Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION:	500 – BUSINESS PROCEDURES	**CODE:**	AP 517
PROCEDURE:	**SALARY ADVANCE REQUEST**		

BACKGROUND

This procedure provides a mechanism for employees to secure salary advances to cover initial living expenses or unforeseen emergency circumstances. The process of providing a salary advance is costly both in terms of payroll staff time and additional record keeping. This procedure is designed to accommodate an expedited approach toward employee salary advances while reserving the process for true emergencies.

PROCEDURES

1. All requests for salary advances must be approved by the Director of Education.

2. A *Salary Advance Request* form should be submitted by the employee to the Director of Education or designee at least 3 working days before the date the salary advance is desired.

3. Employees may receive a maximum of 2 salary advances in a school year.

4. Employees may receive a salary advance up to the estimated amount of the net pay earned at the time of the request (based on the number of days worked) as calculated by the payroll office. The minimum salary advance request must be $200.

5. A teacher newer to the profession may request an advance in pay up to 35% of one month's net pay to cover initial living or moving expenses during his/her first month of employment in the school division.

   5.1 All salary advances for teachers newer to the profession must be deducted from the next direct deposit issued to the employee.

   5.2 Due to voluntary or involuntary termination of employment, the balance owing of the advance payment will become immediately due and payable to the school division.

6. Due to payroll timelines, employees must submit requests prior to the 20th of the month.

7. Salary advances will be processed by the payroll clerk (or designate) and will be directly deposited into the employee's bank account per their employee file.

Reference: Sections 85, 87, 108, 109, 110, Education Act

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