



Chorus Absence Policy

Attendance & Punctuality

ARTIST agrees to be on time and ready to work at the top of all scheduled calls. Such calls include rehearsals (i.e. music, staging, technical & dress rehearsals), costume fittings and performances. Tardiness is defined as not being ready to work at the scheduled start time. We recommend that ARTIST arrives early enough to get settled, and get into any rehearsal skirts, shoes, etc. that may be required. Excessive tardiness will affect ARTIST's standing with MNOP. Upon approval, ARTIST will be allowed one (1) excused absence during a production period. Each session on a two (2) session day (typically Saturday) counts as one (1) absence. Appropriate excused absences include prior family events/commitments and work conflicts. Please note that all excused absence requests must be submitted according to the Procedure section below in order to be considered.

Procedure

To submit an absence request, please fill out the Chorus Rehearsal Absence Request through the Minnesota Opera Callboard at <https://callboard.mnopera.org/chorus-rehearsal-absence/>. Emails are not an acceptable form of submission. Even if a request has been verbally agreed upon, ARTIST must still submit a request through the online callboard. Requests can be submitted any time after ARTIST's contract is signed. The deadline for submission is four (4) weeks prior to the first rehearsal of the production period (ARTIST will receive an email reminder 2 weeks prior to the deadline).

Approved Conflicts

Within 48 hours of submission, MNOP staff will reply with MNOP's decision to either approve or decline the ARTIST's request. MNOP will do its best to accommodate absence requests, but conflicts with crucial rehearsals including, but not limited to, the final music rehearsal with Maestro, final room run at the Opera Center, Sitzprobe and all onstage rehearsals will almost never be approved.

Workshops

Due to the limited rehearsals, ARTIST will not be granted any excused absences, including late arrivals and early departures, during a workshop period.

Unexcused Absences

MNOP understands that unforeseen circumstances arise at the last minute, such as illness or a family emergency, which may result in an unexcused absence. In case of an emergency or illness, ARTIST must notify stage management as soon as possible, instead of submitting a request through the callboard. MNOP will do its best to accommodate the ARTIST, but if the emergency requires ARTIST to miss too many rehearsals/performances, MNOP may have to remove the ARTIST from the production. Multiple unexcused absences will influence MNOP's decision to re-engage ARTIST for future productions.

Inclement Weather

Safety is of the upmost importance to MNOP, and ARTIST will not be penalized for tardiness or absence due to inclement weather.

Missed Rehearsals

If a rehearsal is missed, ARTIST is responsible for corresponding over email with the Chorus Director to receive any musical notes that were given or with the Assistant Director for any missed staging.

Failure to Notify

If ARTIST fails to notify MNOP of an absence, MNOP reserves the right to remove ARTIST from the duration of the production and withhold any remaining fees.

Withdrawal

ARTIST may withdraw from a production up to two (2) months before the first rehearsal without affecting ARTIST's standing with MNOP.