Effective Date: 1 January, 2026
Subject: Non-Attendance Policy for ZDV ARTCC Events

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 any event 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 or work, and are pre-coordinated.

Noncompliant Attendance:
Failure to attend an event without providing a valid reason or obtaining prior approval will be considered a no-show. A no-show will fall off 6 months after it is received.

Event No-Show Policy and Progressive Discipline:

Not to be used for real world use.
The Denver ARTCC on VATSIM is in no way affiliated with the Federal Aviation Administration nor the real Denver Air Route Traffic Control Center.

To ensure reliable staffing and professionalism during scheduled events, controllers who sign up for an event are expected to attend as scheduled or properly remove themselves at least 24 hours in advance. Failure to do so will result in the following disciplinary actions.

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

Second Offense: Written Warning and Event Restriction - A written warning will be issued, highlighting the importance of attendance and the consequences of continued non-compliance, the instance will be documented. Following the 2nd offense, the controller will be ineligible to sign up for the next event.

Three Offense and each further offense: Mandatory Staff Meeting and Temporary Event Suspension - Upon a third no-show, a verbal meeting will be scheduled between the controller and ZDV staff. The controller will be prohibited from staffing events until the following conditions are met:

- Submission of a written explanation addressing the repeated no-shows
- A written plan outlining how the controller intends to improve reliability and prevent future attendance issues

Reinstatement for event participation will be at the discretion of ZDV staff upon review of the above documentation.

If a controller shows up late, their position may be given away.

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.

Aidan Anderson
Event Coordinator
Denver ARTCC

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