

**Title: Human Resources Management
Policy - Payroll Advances**

Policy No: 1970-02

**Approval: Town Council
Effective Date: January 25, 2006**



Supersedes Policy No: none

Policy Statement: The Town of Hardisty generally believes that it is not in its best interests to issue payroll advances.

Purpose: To specify when payroll advances may be issued.

Principles:

- 1) Generally, payroll advances shall not be issued, except in unusual circumstances approved by the Chief Administrative Officer in consultation with the employee's supervisor if applicable.