

The Durham Savoyards, Ltd Attendance Policy  
February 17, 2020

I. Scope

This policy addresses the attendance expectations and consequences of excessive absences for the casts of Durham Savoyards, Ltd. productions. Attendance expectations of Artistic and Music Directors, orchestra members, and other production leaders receiving honoraria or paid for services are addressed in their respective agreements.

II. Definitions

- a. Excused absence – any absences (1) reported by the cast member on the audition form or (2) reported at least 24 hours in advance and accepted via email reply by the Stage Manager or designee.
- b. Unexcused absence – any absences not covered in the definition of Excused absences.

III. Attendance Policy

- a. Cast members are expected to attend all rehearsals for which they are called.
- b. When unavoidable circumstances arise, cast members are expected to give notice of the conflict to the Stage Manager (either directly or using [trouble@durhamsavoyards.org](mailto:trouble@durhamsavoyards.org)) at least 24 hours before the rehearsal to be missed.
- c. Any missed rehearsals with less than 24 hours notice will be counted as an unexcused absence.
- d. After three (3) unexcused absences, a meeting will be held between the cast member, Artistic Director, Music Director, and Producer to discuss and decide on the ability of the cast member to continue as part of the current production. If the individual remains in the cast, any further unexcused absences may be grounds for immediate dismissal from the cast.
- e. The Artistic Director, Music Director, or Producer may call a meeting with any cast member whose accumulated number of excused absences are deemed disruptive to the rehearsal process or impeding of the cast member's ability to continue as part of the current production.
- f. A history of absences may be considered in future casting decisions.