

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.