

PAYROLL ADVANCE POLICY

This policy is in place to define pay advances and the circumstances under which they will be granted. We understand our employees may experience financial hardships or unexpected expenses. This policy will help support that need.

TERMS

- Employees can request an advance a maximum of twice per calendar year.
- All requests must be a minimum of 5 months apart.
- No advance will be granted if there is an outstanding balance on a previous advance.
- Employee must have been employed for a period of 3 consecutive months at the time of requesting the advance.
- Employee cannot have had any unexcused absences or no call no shows within the past 30 days at the time of requesting the advance.
- Employees can request a maximum of 30% of their average bi weekly check per quarter (for instance if your average bi weekly check is \$1,000 the maximum you can request is \$300.)
- Pay advances will be deducted from your subsequent paychecks on terms agreed to by the employee and employer.

HOW TO REQUEST

- Add a ticket to your Agemni dispute record with the amount you are requesting.
- Requests take up to 72 hours to review and answer.