

PAYROLL ADVANCES**SECTION 4.02****Effective: October 15, 2015****Approved By: Governing Board** 

Payroll advances will be granted, at the discretion of the Executive Director, only in emergency circumstances, with the exception of pay advances for vacation earned.

In cases where advances for vacation pay are being requested, employees should check the line marked vacation pay advance on the request form. Vacation pay advances will only be honored up to 95% of an employee's net pay.

Except under very unusual circumstances, payroll advances are not to be issued for amounts in excess of the employee's next regularly scheduled payroll check.

Also, no pay advance will be honored unless the employee has sufficient leave time accumulated that is equal in value to any advance requested plus any obligation that the agency is responsible for administering. If the repayment of the advance exceeds 30 days or longer a fee of 10% will be charged. Repayment amounts per pay will generally be 10% of the total advance, but in no case shall repayment exceed one (1) year.