

# La Grande School District 1

Code: **DLBA**  
Adopted: 3/12/03  
Readopted: 3/14/07; 4/30/08  
Orig. Code(s): DLBA

## Advance Salary Payments

Any employee may request in writing a cash advance, to be paid on the 15th of the month against current salary earned, prior to the regular month end payroll. The amount requested may not exceed 60 percent of 1/2 of the employee's unpaid monthly salary. If the 15th of the month falls on a weekend or holiday, payment will be on the working day prior.

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)

[ORS 652.140](#)

### Cross Reference(s):

DL - Payroll