

PAY ADVANCES

The purpose is to establish a uniform policy for City employees regarding pay advances.

Requests for paychecks in advance of the regular pay date cannot be granted except for vacation pay.

An employee leaving on vacation may request an advance on payroll by:

1. Providing his/her Department Director with a written request.
2. Department Director will approve or disapprove request. Approved requests will be forwarded to the City Personnel Office for the Business Administrator's approval.

Those who are away on the regular pay date may have their checks mailed to them upon request. In the absence of specific instructions, checks will be held in the safe by the Payroll Clerk until the employee returns to work.

Pay advances for vacation pay may be granted provided the City Business Administrator is provided with sufficient notice prior to the beginning of the vacation.

Payment for accrued benefits will be made only upon termination of employment or consistent with the applicable labor agreement.