

**Willamette Education
Service District**

Code: **DLAA**
Adopted: 7/8/03
Readopted: 7/12/05; 4/06/10; 1/24/12
Orig. Code(s): None

Advance Salary Payments

All requests for advance salary payments shall be submitted on the appropriate form to the Director of Business Services. Payment will not exceed the amount of net salary earned at the time of the request. An employee may request one salary advance for emergency purposes only. One additional advance may be granted for an extreme emergency if approved by the employee's supervisor and Deputy Superintendent.

END OF POLICY

Legal Reference(s):

[ORS 334.125\(7\)](#)

[ORS 652.140](#)