

	<h2>Policy on Salary Advance and Arrears</h2>	
	<p>Department responsible: Finance and Administrative Services (Payroll) Effective date: June 18, 2003 (Resolution #2003-070) Amended on: December 8, 2017 Approved by Resolution # EC 2017-526</p>	
	<p>References:</p>	<p>Council Policy Manual: EL-1, EL-2, EL-4, EL-5</p>

1) General provisions

Purpose

1.1. This Policy is intended to inform and provide uniformity and fairness in application of salary advance and arrears to all Cree School Board employees. It also provides for the procedure to follow in case of discrepancies in the salary paid.

Application

1.2. As further defined in this Policy, certain employees may be eligible to receive a salary advance equivalent to a maximum of:

- a) 60% (net amount) of 10 working days in case of emergency or exceptional circumstances;
- or
- b) 80% (net amount) of the hours already worked for:
 - i. new employees or,
 - ii. employees returning from a long-term leave.

Definitions

1.3. For the purposes of this Policy, the following expressions mean:

- a) **Coordinator of Payroll:** the Coordinator of Payroll in Mistissini or, in his absence, the Coordinator of Finance;
- b) **Supervisor:** the person responsible for the supervision of an employee, or his authorized replacement.

2) Case of emergency / Salary advance

[Application / emergency](#)

2.1. In case of emergency, an employee's immediate supervisor may request a salary advance for hours not already worked as established in article 1.2 a) above. Such salary advance is only to alleviate an unforeseeable hardship, which directly affects the employee such as the death of an immediate family member, medical emergency, theft, fire, accident, act of God or other exceptional circumstances as approved by the Coordinator of Payroll.

[Temporary employees](#)

2.2. The School Board will not provide salary advances as provided in section 1.2 a) when the possibility to recuperate the amount paid is not demonstrated.

[Excessive number of advances](#)

2.3. The Coordinator of Payroll ensures the employee has not already received an excessive number of salary advances, in order to avoid misuse or abuse of such privilege.

3) Salary arrears / Employees newly hired or returning from a leave

[Application](#)

3.1. An employee newly hired or an employee returning from a leave without pay or a long-term disability leave may receive his first pay (arrears) within the second pay period after the first day of employment or return.

[Calculation](#)

3.2. In such situation, the net salary already earned to be considered is equivalent to hours actually worked for the pay period as established in section 1.2 b) above.

[Recommendation](#)

3.3. The employee's supervisor must recommend a request for payment of arrears, confirming that the employee has actually worked the required hours during the period.

4) Request

[Form](#)

4.1. Salary advances or payment of salary arrears are requested on the "Salary Advance or Salary Arrears Request Form" filled by the employee¹ (**Annex A**).

[Submission / salary advance](#)

4.2. For salary advances, the employee submits his request directly to the Coordinator of Payroll who will process the request as soon as received². The employee must also send a copy of his request to his supervisor for information purposes. The Coordinator may ask a recommendation of the supervisor.

[Unpaid advance](#)

4.3. A request for salary advance will automatically be refused should a previous salary advance remain unpaid.

¹ In the event the employee is unable to fill the form, the supervisor may fill it on his behalf.

² Ideally, the request shall be received at least 5 days before the day the advance is desired.

[Submission / salary arrears](#)

4.4. For payment of salary arrears, the employee submits his request to his supervisor who must recommend it to the Coordinator of Payroll. The latter will process the request as soon as received.

5) Recuperation of Salary Advances

[Repayment](#)

5.1. Repayment of salary advance through payroll deduction must be made in total on the next pay period. However, under exceptional circumstances, alternate arrangements may be approved at the discretion of the Coordinator of Payroll.

6) Application of this Policy

[Previous provisions](#)

6.1. The present Policy replaces all other Policies of the Board pertaining to this subject, while respecting the Council of Commissioners Policies/Ends where applicable

[Official version](#)

6.2. The official version of this Policy is kept by the Secretary-General of the School Board.

[Responsibility](#)

6.3. Any person referred to in this Policy must abide by all its provisions and all managers of the School Board are responsible to ensure that all its provisions are applied and respected. The Director of Finance and Administrative Services is the person responsible for providing support in the interpretation of this Policy and to ensure its revision when necessary.

Annex A

Form / Salary Advance and Salary Arrears Request



Cree School Board **SALARY ADVANCE or SALARY ARREARS REQUEST AND PAYROLL DEDUCTION FORM**

Employee's name	Employee number
Position	Supervisor

1) Request

Salary Advance:

I request a salary advance of \$ _____ for the following emergency or exceptional reasons
(*explain the reason(s)*): _____

This request must be sent by the employee to the Coordinator of Payroll with a copy to his/her supervisor.

Salary Arrears:

- I am a new employee of the Board and I have not received my first pay cheque since I was hired on _____ (*at least one month before the request*).
- I am returning from a long-term leave and I have not received a pay cheque since I came back on _____ (*at least one month before the request*).

This request must be submitted by the employee to his/her immediate supervisor for recommendation¹. The latter will send the request to the Coordinator of Payroll.

2) Payment and Payroll Deduction

Should my request be approved:

- a) I authorize a payroll deduction of the amount to be taken from my first paycheck when my next pay is activated by payroll. If sufficient salary, net of all mandatory deductions, is not available to repay the advance on the first cheque, the maximum amount possible will be deducted for repayment within a maximum of 3 pay periods. In the event that my employment with the Board is terminated prior to repayment of the entire advance, I agree that any unpaid balance will then become immediately due and payable to the Cree School Board.
- b) I authorize CSB to proceed to the payment as follows:
 - send me the cheque by mail (this might take up to 5 days)
 - transfer the amount electronically (wire transfer) to _____ (a fee up to \$15 may apply)
 - other instructions: _____

¹ For arrears, the supervisor must recommend the request in box 3 below.

Employee's signature	Date
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3) Recommendation and Approval

For Arrears, a recommendation is needed from the Supervisor confirming that the required number of hours was done:

Supervisor <i>(signature)</i>	Date
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I approve the Salary Advance or Arrears for an amount of: \$	Budget Code: 000-1-01550-000
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Comments:

Coordinator of Payroll <i>(signature)</i>	Date
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