

Jefferson School District 14J

Code: **DLBA**
Adopted: 10/03/08

Advance Salary Payments

Requests for advance salary payments will be limited to no more than two per employee per fiscal year. No advances will be made during the week prior to payday.

Requests for advance salary payment are to be made to the superintendent via the employee's principal in writing. The request shall specify the amount of the advance, which may not exceed one half the net of the employee's regular monthly check and no more than the net earned at the time of the request.

Advances made will be deducted from the employee's next available paycheck.

If approved, the decision will be communicated in writing to the payroll office noting the employees name and the amount of the advance.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 652.140](#)