


Administrative Procedure Extracurricular Activities	
	Department: School Operations
	Approved by: Leadership Council
	Date Approved: February 10, 2025
	Revision Date(s):
	Review Date:
	External References
	<ul style="list-style-type: none"> • <i>The Education Act, 1995</i>
Internal References	
<ul style="list-style-type: none"> • Appendix A – Approved Extracurricular Activities • Form – Extracurricular Activities Leave 	

Purpose

- This administrative procedure aims to ensure the consistent and effective management of extracurricular activities at Saskatchewan Distance Learning Centre (Sask DLC).

Scope

- This procedure applies to all Sask DLC employees, except for out-of-scope employees.

Policy Statement

- Sask DLC encourages employees to participate in extracurricular activities that promote student growth and balanced development, both within the organization and in their local communities, provided these activities do not interfere with work responsibilities.
- Extracurricular activities must include direct involvement with students.
- Employees participating in approved extracurricular activities are eligible for earned leave as outlined in their applicable collective agreement(s).
- All extracurricular activities require prior approval from the employee's immediate supervisor.

Procedures:

1. Eligible Extracurricular Activities
 - a) Approved activities eligible for earned leave are listed in *Appendix A – Approved Extracurricular Activities*.


2. Requesting Extracurricular Activities
 - a) Employees must complete and submit the Extracurricular Leave form to their local school principal or designated contact at their primary place of assignment.
 - b) The local school principal or designated contact will review the form and forward it to the employee's immediate supervisor at Sask DLC.

3. Approval Process
 - a) The employee's immediate supervisors will review requests and approve or deny them within five business days of receiving the request.
 - b) Requests will be assessed based on the activities listed in *Appendix A – Approved Extracurricular Activities*.
 - c) If a requested activity is not included in Appendix A, supervisors must escalate the request to the Superintendent of School Operations for further review and approval.
 - d) Once an extracurricular activity is completed, the employee's immediate supervisor must validate the submitted hours with the local school principal, department head or event coordinator to confirm their accuracy and ensure they reflect the actual time spent on the approved activity.
 - e) After validation, supervisors must forward the approved extracurricular hours to Payroll and Benefits at payroll.benefits@saskdlc.ca. Payroll and Benefits will log the approved hours in the system to ensure accurate tracking.

Definitions

- **Extracurricular Activities:** Refers to activities that take place outside of required instructional hours and involve direct participation by students.
- **Earned Leave:** Refers to time off from work during which the employee continues to receive their regular salary.
- **Immediate Supervisor:** Refers to the person with direct managerial responsibility for an employee's day-to-day tasks and performance.

Approved Extracurricular Activities

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1. Athletics (Extracurricular, out of school portion only)

<ul style="list-style-type: none"> • Saskatchewan High Schools Athletic Association (SHSAA) activities. For more details about SHSAA activities, visit https://www.shsaa.ca/
<ul style="list-style-type: none"> • Unpaid officiating for SHSAA-sanctioned activities.
<ul style="list-style-type: none"> • High School Softball

2. Club (Extracurricular activities, out of school portion only)

<ul style="list-style-type: none"> • Art 	<ul style="list-style-type: none"> • Debate 	<ul style="list-style-type: none"> • Math
<ul style="list-style-type: none"> • Audio Visual 	<ul style="list-style-type: none"> • Environmental 	<ul style="list-style-type: none"> • Music
<ul style="list-style-type: none"> • Book 	<ul style="list-style-type: none"> • Horticultural 	<ul style="list-style-type: none"> • Outdoor Adventure
<ul style="list-style-type: none"> • School Camping trip 	<ul style="list-style-type: none"> • Cooking 	<ul style="list-style-type: none"> • Science
<ul style="list-style-type: none"> • Can West Spelling Bee 	<ul style="list-style-type: none"> • Coding 	<ul style="list-style-type: none"> • Sewing
<ul style="list-style-type: none"> • Ceramics 	<ul style="list-style-type: none"> • Crochet and Knitting 	<ul style="list-style-type: none"> • Sign Language
<ul style="list-style-type: none"> • Chess 	<ul style="list-style-type: none"> • Drama 	<ul style="list-style-type: none"> • Speed Stacking
<ul style="list-style-type: none"> • Public Speaking 	<ul style="list-style-type: none"> • Second Language Club 	<ul style="list-style-type: none"> • Train
<ul style="list-style-type: none"> • Family Fun Night 	<ul style="list-style-type: none"> • Lego 	<ul style="list-style-type: none"> • Video
<ul style="list-style-type: none"> • Heritage Fair 	<ul style="list-style-type: none"> • Woodwork 	<ul style="list-style-type: none"> • Talent Show
<ul style="list-style-type: none"> • Students Against Drinking and Driving 	<ul style="list-style-type: none"> • Peer Meditation Cadre 	<ul style="list-style-type: none"> • Fundraising