

# Vale School District 84

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

## Advance Salary Payments

In general, no payments of salary in advance of the regular payroll shall be authorized. However, an employee who experiences a financial emergency occurring between pay periods may apply for an emergency salary advance if the following conditions are satisfied:

1. The employee making the request has accrued earnings;
2. The request is made in writing on a district approved form; and
3. The request is approved in writing by the superintendent-clerk.

NOTE: A salary advance request by the superintendent-clerk must be approved in writing by the Board chair or his/her designee.

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)  
[ORS 652.140](#)