

## **SALARY ADVANCE POLICY**

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Policy Number:

Owner Department: Office of Human Resources

Approved Date/Effective Date: 1/24/18

Approved By: President's Council

### **I. POLICY STATEMENT/PURPOSE**

Southwest College of Naturopathic Medicine and Health Sciences (SCNM; the College) discourages the use of salary advances. Nevertheless, the College recognizes that, on rare occasions, employees may have an extraordinary personal need to receive a salary advance. In such extraordinary circumstances, the College may consider an eligible employee's request for a salary advance, subject to the requirements and limitations set forth in this policy

### **II. POLICY STATUS**

New

### **III. SCOPE/KEY STAKEHOLDERS**

Eligible Employee

### **IV. DEFINITION(S)**

**Salary Advance:** refers to employees receiving a portion of their pay before their next scheduled payday.

**Eligible Employee:** full-time faculty members, regular full-time and regular part-time staff members who have been employed with SCNM for at least 90 days.

**Extraordinary Circumstances:** an event or circumstance that is unforeseen, unplanned and unavoidable, that which could not be reasonably anticipated in the normal/routine daily life of the employee requesting the advance.

### **V. POLICY ITEMS**

#### **Requirements**

An eligible employee may request a salary advance only in extraordinary emergency or personal circumstances and subject to the requirements, limitations and approval requirements set forth below.

#### **A. Restrictions and Limitations**

An otherwise eligible employee may not request or receive a salary advance if:

- I. The employee is working within a performance improvement plan; or

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2. The employee has a negative sick leave or vacation leave accrual balance.

In the event a salary advance is approved, the following will apply:

1. The employee may not request or receive more than one salary advance within a 12 month period;
2. The employee may not request or receive salary advances in consecutive pay periods, even if the consecutive pay periods cross a calendar year;
3. The amount of salary advanced may not exceed one week's net pay;
4. Repayment of the amount advanced must be made in full from the next regularly-processed paycheck.

### **B. Request and Approval**

All salary advance requests must be approved in advance by the eligible employee's supervisor, the Office of Human Resources and the Office of Finance & Administration.

To initiate a salary advance request, the eligible employee must discuss the reasons for the request with the Office of Human Resources. If the request meets the criteria for a salary advance as set forth in this policy, the Office of Human Resources will instruct the employee to complete the Salary Advance Request form and submit it to the Office of Human Resources.

1. Employee must sign and date the form acknowledging terms and agreement to repay;
2. Obtain direct supervisor approval as evidenced by signature on the form;
3. Obtain final approval from the Office of Human Resources and the Office of Finance & Administration as evidenced by signature on the form, and;
4. The Office of Human Resources will submit the original request form bearing all required signatures to Payroll for final review and processing.

Salary advance requests bearing all required approvals and signatures must be received by Payroll no less than four (4) business days prior to the eligible employee's next scheduled pay date.

## **VI. RESPONSIBILITY FOR IMPLEMENTATION**

Office of Human Resources

## **VII. RELATED DOCUMENTS**

Salary Advance Request Form  
Employee Handbook

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### VIII. NEXT REVIEW DATE

To be determined

### IX. VERSION CONTROL AND CHANGE HISTORY

Version Control	Approved By/Date	Date Effective	Amendment
1	President's Council 1-24-18	1-24-18	
2			

### X.POLICY AUTHOR/CONTACT

Office of Human Resources.