



BOARD OF OVERSEERS

Policy Number: 104
Policy Name: Pay Advance Policy
Version: 1.0
Related Documents: none

Approved: April 25, 2009
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Pay Advance Policy

Any employee can request and receive a pay advance of up to the net amount of their next paycheck directly from the Treasurer, without need for Board approval. Approving this request and arrangement for repayment is at the discretion of the Treasurer. This would be considered an advance.

A request for a greater amount would be considered a loan and requires approval by the Board of Overseers.