

**FSU Procedures**  
**USM Policy on Salary Advances for USM Employees**

(Approved by the USM Board of Regents, June 21, 1990; Amended October 5, 2015)

**I. Purpose**

Administration of USM Policy VII-4.30 - Policy on Salary Advances for USM Employees.

**II. Definitions**

N/A

**III. General Guidelines**

The Payroll and Employee Services Department is designated as administrator of the afore-referenced policy. All questions regarding FSU procedures in regard to the policy should be referred to that office.

- 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.
- 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.

**IV. Other**

Agreements negotiated by Memorandum of Understanding (MOU) or recognized bargaining units will supersede, if so specifically written portions of this procedure.

**V. References**

*USM Policy VII-4.30 – Salary Advances for USM Employees*  
*USM Policy VII-7.45 – Advanced Sick Leave*  
*FSU Policy PN3.094 – Advanced Sick Leave*  
*Comptroller of the Treasury, Gen. Acct. Div., Accounting Procedures Manual*

All policies and procedures are available on:

- FSU Web Page
- USM Web Page