SANTA CLARA COUNTY TRANSPORTATION AGENCY POLICY NO. 260

PERSONNEL POLICY AND DATE: 1/02/95 PROCEDURE MANUAL REVISED: 7/17/95

PAY ADVANCES PAGE 1 OF 1

I. <u>PURPOSE</u>

To state the Agency's policy on pay advances for employees.

II. POLICY

It is the Agency's policy not to grant pay advances to employees. However, exceptions to this general rule will be considered on a case-by-case basis in the event of extreme hardship.

Employees who are experiencing financial difficulty should contact the Employee Assistance Program for a referral to local agencies which provide financial advisory services.