



## Blue Mountain Community College *Administrative Procedure*

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**Procedure Title:** Payroll Advance

**Procedure Number:** 01-2003-0004

**Board Policy Reference:** IV.A.

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**Accountable Administrator:** Director Human Resources

**Position responsible for updating:** Director Human Resources

**Original Date:** August 2000

**Date Approved by College Planning Council:** 01-20-21

**Authorizing Signature:** *Signed original on file*

**Dated:** 01-20-21

**Date Posted on Web:** 01-22-21

**Revised:** 01-20-21

**Reviewed:** 12-21

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### **Purpose/Principle/Definitions:**

The option for a payroll advance will be allowed only for bona fide financial emergencies. Bona fide financial emergencies are defined as an unusual, unforeseen event or condition that requires immediate financial attention by an employee. For purposes of this policy, bona fide emergencies include the following circumstances:

- Death in family necessitating unforeseen expenditures or travel.
- Major car repair such as engine, transmission or catastrophic failure (minor repairs, maintenance, tires, etc. do not constitute a financial emergency).
- Accident or sickness (self or family) requiring immediate substantial cash outlays.
- Destruction or major damage to home requiring immediate substantial cash outlays.

Employees may obtain up to two payroll advances in any one calendar year with a limit of one request in any given pay period. Advances are limited to no more than 60 percent of the estimated monthly gross wages. Repayment of the amount advanced will be made in full from the next regularly processed payroll.

To request a payroll advance an employee may submit a Payroll Advance Request Form to the Director of Human Resources. Documentation of such emergency may be required. Once the payroll advance is approved and received by the payroll department, a check will be available for pickup by the next business day.