



**Effective Date:** February 3rd, 2024

**Subject:** Non-Attendance Policy for ZDV ARTCC Events

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This policy is established to address and manage instances of non-attendance at scheduled events organized by the ZDV ARTCC. Attending events is crucial for the success of our programs, and consistent non-attendance creates disruptions and negatively impacts the overall experience for members who have signed up to work tier 1 support events, FNO's (Friday Night Ops), SNO's (Saturday Night Ops), VA (Virtual Airline) staffing requests, and all events hosted by ZDV.

**Policy:**

**Attendance:**

All members of the ZDV ARTCC who have signed up to work a scheduled event are expected to attend unless excused for valid reasons. Events may include, but are not limited to, tier 1 support events, FNO's (Friday Night Ops), SNO's (Saturday Night Ops), VA (Virtual Airline) staffing requests, and all events hosted by ZDV.

**Notification of Absence:**

In the event of unavoidable circumstances preventing attendance, individuals are required to notify the event organizer or event team member as soon as possible and at least 24 hours prior to the start of the event. This **does not** include genuine emergencies.

**Excused Absences:**

Excused absences may be granted for reasons such as illness, work, or pre-approved leave. Proper documentation or explanation may be required to qualify an absence as excused.

**Unexcused Absences:**

Failure to attend an event without providing a valid reason or obtaining prior approval will be considered an unexcused absence. An unexcused absence will fall off 6 months after it is received.

**Consequences for Unexcused Absences:**

*First Offense: Verbal Warning* - The individual will be notified of the missed attendance, and a verbal warning will be issued.

*Second Offense: Written Warning* - A written warning will be issued, highlighting the importance of attendance and the consequences of continued non-compliance.

*Third Offense: Disciplinary Action* - The individual will be ineligible to work the next scheduled event following the third offense.

**Recordkeeping:**

The ZDV ARTCC will maintain records of attendance and any related disciplinary actions for future reference.

By adhering to this policy, the ZDV ARTCC aims to maintain a productive and positive working environment for all members participating in its events.

**Marty Pease**

Event Coordinator  
Denver ARTCC