



US NAVAL SEA CADET CORPS
TOP HATTERS SQUADRON
9225 THIRD AVE BOX 14
NORFOLK VA 23511

IN REPLY REFER TO:
TOPHATTERSRONINST 1050.1A
01
16 Nov 15

TOPHATTERSRON INSTRUCTION 1050.1A

Subj: TOP HATTERS SQUADRON EXCUSED ABSENCE AND LEAVE OF ABSENCE
POLICY

Ref: (a) NSCC Regulations Manual
(b) TOPHATTERSRONINST 3120.1A

1. Purpose. To provide guidelines and procedures for administering excused absences and leave of absences for both officers and cadets.
2. Cancellation. TOPHATTERSRONINST 1050.1
3. Discussion. Minimum attendance and continued attendance, enrollment, and retention within Top Hatters Squadron (THS) is vital to the unit's mission accomplishment. With that end in mind, this instruction sets forth the policy for excused absences and leave of absences.
4. Cadet Excused Absence. This type of absence is at the discretion of the chain of command. Cadets are expected to attend all scheduled drills; however, given the nature of our organization we must allow the opportunity for our Cadets to be able to take part in other events and organizations. Additionally, instructions set forth in this policy may be waiver-able due to unforeseen circumstances (i.e., medical conditions, etc.). References (a) and (b), set forth a baseline of a 75% attendance record per calendar year, it is the policy of THS to enforce the baseline attendance.
 - a. For a Cadet to be granted an excused absence they must:
 - (1) Contact their division officer via their leading petty officer or submit an online absence request via the THS web site.
 - (2) Have a verifiable excuse or supporting documentation from a legal guardian.
 - (3) Not exceed three excused absences per calendar year. Once a Cadet has three excused absences any further absence from drills will count **AGAINST** that Cadet's attendance for the year regardless of a request unless it is an exigent circumstance.
 - (4) Be approved by the operations officer.
5. Officer Excused Absence. This type of absence is at the discretion of the executive officer. All Officers are expected to attend all scheduled drills; however, given that every Officer of THS is a volunteer, we as an organization must maintain flexibility for different situations. References (a) and (b), set forth a baseline of a 75% attendance record per calendar year, it is the policy of THS to enforce the baseline attendance.
 - a. For an Officer to be granted an excused absence they must:
 - (1) Submit a request in writing via the chain of command to the Executive Officer.
 - (2) Have an excuse that was unavoidable.

- (3) Submit their request prior to the Wednesday preceding drill whenever possible.
- (4) Be approved by the executive officer.

6. Leave of Absence (LOA)

- a. Cadets may submit a leave of absence in accordance with the following criteria:

- (1) The request must be submitted in writing from the legal guardian via the chain of command to the operations officer for LOAs up to 3 months, the executive officer for LOAs up to 6 months, and the commanding officer for LOAs up to 12 months.

- (2) Under no circumstances will a Cadet be re-enrolled while on LOA.

- b. Officers may submit a leave of absence in accordance with the following criteria:

- (1) The request must be submitted in writing via the chain of command to the executive officer for requests up to three months, or the commanding officer for requests up to six months.

- (2) The request must include a valid and unavoidable reasoning.

- (3) After 6 months, additional extensions may be requested from the commanding officer via the chain of command at three month intervals.

- (4) No officer will be re-enrolled while on a leave of absence with the exception of active duty military members.

- (5) In the case of active duty military deploying or being temporarily assigned out of the area, leave requests may be made for the maximum predicted necessary time. The member must submit a request, in writing, to be re-enrolled to the commanding officer via the chain of command

7. Action

- a. All leave of absence will be administered via references (a) and (b).

- b. The approving authority will forward all approved leave of absences, and approved excused absence requests to the admin department for processing and tracking.



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Acting

Distribution:
Electronic only, via THS Web site
<http://www.thsusnscc.org/references>