

Instructions for Using the Vacation and Salary Advance Request Form

Vacation Advance Policy Information	<ul style="list-style-type: none"> ▪ Vacation advance is available only to permanent exempt and non-exempt staff. It is not available for faculty. ▪ The advance is not to exceed the earned vacation and is not to exceed the net pay for the last completed pay period excluding extra payments. ▪ The vacation advance will be deducted from the Salary on the next paycheck. ▪ A minimum of six weeks must elapse before a Request can be made for another vacation advance.
Salary Advance Policy Information	<ul style="list-style-type: none"> ▪ Salary payments are not normally available in advance of the scheduled paydays. ▪ Salary advances will be considered for permanent faculty and staff, but only in instances of unusual and unforeseeable individual short-term financial needs. ▪ Salary advances normally will not be given for payment of income taxes, purchase of goods and services, early receipt of final paycheck, and foreign or domestic travel. ▪ Salary advances for faculty require approval by a corporation officer or designee with the following exceptions, where departmental approval only is required: <ul style="list-style-type: none"> ▪ advances for new foreign employees who are unable to take more than a minimum amount of currency out of their home country. ▪ advances for visiting faculty who have completed their obligations to Yale and who would normally be paid at the end of the month. ▪ The salary advance is not to exceed the net pay for the last completed pay period excluding extra payments. ▪ The repayment of the salary advance is not to exceed two months.
GENERAL INSTRUCTIONS	<ul style="list-style-type: none"> ▪ Enter the information for the person who is requesting the advance in the Employee Information section. NOTE: The advance will not be processed if the Social Security number or Employee ID is not entered. ▪ If you would like the check delivered to the employee's home, click on the Send to Home Address check box. ▪ If a check is to be picked up, click on the Hold for Pickup check box. (Advances are automatically held in Payroll for pick up in the form of a check.) ▪ Indicate the type of advance by clicking on the appropriate check box in the Advance Information section. ▪ If this is a request for a salary advance, enter the reason for the advance. ▪ If this is a request for a vacation advance, enter the dates for the vacation period. ▪ Enter the amount requested and the date the advance is needed by in the appropriate cells. NOTE: Vacation requests must be received by the Payroll office 10 working days prior to the date the advance is needed. ▪ Enter the name and phone number of the person who prepared the Vacation or Salary Request form. ▪ Enter the name, phone number, and department of the person who authorizes the advance. ▪ NOTE: All advances should be approved by a dean, chairman, director, business manager or their designee. Some kinds of advances may also require approval by a corporation officer or designee, as outlined above.
Mailing Instructions	<ul style="list-style-type: none"> ▪ All requests for vacation or salary advances should be mailed or delivered to the Payroll office, 155 Whitney Avenue.