Long Term Substitutes

What is a long term substitute?

A long term substitute covers three or more shows in a row for a host who needs extended time off. They take over as the assigned host for the schedule and assume all of the duties of the regular host during their substitution time.

Why would this happen?

Most commonly, it has been for parental leave, but it could also be medical (like a surgery) or other temporary shift.

How does this process work?

The first step in this process is filling out the Long Term Substitute form. This form gathers the data about who will be substituting, who they will be substituting for and where, and the beginning and end dates of the substitution.

Initial Automations
After the form is filled, the system updates the Schedule Record's Host Changing status to "long term sub confirmed, coming soon". A message is sent to the #staffing channel to record this upcoming change via Long Term Substitutions Initial Automations.

After the Final Show for the Outgoing Host
Upon completion of the final show hosted by the outgoing host the system will update the host on the Schedule record to the Substitute via the "LTS Change Host to Substitute after Final Show" automation. Schedule record Host Needed status is changed to "active long term sub", and a message is sent to #staffing to record this change has happened. Additional automations that run when a host is updated will run, but are not a part of this particular system.

2-Week Nudge
When the return date is within 2 weeks MaryKate will get a slack alert to confirm that the returning host is ready to regain their role on the specified date. Host Changing status is changed to "confirm host returning (from hiatus or long term sub)". LTS 2-Week Nudge

> **Staffing Bot** `APP` 10:04 AM
> 2 Week Alert! @Mary Kate Derrick Michelle Jones has been a long term sub at The Test Site for Testing 88 - TMC - Monday and their tenure is due to be up in two weeks on Monday, Nov 25, 2024. This date can be changed by tagging in Michelle or Brenna.

After the Final Show for the Substitution Host
Once the substitute host has performed the final show in their tenure the system reverts the host assignment back to the returning host. A message is sent to staffing recording the change, and the Host Needed status is updated to "good to go". LTS Revert Host after Substitution is Over

What if?

What if the dates or returning host is different than what was entered? Call Michelle to update, this could technically be an interface but it's not built.

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