

# Vale School District 84

Code: **DLBA**  
Adopted: 12/6/94  
Revised/Readopted: 9/10/08; 8/08/18  
Orig. Code(s): DLBA

## Advance Salary Payments

All requests for advance salary payments shall be submitted in writing to the superintendent. Payment will not exceed the amount of net 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 two advances will be approved in a 12-month period.

Approved salary advances will be deducted in full from the paycheck immediately following the advance. Advance repayments may not be split over multiple pay periods.

A salary advance request by the superintendent must be approved in writing by the Board chair.

END OF POLICY

---

### Legal Reference(s):

[ORS 332.107](#)

[ORS 652.140](#)

### Cross Reference(s):

DL - Payroll