

**Neah-Kah-Nie
School District 56**

Code: **DLBA**
Adopted: 11/12/01
Readopted: 1/14/08; 3/17/15
Orig. Code(s): DLBA

Advance Salary Payments

Employees may request payroll draws of money earned. The request must be in writing and must be submitted by the 10th of the month.

The deputy clerk will honor three draws annually. Any additional draws must be approved by the superintendent.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 652.140](#)