

COMMUNITY COLLEGE OF VERMONT

*See also:
VSC Personnel Handbook*

SALARY ADVANCE POLICY

May 27, 2010

Page 1 of 1

POLICY

CCV will accommodate one request annually by an employee for a salary advance of up to \$500. Any salary advancement shall be repaid to the College through payroll deductions over not more than eight pay periods. This policy is an expansion of the VSC Salary Advance policy in the Personnel Handbook.

PROCEDURES

1. Staff who would like to request a salary advance should contact the Payroll and Benefits Specialist to begin the process.
2. No more than one request per fiscal year will be approved.