



Oregon Department of Fish and Wildlife  
Supplement to Salary Advance Policy

Salary Advance Guidelines  
July 14, 2008

Salary advances are generally considered for emergency situations defined as an unusual, unforeseen event or condition that requires immediate financial attention by an employee. These are for rare or unexpected occurrences or set of circumstances that the employee did not know of before hand and demands immediate attention so as not to unnecessarily interfere with the employee's ability to attend work.

**Approved Situations and the Supporting Information Needed (documentation)**

**Death in family** – Only the Department of Administrative Services Request for Payroll Advance form is required.

**Major car repair** – A written estimate from the repair shop or the individual repairing the vehicle.

**Theft of funds** – A copy of the police report. If the report has not been completed then something in writing from the employee that provides the name of the law enforcement agency contacted and the case number assigned.

**Automobile accident leading to loss of vehicle use** – A copy of the police report. If the report has not been completed then something in writing from the employee that provides the name of the law enforcement agency that responded and the case number assigned. If no law enforcement agency responded then something in writing from the employee providing the name of the insurance company contacted and the claim number assigned.

**Accident or sickness** – If the accident or sickness resulted in time off attach a copy of the Employee Leave Request form and ask the employee to submit something in writing with a brief statement that the salary advance is needed due to expenses directly relating to the accident or sickness.

If the employee has expended money for emergency purchase or repair of medical equipment or prescriptions attach a copy of the receipt. If the employee needs the money to repair or purchase medical equipment or prescriptions, attach a copy of the estimate if one is available. If an estimate is not available, ask the employee to submit a brief statement that the salary advance is needed due to expenses directly relating to the accident or sickness.

**Destruction or major damage to home** – A copy of the police report. If the report has not been completed, then something in writing from the employee providing the name of the law enforcement agency contacted and the case number assigned. If no law enforcement agency responded, then something in writing from the employee providing the name of their insurance company and the claim number assigned. If the incident was not turned in to an insurance company, then a written estimate from business or individual doing the repairs (the individual can include the employee).

**Unreimbursed moving expenses due to transfer or promotion** – A copy of the transfer notice or offer letter.



Oregon Department of Fish and Wildlife  
Supplement to Salary Advance Policy

Salary Advance Guidelines  
July 14, 2008

**“Other” – Those Circumstances Not Listed on the Form Which May Be Approved**

--Employee has received a subpoena to appear in court and travel and lodging is required. Attach a copy of the subpoena.

--Attorney fees or a legal matter. Attach a copy of the request for payment from the law office. If one is not available then a brief written statement from the employee that the salary advance is needed for an unforeseen legal matter.

--Temporary interruption or loss of employment by spouse or domestic partner (one time advance). A brief written statement from the employee that the salary advance is needed due to loss of employment by spouse or domestic partner.

**“Other” – Those Circumstances Generally Not Approved**

Situations where the employee has or should have known about such as:

- School expenses
- Non-job related moving expenses
- Utilities