

Lane Education Service District Policy

Code: **DLBA**
Adopted: 10/22/02
Readopted: 6/27/06; 7/26/11

Advance Salary Payments

All requests for advance salary payments shall be submitted in writing to the superintendent. Advance salary payments are discouraged and shall be requested for emergencies only. Only regular (excluding substitute and temporary) employees will be eligible to receive an advance salary payment. Payment will not exceed the amount of net salary earned at the time of the request.

Advance salary payments submitted within five working days prior to then end of the month will not be authorized.

If approved, the amount of the advance will be reduced by any associated additional processing costs. No more than one advance will be approved in a fiscal year without approval of the Board at a regularly scheduled meeting.

END OF POLICY

Legal Reference(s):

[ORS 334.125\(7\)](#)

[ORS 652.140](#)