

Woodburn School District 103

Code: **DLBA**
Adopted: 2/21/08
Past Adoptions: 12/17/90, 8/19/99,
4/20/00, 11/18/2004
Orig. Code(s): DLBA

Advance Salary Payments

Payroll draws will be limited to three per year.

Payment will not exceed the amount of net salary earned at the time of the draw.

All requests for payroll draws must be submitted to the Business Manager for approval at least 48 hours prior to the issuance of a check. All requests are to be written on an 8 ½ by 11 inches piece of paper, signed and dated, or sent to the Business Manager via e-mail.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 652.140](#)