

# Lebanon Community Schools

Code: **DLBA**  
Adopted: 6/15/98  
Readopted: 5/6/10, 11/9/23  
Orig. Code(s): DLBA

## **Advance Salary Payments**

The Board recognizes the need to provide advance salary payments to employees from time to time. All such requests shall be subject to superintendent or designee approval. Payment will not exceed the amount of net salary earned at the time of the request with a maximum of \$300. If approved, the amount of the advance will be reduced by any associated additional processing costs. Requests for advance salary payments will be limited to no more than once per employee per fiscal year.

No advances will be made during the month of September or during the week prior to the scheduled payday.

Advances made to regular employees will be deducted from the employee's next available paycheck.

END OF POLICY

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### **Legal Reference(s):**

[ORS 332.107](#)  
[ORS 652.140](#)