CASH/PAY ADVANCE PROHIBITED POLICY

[Organization Name] recognizes that there will be times when employees may require cash advances on their future pay cheques for a number of reasons. This policy is intended for those employees seeking a policy regarding cash/pay advances.

DEFINITION  
  
A **Cash/Pay Advance** is an amount of money that is offered to employees ahead of their next scheduled paycheque. This amount must be paid back to the employer either in full or in parts and the employer will make deductions from the employee’s future pay cheques until the total amount of the cash advance(s) is paid back.

POLICY

[Organization Name] does not permit cash/pay advances under any circumstances, including during employee travel.

Should any employees have any further questions or concerns, please do not hesitate to reach out to <insert person>.