

Greater Albany SD 8J
Administrative Regulation

Code: **DL-AR(1)**
Adopted: 2/16/94
Revised/Readopted: 3/12/01, 8/01/06
Orig. Code(s): AR 7104

Payroll Advances

The district has an established procedure of issuing paychecks once a month.

The district recognizes that occasionally an employee will have a financial emergency that will necessitate a payroll advance. The following guidelines will be followed:

1. An employee wanting a payroll advance will put the request in writing;
2. The employee will submit the written request to the district business office for approval;
3. To comply with IRS regulations, the amount of the payroll advance will be limited to no more than one-half of the net wages for the current pay period for which the wages are earned and payable;
4. Any payroll advance request received before 1:00 p.m. will be available to be picked up after 1:00 p.m. the next day. Requests submitted after 1:00 p.m. will be treated as a request on the following day;
5. Payroll advances will be limited to one a month and five advances within a 12-month period.
6. Payroll advances will be honored when presented to the business office on the 1st through the 15th days of the month. Payroll advances will be honored from the 16th through the 31st days of the month only if approval is granted by the director of business whose decision shall be final.