

Elkton School District 34

Code: DLBA-AR  
Adopted: 11/10/08

**Advance Salary Payments**

Salary Advance Request and Payroll Deduction Form

Employee's Name Printed	Emergency Explanation
I request a salary advance of \$_____ And authorize a payroll deduction of an equal amount to be taken from my first paycheck of this pay period.	
Employee's Signature	Date Signed
Signature of Person Authorizing Salary Advance	Date Signed
Payroll: Calculate gross wage earned at time of request x 60% = Maximum advance amount \$_____	

END OF POLICY

Legal Reference(s):