



## EXTRACURRICULAR LEAVE REQUEST FORM

### 1. IMPORTANT NOTES:

- a. Please submit this form to your school principal or relevant personnel in your primary place of assignment who will review and forward it to your immediate supervisor at Sask DLC.
- b. Eligible extracurricular activities must involve direct engagement with students. Refer to the administrative procedures for the list of Sask DLC's approved extracurricular activities.
- c. Employees may access earned leave as outlined in their applicable collective agreements.

2. EMPLOYEE INFORMATION	
Name:	
Email Address:	
Position:	
School:	
Signature:	
Date:	

3. EXTRACURRICULAR ACTIVITIES		
Date	Activity	Hours


**4. SCHOOL PRINCIPAL OR RELEVANT PERSONNEL INFORMATION**

<b>Name:</b>	
<b>Position:</b>	
<b>Signature:</b>	
<b>Date:</b>	

**5. APPROVAL DETAILS: SUPERVISOR'S USE ONLY**

<b>Approval Status:</b>	
<b>Supervisor's Name:</b>	
<b>Supervisor's Signature:</b>	
<b>Date:</b>	