

**Warrenton Hammond
School District 30**

Code: **DLBA**
Adopted: 2/10/92
Readopted: 10/12/10; 4/10/12
Orig. Code(s): DLBA

Advance Salary Payments

All requests for advanced salary payments (draws) shall be submitted in writing to the superintendent, or his designee. Payment will not exceed the amount of net salary earned at the time of the request. Such requests shall be received no later than the 10th of the month for which the draw is requested.

A maximum of one draw per month, excluding the two summer draws, will be allowed by the district. No draws are allowed any month where the regular salary pay date is within five business days of the draw date. All advanced salary payments will be processed on the same date, within five days of the cutoff date, or the 15th of the month.

END OF POLICY

Legal Reference(s):

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

Cross Reference(s):

DL - Payroll