

## Payroll Advances for District Employees

### 1. Eligibility

- a. Regular salaried and less than 12-month classified and licensed employees with an assigned FTE may request a payroll advance in an amount not to exceed 65 percent of the employee's earned wages for the following periods:

For 12-month classified employees: From the last payroll payment to the date of the request.

Classified employees employed less than 12 months: Actual amount earned from the date of the last payroll period to the date of the request.

Regular licensed employees: Monthly contract payment amount.

- b. Employees not assigned an FTE are not eligible for payroll advances.

### 2. Procedure

- a. An employee requesting a payroll advance must do so in writing. The request shall include:
  - (1) The date;
  - (2) The employee's name and social security number;
  - (3) The amount requested;
  - (4) The reason for the request;
  - (5) The employee's signature.
- b. The written request must be submitted to the superintendent or his/her designee.
- c. The written request must be received between the 1<sup>st</sup> and the 15<sup>th</sup> to be deducted from the payroll that month.
- d. Under no circumstances, shall any employee be granted more than three payroll advances in any fiscal year.