

May 18, 2007

The Topeka Symphony Orchestra
ATTENDANCE POLICY

Membership: Members of the Topeka Symphony are expected to perform at all performances whenever their services are needed. Schedules for the following season are distributed in the spring in order for members to plan their personal schedules accordingly. Vacations, for example, can be planned during season breaks. If unexpected circumstances arise (illness, family emergencies, etc.) members can be excused from one concert per season. Notify the General Manager in writing as soon as possible. If a member misses more than one concert per season, membership will be reviewed by the Music Director and orchestra committee.

Members of the Topeka Symphony Orchestra are expected to attend all rehearsals and performances whenever your services are needed. Absences fall into two categories: “excused” or “unexcused.” Please note the following information:

- Excessive absence (excused or unexcused) from rehearsals could result in replacement of the player for that concert.
- Unexcused absences could jeopardize a player’s position in the orchestra.
- If a player is absent, the Music Director and section Principal may direct a temporary seating change for the service involved.
- All personnel are expected to be ready to play at the scheduled time. Failure to do so shall be considered tardiness, except in severe weather conditions. Non-emergency tardiness will result in service pay reduction by fifteen-minute increments. In order to best utilize rehearsal time announcements will be given five (5) minutes prior to the start of rehearsal at which time you should be in your seat.
- It is the responsibility of the player to notify the General Manager of attendance problems. Failure to do so could result in unexcused absence(s) or tardiness.

EXCUSED VS. UNEXCUSED ABSENCES

Excused absences will be granted upon written request submitted where practicable to the Topeka Symphony General Manager 30 days in advance of the requested date or a reasonable time after the event, if the absence is unforeseeable.

Excused absences include:

- Inability to be excused from the principal occupation after a reasonable attempt has been made.
- Illness, accident or emergency.
- Major religious holidays
- One absence per season (not to include dress rehearsals or performances) for no stated reason.

Unexcused absences include:

- Musical engagements other than the principal occupation unless contracted for prior to knowledge of the Topeka Symphony Master Schedule.
- Personal convenience.

(over)

ABSENCE REQUEST PROCEDURE

All absence requests must be made using the TSO's "Absence Request Form." Forms will be available at all TSO rehearsals, and should be returned to the General Manager no less than 30 days before the expected absence. An absence request will NOT be considered until an Absence Request Form is received by the General Manager.

Once received, all absence requests will be forwarded to the Music Director.

Based on the distinctions in the Attendance Policy, each request will be considered as either "excused" or "unexcused."

Once determined, the player will be notified of the status of his or her request.

The original Absence Request Form will be placed in the player's personnel file.

In the event that you need to make an absence request, please make the request to the General Manager with as much advance notice as possible, but no later than 30 days in advance of the requested absence. This permits 1) reasonable discussion with the Music Director and section principal, and 2) time to find an adequate replacement.