

**VII-4.30 - POLICY ON SALARY ADVANCES FOR USM EMPLOYEES**

(Approved by the Board of Regents, June 21, 1990; Amended October 9, 2015)

**I. PURPOSE AND APPLICABILITY**

This Policy establishes procedures to administer salary advancement and applies to Regular Status Nonexempt Staff, Exempt Staff and Faculty employees of the University System of Maryland (USM).

**II. ADMINISTRATION**

- A. Salary advances against unearned income generally shall not be made to employees.
- B. Exceptions to this Policy shall be authorized by the President or designee of the constituent institution.
- C. Authorized salary advances shall not exceed 90 percent of the expected biweekly salary.
- D. Copies of the authorization shall be provided to the Chancellor.
- C. The advancing of sick leave as provided by the USM is exempt from the provisions of this Policy.

**IMPLEMENTATION PROCEDURES:**

Each President shall: identify his/her designee(s) as appropriate for this policy; develop procedures as necessary to implement this policy; communicate this policy and applicable procedures to his/her institutional community; and post it on its institution website.