

888 AVENGER RCACS

EXCUSED ATTENDANCE/ GENERAL NOTICE

WHEN SENDING AN EMAIL

- i. Note that you are sending and addressing an Officer
- ii. Cadets who have sent me excuses please note the following:
 - a. When sending an email, please have a subject line, sending a "no subject" will end up in the trash bin – email will not be read.
 - b. When addressing who will be "excused" they need to provide full name (First AND last name)
 - c. Provide what flight they are in (so it is easier to mark down if excuse is valid).
 - d. State the date they will be not be attending.

WHAT MAKES A VALID EXCUSE?

- i. Cadets who are medically ill (ie. has the flu). Cadets will be given a one off from this; however, repeated measures (ie. sick the following week), a physician's note must be required. No physician's note = no valid excuse.
- ii. Cadets who are physically injured can still attend cadets - it is encouraged for the cadet to rest during the first point of injury; however, subsequent weeks, cadets should arrive but on modified duties (ie. if they have a sprained ankle, they can sit with duty; however, can still partake in classroom training). Unless the cadet absolutely cannot partake in cadet training, then a physician's note is required, failure to do so = no valid excuse
- iii. Educational trips - cadets must send a copy/ letter to proof they will be away for a school trip, if it affects their attendance for training. No copy = no valid excuse
- iv. Religious matters - understanding that certain dates require attendance; however, weekly attendance to the church, there needs to be a note from the church. No copy = no valid excuse.
- v. Family vacations - understanding that parents have different vocational requirements; therefore, if there is a family vacation, a proof of travel must be presented. No copy = no valid excuse.
- vi. School concerts that occur during any cadet training activity, a letter/ email must be provided **at least one week in advance**, or else cadets will not be excused. Email should be from the coordinator him/herself (ie. band teacher/ principal). Email should include the cadet's full name (First AND Last). If there is more than one individual from the school, it is best to team up and have one email sent with list of cadets who are participating. Again, no email/ letter = no valid excuse.

WHAT ABOUT SPORT TRY OUTS/ AUDITIONS/ DOCTOR'S APPOINTMENTS?

- i. Cadets wanting to try out on sports teams/ attend a competition, cannot make it due to sports practices, or there is a competition/game. We are an organization that promotes physical fitness; however, when teams require the member to be committed to the sport team, they should request for a leave of absence (see below). Since this is in the ownership of the cadet, this is not considered an excuse.

ii. Booking a physician's appointment after most clinic hours (ie. 1800hrs) are typically rare and poor planning. Training occurs every Tuesday Night from 1800 – 2130hrs, therefore, stating you cannot make it due to physician's appointment is not an excuse. Understanding clinics can run behind; however, general rule is to not book your appointments on training nights.

iii. If it is required that your physician requires you to go to the Emergency Department, you *will need to have a medical note from the Emergency Physician stating your medical status*. This becomes a review within our Regional Medical Liaisons at Head Quarters. This is to ensure your overall health and well-being in the cadet program. *Failure to comply to this rule, we can immediate stop your membership in the cadet program, as our priority is your safety.*

HOW DO I SEND A LEAVE OF ABSENCE?

i. Cadets who will be gone for more than 3 weeks consecutively and are aware that they will continue to miss training, the following options are available:

a. Requesting for Leave

b. Reconsider not continuing with the program

ii. Cadets requesting leave, must inform the CO regarding the situation, at which a form must be filled and signed by the cadet and parent. Forms are located at the front of the office door.

iii. If leaving for a long period of time, consider possibly leaving the program, this is not to discourage you; however, resources are being wasted with your lack of appearance.

iv. Note that once you are on leave, you are excused with attendance; however, **not excused** for training. Therefore, your promotions, offer for CTC, or any potential upcoming opportunities will most likely not be granted for you.

WHAT HAPPENS IF I DO NOT SHOW UP FOR MORE THAN TWO WEEKS WITH ABSENCES?

i. After two weeks of no conversation/ no email/ no notification you will be away, we will try to email you/ notify you via what you have validated on your Annual Validation Form.

ii. Section leaders responsible of contacting you will try to reach you within the probation period. This will be the third week of missing cadets.

iii. Failure or lack of response will lead to an automatic **Struck Off Strength** – meaning you have been kicked out of the program due to not being interested and lack of compliance to the organization's demands.

WHAT HAPPENS WHEN I AM STRUCK OFF STRENGTH?

i. If you are still interested in being part of the program, you will be counselled with the Officer Commanding team with your parent/guardian. This is to ensure both you and your parents are aware of the circumstances and possibility or re-evaluating of being in the cadet program.

ii. If you are for sure not returning, you are required to return your uniform parts during training officers or supply hours. If you are unsure when office hours are, please check the squadron website for details at << <http://888aircadets.ca/> >>

a. If you do not return your uniform, you will be sent a mail for fines owing uniform parts from the Department of National Defence