



Brasenose College

Salary Advances Policy

Approved at Governing Body 14 February 2018

Introduction

Brasenose college will consider requests from employees for the provision of small advances on salary to assist with short-term financial help.

1. This policy applies to all employees.
2. Requests for an advance on salary will be considered in accordance with statutory provisions and University and College regulations.
3. Eligibility: If you are an employee of Brasenose College with a minimum of 26 weeks' continuous service, and with a permanent contract or a fixed term contract with more than 26 weeks left to run, you are able to apply for an advance on your salary. Please note: There is no contractual entitlement to receive an advance. The college will review each request on a case by case basis and reserves the right to refuse a request. Approval is at the Bursar's discretion.
4. Small advances may be available for employees with sudden short-term financial needs, and should be considered as an exceptional request. Considerations may include:
 - The unexpectedness of the problem
 - The likelihood of an improvement in finances in the foreseeable future
 - The extent of alternative support (financial or advice) that the employee has already sought
 - Any current disciplinary issues
5. Only one application for an advance can be made in one 12 month period.
6. An advance of salary can be made at any time between the normal monthly pay dates. For advances less than £100, the advance will usually be reclaimed by deduction from payroll in full at the next payroll date.
7. For advances greater than £100 but less than £300, the advance would usually be reclaimed by deduction from payroll over the next 3 consecutive months.
8. Advances of more than £300 are unlikely to be approved. In no cases will advances be given of more than 50% of one month's of the employee's salary, or of more than £1000, or for repayment terms of more than one year.

9. Approval process

- Requests for an advance less than £100 are to be considered and can be approved jointly by two of the following post holders: the College Accountant, HR Manager, Domestic Bursar, Senior Tutor and Bursar.
- Requests for over £100 require line manager approval and must be approved by the Bursar

10. Appeal. If the employee wishes to dispute the Bursar's decision, he/she can appeal in writing to the Principal within 2 weeks. The Principal's decision is final.

11 Procedure for requesting an advance:

- a. Staff should submit a request to the college Accountant in writing using the attached form.
- b. A meeting with the college Accountant or HR Manager to discuss the request will follow.
- c. For requests over £100 staff should also ask their line manager to sign the form to signify their support for the request.

February 2018

**Brasenose College
Salary Advance Request form**

Name:	
The amount of the advance requested:	£
For an advance less than £100: Please state the Payroll month the advance will be reclaimed in full. This will be the next payroll month.	
For an advance more than £100 but less than £300: Please state which months the advance will be reclaimed. (The advance will usually be reclaimed over no more than three consecutive months). e.g. £300 advance in January Reclaimed £100 from February pay, £100 March pay and £100 April pay.	
Reason for request:	
Signature of employee:	
Date of request:	

Approval (1): (Signature and date)
Approval (2): (Signature and date)

For advances of over £100

Approved by Line Manager (Signature and date)
Approved by Bursar: (Signature and date)