das.ohio.gov/forStateAgencies/Policies.aspx)

### Appendix A - Definitions

- a. FHDL. Acronym for Funeral Honors Detail Leave.
- b. Funeral Honors Detail. Has the same meaning as described in the “National Defense Authorization Act of 2003,” 116 Stat. 2556, 10 U.S.C. 1491.
- c. Funeral Honors Detail Leave. Paid time off pursuant to Ohio Revised Code 124.1311 for qualified state employees to participate in providing a funeral honors detail.

### Appendix B – Resources

Document Name
Example of “Completion of State Military Funeral Honors Training” certificate
Example of VSO certificate of completion