

Volunteer Leave of Absence Policy

KUNM-FM

Approved and Adopted: September 2, 2003

- a. A leave of absence for programmers is available for reasons of health, travel, work and other extenuating circumstances. A leave of absence consists of a pre-scheduled period of time away from programming duties ranging from five weeks to six months.
- b. At least four weeks notice must be given to the Operations Manager before a leave of absence is taken, except in cases of emergency leave, which may be requested on shorter notice.
- c. The Operations Staff, in consultation with the volunteer taking the leave of absence, will select substitutes.
- d. In the case of a leave of absence being taken from a “rotating host” position, the position will be offered to the people in the following sequence:
 - 1. The remaining “time-sharer” or “rotating hosts”.
 - 2. Other volunteers, including new recruits.
- e. In the case of a leave of absence being taken from a position that is not a “time-share” or “rotating hosts” position, the position will be offered to other volunteers, including new recruits.
- f. All vacancies will be posted at KUNM for at least two weeks following the date of notice of leave of absence.
- g. A decision on replacement will be made within a two week period after the end of posting.
- h. The program will be relinquished to the returning volunteer upon termination of leave of absence. The substitute host will receive two weeks notice before their services will no longer be required, due to the anticipated return of the regular host.
- i. Should the person who was granted a leave of absence not return within the time limits, the shift will be permanently filled according to the process established in KUNM’s Policies and Procedure. The volunteer on leave of absence may request an extension up to the maximum allowable, with at least two weeks notice prior to the end of their scheduled time off. Persons may abbreviate their leave of absence and return to their normal shift with at least three weeks notice.
- j. It is understood that a program may undergo “planned” growth and change during a host’s absence. The returning volunteer will be expected to accommodate such changes upon return. The returning volunteer may elect not to further host that show without losing his/her volunteer status.
- k. There must be a minimum of 9 months from the end of one leave of absence to the beginning of the next leave.

Tenure (since hire)	Maximum leave of absence
9 Months	3 Months
12 Months	4 Months
24 Months	5 Months
36 Months	6 Months