

## Advance Salary Payments

An advance salary payment is payment of a portion of an anticipated future pay check. Advance salary payments are a privilege elected by an employer and are intended to assist employees with isolated emergency incidents. Advance salary payments are intended to assist with unusual, short-term financial issues, not as a routine means of pay. Employees are limited to two draws per calendar year. Advance salary payments will not exceed the amount of net salary earned at the time of request.

Advanced salaried payments will be paid only once each month.

1. Requests due to human resources: 15th day of the month (or closest regular business day);
2. Approved requests paid: 20th day of the month (or closest regular business day).

END OF POLICY

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**Legal Reference(s):**

[ORS 341.290\(2\)](#)  
[ORS 652.140](#)