

## Reynolds School District #7

### Administrative Rule

#### Payroll Advances

Employees of the district are not permitted to have payroll advances unless there are exceptional circumstances. The following guidelines will apply in determining whether conditions warrant a payroll advance:

1. Unforeseen emergency, such as a family emergency out of state where the employee needed to get travel funds quickly; emergency home damage; sudden financial hardship.
2. Payroll advances will not normally be allowed unless the amount to cover the advance has already been earned, and then not more than 70% of that amount in order to allow for taxes and deduction.
3. Advances will be repaid from not more than the three following paychecks.
4. Exceptions to the above require district office approval.

#### Process:

1. The employee may request the advance in writing, with the reason and requested amount stated. Providing back up for the request.
2. Human resources and business office directors will review the request, evaluate the nature of the emergency and determine if the amount of funding is available.
3. The employee will be advised if the request is approved, denied, or modified.

Reynolds School District #7

**Request for Payroll Advance**

Name of Employee: \_\_\_\_\_

School/Location: \_\_\_\_\_

Amount of Advance Requested: \$ \_\_\_\_\_

Reason for request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In consideration of this advance, I hereby authorize the district to withhold the entire amount from future earnings in the following months:

_____ Pay Date	_____ Amount
_____ Pay Date	_____ Amount
_____ Pay Date	_____ Amount

In the event of my termination of employment prior to full repayment of this advance, I authorize Reynolds School District to withhold remaining balance from my final paycheck. I agree if there is any further balance, the entire remaining balance is immediately due and payable on my last day of employment.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director Approval

\_\_\_\_\_  
Date