



**Subject:** Hardship Wage Advancement

**Effective Date:** 03/05/2024

**Approved By:** Board of Directors

**Policy:** 4017.1

The school recognizes there may be rare occasions when an employee may experience an unforeseen emergency. This policy allows the school to establish criteria for issuing a “hardship” wage advance before payday to alleviate an employee’s serious, unforeseeable emergency or hardship.

Unforeseen emergencies or hardships may include:

- Emergency home repairs (storm damage, fire, theft, etc.)
- Costs for collision or major repairs on a vehicle, which is the sole means of transportation to work
- Emergency medical expenses
- Death in the family

This advance may be no more than one week’s average wages. The employee may not receive more than two hardship wage advances within 12 months and cannot have any single advance open before requesting a second advance. The funds must be collected within one month through an agreed Hardship Wage Repayment Agreement or within the final payroll, inclusive of PTO, should the employee resign prior to repayment.

Failure to repay the advance may result in collection and or disciplinary action.