

## **PAYROLL DRAW POLICY**

Release of sixty percent (60%) of an employee's earned gross wages prior to the employee's designated payday shall be authorized subject to approval by the Director of Human Resources or Payroll Manager, in emergency cases upon receipt of a written request from the employee that describes the emergency. An emergency situation shall be defined as an unusual, unforeseen event or condition that requires immediate financial attention by an employee.

Emergencies include, but are not limited to, the following circumstances:

1. Death in family
2. Major car repair
3. Theft of funds
4. Automobile accident (loss of vehicle use)
5. Accident or sickness
6. Destruction or major damage to home
7. New employee lack of funds (maximum – 1 draw)
8. Moving due to transfer or promotion

Employees are limited to three (3) pay draws within a 12-month period. Requests for draws require a 24-hour turn around period. In the event that a draw is requested after payroll has been processed for that month, it may require a future dated check for reimbursement of the draw, from the employee requesting that draw.

Student employees are not eligible for pay draws except in the case of a one (1)- time new hire situation. Students may apply for emergency loans through the Financial Aid Office.

