

# CHUO FM 89.1

Radio Ottawa / 65 University Privé, Suite 0038 / Ottawa, ON / K19 9A5.

Bureau 613-562-5965 / Studio 613-562-5967

[info@chuo.fm](mailto:info@chuo.fm)

## CHUO's absenteeism policy:

### FILL-INS

Programmers are responsible for ensuring that their shows are broadcast over the air at their designated times. If programmers are unable to do their show live, they should be trying to pre-tape their show in the Production Studio. If programmers pre-record their show they are to inform the Program Director so that appropriate measures can be taken to ensure that the show gets aired during its designated time slot.

### Finding a Fill-In

If prerecording is not possible, programmers are asked to advise the Program Director of their absence at least 48 hours in advance to allow for time to find a trained fill-in. Programmers are prohibited from finding their own fill-ins from outside of the station. The station has an ongoing list of volunteers who are properly trained to fill in for absent programmers. All volunteers who are interested in getting their names on this list should contact the Program Director. If you can't make your show you should find your own fill-in from this list.

### Filling in

In the case of an emergency where only short notice of an absence can be given, it is possible that the programmer who does the show after yours is late or absent. If this occurs during business hours it is asked that you inform the Program Director or another member of the staff immediately. If it is after business hours programmers are asked, if at all possible, to fill in for the absent show host. It is recommended that the fill-in try to follow the format of the show he/she is filling in for, but if the fill-in has insufficient knowledge of the format he/she is permitted to play any sort of music. If you are filling in for a show be sure to frequently inform your listeners that you are a fill-in and to mention whom you are filling in for and when they will be back. If programmers are unable to fill-in themselves and can't find a qualified replacement they are to call the emergency number on the door of the On-Air Studio. If this situation occurs after midnight, programmers are asked to simply put on R.F.I. until the next programmer arrives.

Programmers are to bring any such incidents to the attention of the Program Director as soon as possible (i.e. the next weekday). All CHUO volunteers are expected to be familiar with and to follow these procedures at all times.

Consult with the Program Director for further details as to the format of fill-ins.

## Absenteeism

### CHUO has an objective policy regarding extended absences.

This rule applies for all show hosts planning to miss **more** than two consecutive shows.

The host must advise CHUO staff at least **30 days** before the first show they plan on missing.

For every year someone has been at CHUO, they are entitled to take a week vacation. (The equivalent of one show), on top of the two already granted.

Barring extenuating circumstances such as family emergencies and personal problems, this will be a strictly enforced rule.

If a host goes on vacation for longer than this period, he or she may lose the slot, but will be encouraged to re-apply for a show to the Programming Committee and will be given priority over all other applications.

**Programming Director reserves the right to use his discretion to make exceptions to this rule.**

You are responsible for your program. Failure to do so including: entire absence without notice, frequent late arrivals or insufficient notice of absences is considered grounds for a suspension period or even an eventual dismissal from volunteering at CHUO.