

# HONOR GUARD LEAVE POLICY



**Policy Title:** Honor Guard Leave

**Policy Number:** 4.09

**Authorization:** Grand Forks County Commission

**Approval Date:** August 1, 2017

**Replaces Policy Number:** 104-10

**Revision Date:** August 1, 2017

## POLICY STATEMENT

Grand Forks County permits employees to be absent from work, without loss of pay, to participate in the funeral service of a veteran as a member of the Honor Guard.

## RATIONALE

To support and honor our veterans, and to establish guidelines for administration of Honor Guard Leave.

## APPLIES TO

Employees who are members of the Honor Guard. Elected official or temporary/seasonal employees are not eligible.

## DEFINITIONS

**Temporary/Seasonal:** Employees who are expected to remain in a position only for a certain amount of time.

**Honor Guard:** An individual with an essential ceremonial role in the funeral service of a veteran.

## GUIDELINES

### HONOR GUARD ELIGIBILITY

In order to be eligible for paid Honor Guard Leave, an employee must be scheduled to work on the day of the funeral and participate as an honor guard for a funeral service of a veteran. The employee must be serving in an essential ceremonial role as part of the official funeral service of a veteran such as a member of the flag bearers, a member of the flag-folding team, a member of the firing party, the bugler, or the honor guard captain.

Part-time employees are granted Honor Guard Leave only when the funeral coincides with the employee's regularly scheduled hours.

### NOTIFICATION

When an employee receives notification of honor guard services, the individual should promptly inform their immediate supervisor. The employee must provide their supervisor with a copy of the notification of the funeral service.

### PAYMENT WHILE ON HONOR GUARD LEAVE

An Employee who is an Honor Guard, may receive up to twenty-four (24) working hours per calendar year to participate as an honor guard for a funeral service of a veteran to cover each period of travel to and from the burial site, and the performance of the funeral honors.

Pay for Honor Guard Leave is calculated on the employee's base rate at the time of absence. It does not include shift differential, incentive pay, or other special forms of compensation and is not considered hours worked for the purposes of determining overtime.

## ROLES

Supervisors must secure a copy of the notification of honor guard services.

Employees must promptly notify their supervisor of the need for time off to perform duties of the Honor Guard.

*This policy is intended as a guideline to assist in the consistent application of Grand Forks County policies and procedures for employees. The policy does not create a contract implied or expressed, with any Grand Forks County employees. Grand Forks County reserves the right to modify this policy in whole or in part, at any time, in its sole discretion. This policy will be reviewed no less than every three years, unless required by Federal, State, or Local law.*

## RESOURCES

Contact Human Resources if you have any questions or if you would like additional information about this policy.

## FORMS

*Time Off Request and Payment Form*