

Gervais School District 1

Code: **DLBA**
Adopted: 12/20/90
Readopted: 7/15/93, 8/21/14

Advance Salary Payments

All requests for advance salary payments shall be submitted in writing to the business manager 48 hours prior to the issuance of a check. Payment will not exceed the amount of half the net salary at the next pay date. If approved, the amount of the advance will be reduced by any associated additional processing costs. No more than two advances will be approved in a year without approval of the Board.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 652.140](#)

Cross Reference(s):

Policy DL/DLA - Payroll/Payday Schedule