

Staff Advances Policy	
Date approved by Trustees	September 2013
Date for next review	June 2022
Compliance lead	Director of People, Employee Engagement and PSTE
Agreed Policy file name	Staff Advances Policy
Agreed policy location:	RMT Website RMT Information area\Policies and Procedures

1 Policy and Purpose

- 1.1 Our staff advances policy describes our terms for advancing pay to our employees as an emergency short-term loan.

This Staff Advances Policy may be amended, withdrawn, suspended or departed from at the discretion of the Trust. While it does not form part of any employee's contract of employment and is entirely non-contractual, all employees are required to adhere to the policy and any failure to comply with any aspect of the policy may be treated as a disciplinary matter.

2. Scope and Eligibility

- 2.1 This policy applies to all of our employees with a minimum of 26 weeks' continuous service, and with a permanent contract of employment or a fixed-term contract of employment with more than 26 weeks left to run, you are able to apply for an advance on your salary as in paragraph 5.1 below. Please note: there is no contractual entitlement to receive an advance. The Trust will review each request on a case-by-case basis and reserves the right to refuse a request.

3. Policy elements

- 3.1 "staff advance" refers to employees receiving a portion of their pay before their next normal payday. This doesn't include any money paid to the employee for relocation or work-related expenses.
- 3.2 The Trust is not obliged to pay employees in advance. We may choose to do so if employees have legitimate reasons.

4 **Authorisation**

- 4.1 Employees requesting an advance should complete the “Staff Advance Form” stating the reason for the advance request and stating that they agree to the deduction being made from their next salary payment. (see addendum 1)
- 4.2 Advances must be authorised by the appropriate Principal, Headteacher, Head of Service or the Director of a Directorate up to a maximum of one month's net pay.

5 **Payroll advance terms**

- 5.1 The maximum advance pay is half of employees’ monthly net pay. If employees find themselves in need of more frequent or larger pay advances than they are allowed, they should discuss the situation with their Principal, Headteacher, Head of Service or Director of a Directorate or the Director of People, Employee Engagement and PSTE who at their discretion may decide to make exceptions on a case-by-case basis.

6 **Repayment**

- 6.1 Advances on salary will be deducted from net pay at the next payroll even if the employee’s employment comes to an end for whatever reason.

Addendum 1 - Staff Advance Request Form

Our ref:

<Date>

<Name>

<Address>

Staff Advance - £<Amount>

I would like to request a staff advance to be paid to me by [date/at the earliest opportunity.]

I agree that the advance of £<Amount> requested can be deducted from my net pay at the next payroll (<Month> <Year>).

Signed :

<Name>

<Position>

Signed :

Position of Principal/Head of Service/Director authorising the amount.

Date:

