

Elgin School District 23

Code: **DLBA**
Adopted: 1/09/97
Readopted: 5/09/13
Orig. Code(s): DLBA

Advance Salary Payments

All requests for advance salary payments shall be submitted in writing to the superintendent. Payment will not exceed the amount of net salary earned at the time of the request.

The district will allow one draw a month to be issued on the 10th of each month and deducted from that month's pay check. If the 10th falls on a weekend, the draw will be issued the work day preceding the weekend. Emergency situations will be considered by the superintendent and/or the Board.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 652.140](#)

Cross Reference(s):

DL - Payroll