

BUSTINS ISLAND VILLAGE CORPORATION (BIVC)

Policies and Procedures: 104 Pay Advance

Version: 1.0

Approved: April 25, 2009

Related forms: none

Pay Advance Policy

Any employee can request and receive a pay advance of up to the net amount of their next paycheck directly from the Treasurer, without need for Board approval. Approving this request and arrangement for repayment is at the discretion of the Treasurer. This would be considered an advance.

A request for a greater amount would be considered a loan and requires approval by the Board of Overseers.

Per Order of the BIVC Board of Overseers