

SOG# 408	Employee Handbook		
	Cumberland Road Fire Department Inc. <div style="border: 1px solid black; padding: 5px; text-align: center;">Pay Advance</div>	Approved By	
		Steven W. Parrish, Fire Chief	
		Effective Date	Revised Date
		July 21, 1999	January 30, 2024

Purpose:

This policy describes the terms for advancing employee pay as an emergency short-term loan. This policy applies to part-time employees only.

Policy:

“Payroll advance” refers to employees receiving a portion of their pay before their next normal payday.

Cumberland Road Volunteer Fire Department Inc. is NOT obliged to pay employees in advance. Management may choose to do so if employees have legitimate reasons. A legitimate reason to ask for advance pay is usually an unexpected or unavoidable occurrence.

The maximum pay advance that an employee may request is 50% of the employee’s current rate of pay for hours worked or scheduled time for the current or following pay period.

Example: You have worked 36 hours in the current pay period and have 36 hours scheduled in the next pay period, with a \$10.00 hourly pay rate. You are eligible for a \$360.00 pay advance.

Payback options:

Cumberland Road Volunteer Fire Department Inc. will deduct the amount of the advance pay from either.

- a, Deducting the full amount from their next paycheck.

- b. Repaying the amount in four (4) equal installments out of their next four (4) paychecks.

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The repayment terms must be in writing and signed by employees, the Fire Chief, and the payroll manager.

Employees wishing to request a pay advance should do so using the department's Pay Advance Request/Agreement form.

An employee can only request two (2) pay advances per calendar year and have no open pay advance loans.

If the employee terminates employment before total repayment of the advance, Cumberland Road Volunteer Fire Department Inc. will deduct any unpaid advance from any wages owed at the time of termination of employment.

Policy No 408 Issued: 7/21/1999 **Applicable:** 1/30/2024

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