

Payroll Advances

The Board of Directors recognizes that on occasion, any TPCA employee may find him or herself in need of emergency funds. The Board therefore authorizes the administration to consider the issuance of advances in payroll funds under the following rules:

1. Payroll advances shall be considered and approved on a "case by case" basis. Any such advance must be requested by the employee and approved by the Financial Administrator and Human Resources Representative. The employee must complete the Payroll Advance Request and Promissory Note form (T-DKD-E) and submit for approval.
2. Payroll advances are limited to no more than \$500 at any one time, with no advances allowed between June 1st and September 1st. All advances shall be repaid in no more than two payroll periods. No employee shall receive more than 2 payroll advances in any given school year.