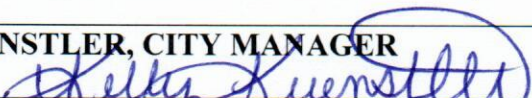




SECTION: HUMAN RESOURCES	REFERENCE NUMBER: A8
SUBJECT: PAYROLL ADVANCES	INITIAL EFFECTIVE DATE: 03/16/1997
FROM: KELLY KUENSTLER, CITY MANAGER 	LAST REVISION DATE: 10/1/2017

A. **PURPOSE**

To establish standardized procedures for all City personnel to prohibit payroll advances.

C. **POLICIES**

1. The City of Leon Valley does not allow payroll advances to City Staff.
2. All advancements for travel request are handled under the Travel Policy PD 4.
3. The City of Leon Valley does not provide payroll advancements based on Personal Leave accumulation.