

BOULDER VALLEY PUBLIC SCHOOLS
Human Resources Division
Pay Advance Request Form
Unit C, Unit D, Unit E

Purpose: In an emergency, an employee may receive an advance payment on his/her salary check against amounts actually earned by submitting a request approved by the Executive Director of Human Resources. An emergency is defined as a situation or an occurrence of a serious nature, developing suddenly and unexpectedly, and demanding immediate action.

Name _____ Contact Phone # _____

Address _____

City/State _____ Zip _____

Present Position _____ Location _____

Hours worked per day _____ Amount requesting _____

Emergency _____

Signature

****All approved advances require 24 hours to process and will be deducted from the next regular paycheck.***

To Be Completed by HRD

Date Hired _____ Rate of Pay _____ Hrs Worked _____

Previous Advances: _____

HRD Approval _____ Date _____