

OFFICE OF THE COMMANDANT
THE CITADEL
CHARLESTON, SOUTH CAROLINA

4 June 2009

MEMORANDUM
NO. 1

**LEAVE, SUMMER FURLOUGH, MEDICAL AND PHYSICAL FITNESS POLICY
INFORMATION, SY 2009/10**

PURPOSE: The following outlines the dates and times of leaves and furloughs for members of the Corps of Cadets for the upcoming school year. Cadets and their families are to use this information to plan travel arrangements and personal events.

1. Requests to leave earlier or return later than times/dates shown will not normally be approved. **If there is a request for a special exception to policy, cadets must get a special leave approved by the appropriate Battalion Tactical Officer BEFORE any travel plans are made or airline tickets purchased.** Furlough and leave for the Corps of Cadets is scheduled as follows:
 - **FALL FURLOUGH.** Cadets may leave after their last class on Friday, 20 November. Cadets must have their room inspected **before they leave.** The furlough begins Friday, 20 November and ends 1930 hours (07:30 PM), Sunday, 29 November 2009.
 - **WINTER FURLOUGH.** Cadets may depart immediately after their last examination. Cadets must have their room inspected **before they leave.** Cadets **MUST** depart no later than, Tuesday, 15 December and must return no later than 1930 hours (07:30 PM), Sunday, 10 January 2010.
 - **SPRING FURLOUGH.** Cadets may leave after their last class on Friday, 2 April but cadets must have their room inspected before they leave. They must return no later than 1930 hours (07:30 PM), Sunday, 11 April 2010.
 - **SUMMER FURLOUGH 2010.** Cadets may depart on Saturday, 8 May 2010 after their room has been inspected. Some cadets may have a cadet detail in support of graduation and may not leave until after detail completion, Saturday, 8 May 2010. Cadets will not be allowed to depart early for summer jobs, active duty for training, proms, medical appointments, "help move", etc. If a cadet has a legitimate request for an exception, he/she **MUST** get the leave request approved **PRIOR** to making plans to leave. **DO NOT PURCHASE PLANE OR BUS TICKETS UNTIL THE LEAVE IS APPROVED.** This allows you 10 months to make arrangements.

2. Cadets will be able to make travel arrangements once they have their class or exam schedule. Travel plans, whether by public conveyance or with a fellow cadet, should be made well in advance of each furlough. Exceptions to times for furloughs or other leaves will not be made because of travel arrangements. NO CADET WILL DEPART PRIOR TO TACTICAL OFFICER ROOM INSPECTION FOR THANKSGIVING AND SPRING FURLOUGH.
3. **OVERNIGHT AND WEEKEND LEAVES.** Cadets are authorized Overnight and Weekend leaves, based on Academic, Physical and Conduct Proficiency. The proper planning of these leaves is an important part of the cadet system. There will be no exceptions to the allotted number unless an extreme emergency occurs. Fourth Class Cadets are not authorized Overnight and Weekend leaves during the first semester, to include Parent's Day. They are authorized one overnight and one weekend leave during the second semester, if they are Academic, Physical, and Conduct Proficient. CADETS IN THE NATIONAL GUARD OR RESERVES WILL NOT BE PERMITTED TO MISS SCHEDULED CLASSES TO PARTICIPATE IN TRAINING. Cadets are not authorized to depart on Weekends until after the Friday Afternoon Parade.
4. **MEDICAL AND DENTAL APPOINTMENTS.** Cadets MUST make all medical and dental appointments through The Citadel Surgeon. Any request for medical leave must be approved in advance by the Citadel Surgeon (located in The Citadel Infirmary). If a cadet wishes to see a doctor or dentist outside the Charleston Area, he/she should plan to do so in conjunction with an ALLOTTED OVERNIGHT OR WEEKEND. **CADETS WILL NOT DEPART UNTIL AFTER PARADE ON FRIDAY, AND WILL NOT MISS A SATURDAY MORNING INSPECTION. EXCEPT FOR EMERGENCIES, APPOINTMENTS SHOULD BE SCHEDULED DURING FALL, WINTER, SPRING OR SUMMER FURLOUGHS.**
5. **PHYSICAL FITNESS.** As a reminder, cadets of all classes will be required to take the Physical Fitness Test and meet height and weight standards upon return to The Citadel. In addition, all 4th Class Cadets must meet entrance height and weight standards in order to matriculate or be granted an appropriate waiver by the College. Those Upper Class Cadets not meeting the referenced standards are subject to being Physical Deficient upon return resulting in the loss of privileges and rank. In addition, physically deficient seniors will not participate in the Ring Ceremony or graduation activities, to include the graduation ceremony.

BY ORDER OF THE COMMANDANT:

Kevin C. Dopf
LTC, USA, Retired
Assistant Commandant for
Administration
