

# 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

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**Legal Reference(s):**