


Administrative Procedure Flexible Time and Turnaround Days	
	Department: School Operations
	Approved by: Leadership Council
	Date Approved: February 10, 2025
	Revision Date(s):
	Review Date:
	External References • <i>The Education Act, 1995</i>
	Internal References • None

Purpose

This administrative procedure outlines the principles and guidelines for the use of flexible time and turnaround days by employees of Saskatchewan Distance Learning Centre (Sask DLC).

Scope

This procedure applies to full-time and part-time Sask DLC Online Learning Facilitators and Online Learning Education Assistants.

Policy Statement

1. Sask DLC supports the use of flexible time and turnaround days to promote connection with the local school and school division while ensuring the effective delivery of online education to students.
2. Flexible time and turnaround days arrangements must align with Sask DLC’s operational requirements and must not negatively impact service delivery or team collaboration.
3. All flexible time arrangements require prior approval from the employee’s immediate supervisor and the local school principal of their primary place of assignment.

Procedures:

1. Flexible Time Entitlement:
 - a) Eligible employees are entitled to up to six hours of flexible time in a school year.
2. Semester Turnaround Day Entitlement:
 - a) Eligible employees are entitled to up to two turnaround days based on the school division calendar of their primary place of assignment.

3. School Year Start-Up Days:
 - a) School year start-up days at the start of each school year (August) are mandatory and not optional.

4. Requesting Flexible Time and Turnaround Days
 - a) Employees must notify their immediate supervisor and the local school principal at their primary place of assignment.
 - b) Request must be entered in the employee's timecard using the appropriate time entry code.

5. Approval Process
 - a) The immediate supervisor will approve or deny the request.

Definition:

- **Flexible Time:** Refers to a work arrangement that allows employees to attend work-related activities outside their designated work hours.

- **Turnaround Days:** Refers to working days when employees are not responsible for supervising students, typically at the beginning or end of the semester.