

## OREGON SINFONIETTA LEAVE AND ABSENCE GUIDELINES

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Instrument/Position: \_\_\_\_\_

Dear fellow musician:

The Oregon Sinfonietta has adopted the following Invitation and Leave of Absence Policy to ensure our orchestra roster is complete for each season, before rehearsals begin, and to ensure the Music Director knows what to expect at rehearsals and to minimize misunderstandings.

There are three types of players in the orchestra:

1. Permanent members whose positions are required for all performances.
2. Substitute players who temporarily fill in for a specific performance or performances when a permanent member will be absent.
3. Specialty players who are needed only when a performance requires expanded orchestration.

We would like you to join The Oregon Sinfonietta as a

Permanent member

Substitute player

Specialty player

If you are a substitute or specialty player, we will contact you as far in advance of our need as practicable.

### **Missed Rehearsals**

Commitment to rehearsals is what makes our orchestra strong. Although we hope you can attend all rehearsals, if you must miss one please let Dr. Appert ([cc1maestro@aol.com](mailto:cc1maestro@aol.com)), Bill Dameron, Personnel Coordinator ([baritebill@comcast.net](mailto:baritebill@comcast.net)) and your section leader know as soon as possible. Soon after joining the orchestra you will be provided with a complete roster.

### **Missed Performances**

If you are a permanent member please let Dr. Appert, Bill and your section leader know as soon as possible if you will not be available for a specific concert.

### **Leave of Absence**

If you are a permanent member and anticipate being out for an entire season please let Dr. Appert, Bill and your section leader know the date you will be leaving and the date you expect to return. If you do not confirm you will be returning by the end of June you may have to be replaced. (The more notice you can provide the better, of course.)