

Policy on Salary Advances

I. Purpose

The procedure has been developed in accordance with *BOR Policy VII-4.30, Policy on Salary Advances*.

II. General Guidelines

- a. Salary advances against unearned income generally shall not be made to employees.
- b. Exceptions to the policy shall be authorized by the **Payroll and Employee Services Department**.
- c. Salary advances shall not exceed 90 percent of the expected biweekly salary.
- d. Temporary salary advances must be returned immediately after employees receive their first pay.
- e. The advancing of sick leave as provided by the University System of Maryland is exempt from the provisions of this policy.

Administration of the Policy

The **Payroll and Employee Services Department** is designated as administrator of the policy. All questions regarding the policy should be referred to that office.

Reference(s):

BOR VII – 4.30 Policy on Salary Advances.

Advanced Sick Leave – refer to FSU Policy PN3.094 and BOR Policy VII-7.45 – Policy on Sick Leave.

Comptroller of the Treasury, Gen. Acct. Div., Accounting Procedures Manual

All policies are available on:

FSU Web Page

USM Web Page

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