



Code: **DLBA**
Adopted: 7/15/10
Revised/Readopted: 6/14/17

Advance Salary Payments

All requests for advance salary payments shall be submitted in writing on the district's "Request for Payroll Advance" Form to the superintendent or designee. Payment will not exceed 70 percent of the amount of gross salary earned at the time of the request. 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 an 18-month period, upon appropriate documentation and approval by the district.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 652.140](#)

Cross Reference(s):

DL - Payroll