



Salary Advance Policy

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Office of Accountability:	Human Resources
Administrative Responsibility:	Director, Human Resources
Approver(s):	Vice-President, Finance & Administration

1. Purpose

This policy provides guidelines and direction regarding the payment of salary advances.

2. Scope

This policy applies to all current OCAD University ("OCAD U" or "the University") employees.

3. Policy

An employee may request a salary advance once per fiscal year (June 1st to May 31st) equivalent to no more than the employee's normal net pay in the current pay period. Requests should be made via cheque requisition form submitted to the Director, Human Resources for approval and in accordance with cheque processing timelines. Repayment of Salary Advance will be made in full from the next regularly processed pay unless otherwise approved by the Director, Human Resources.

Faculty will not normally be given the balance of their academic year's salary in a lump sum prior to the end of the academic year. A lump sum payment may be made under exceptional circumstances as approved by the Director, Human Resources and the Vice-President, Finance & Administration. In the event the employee terminates employment with OCAD U prior to repayment of the entire advance, the unpaid balance is immediately due and payable to the University.