

BEND-LA PINE SCHOOLS

Administrative School District No. 1

Deschutes County, Oregon

ADMINISTRATIVE REGULATION

Name: Advance Salary Payments

Section: Fiscal

Code: DLBA-AR

The District recognizes employees may face temporary financial crisis that can be remedied by an advance on earnings. Employee requests for advance salary payments will be subject to the following requirements:

- a. An employee who wishes to apply for a cash advance against earnings shall submit a signed, written request to the district business office at least four business hours prior to expecting payment;
- b. A cash advance shall not exceed 60 percent of an employee's unpaid earnings;
- c. A request for a cash advance shall be approved by the business office manager or designee prior to the employee receiving a check;
- d. The amount of the cash advance shall be withheld from the next regular paycheck;
- e. An employee shall be allowed only two cash advances during a fiscal year.