

Title

Salary Advance

HR Policy No: 10.040

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Revised: April 1, 2019

Purpose

To provide employees with a method of obtaining a portion of their salary in the event of an unanticipated emergency requiring the employee to secure funds on short notice.

Applicability

All Employees

Policy

An employee may request an advance on their salary once every twelve months. The request must be submitted in writing and approved by their immediate supervisor. It then must be forwarded to the associate vice president for human resources for approval. Requests should be submitted at least three days in advance of the date needed to allow time for processing.

Salary advances only will be issued within the pay period during which the salary would otherwise have been earned, and cannot exceed the total amount of that payroll. The full amount of the salary advance will be deducted from the employee's next pay check.

Responsibility

The associate vice president for human resources, or his/her designee, is responsible for the overall administration of this policy.