



U. S. NAVAL SEA CADET CORPS

TOP HATTERS SQUADRON
9225 THIRD AVE BOX 14
NORFOLK VIRGINIA 23511

IN REPLY REFER TO:

TOPHATTERSRONINST 1050.1B
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27 Aug 2017

TOPHATTERSRON INSTRUCTION 1050.1B

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

Ref: (a) NSCC Regulations Manual

1. Purpose. To provide guidelines and procedures for administering excused absences and leave of absences for both officers and cadets.

2. Cancellation. TOPHATTERSRONINST 1050.1A

3. Discussion. Minimum attendance and continued attendance, enrollment, and retention within Top Hatters Squadron (THS) is vital to the unit's mission accomplishment. In essence, cadets are authorized three excused absences in a year. After three Unauthorized Absences, or four absences of any kind, they are eligible for disenrollment. With that end in mind, this instruction sets forth the policy for excused absences and leave of absences.

4. Excused Absence

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 12 month period.

(4) Not exceed four absences of any kind per 12 month period.

(5) Be approved by the operations officer.

b. 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.

5. Leave of Absence (LOA)

a. 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

6. Action

a. All leave of absence will be administered via reference (a).

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