



Policy: Advance of Wages to employees of DIT Students' Union Ltd

From time to time employees may need an advance of wages to cover the cost of an emergency situation for which they had not foreseen or budgeted for. This may also include an advance of money in for the form of a purchase on behalf of an employee i.e. Tax saver Bus and Train tickets and Bike to Work Scheme. In so far as possible, DITSU Ltd seeks to help employees in this regard but is under no obligation to do so. From a HR perspective, all such requests must be approved by the CEO.

Purpose:

- To outline the procedure for an advance of wages from DITSU Ltd.

Procedure:

- The employee must apply in writing to the CEO giving a brief description of the reason for the advancement of wages and the amount being sought.
- If approved, the employee will then have to confirm in writing that this advance will be repaid through payroll deductions.
- The employee must authorise DITSU Ltd in writing to make the appropriate payroll deductions stating the amount to be deducted from their fortnightly payroll and when the deductions start and finish.
- All advances of wages (excluding the Tax saver annual tickets) must be repaid within the DITSU Ltd financial year during which the money was advanced to the employee i.e. 1st July to 30th June in any year.
- If an employee seeks a subsequent advance of wages, the previous wages advance must be fully repaid before the subsequent request is considered. DITSU Ltd will not advance any payment while an existing payment remains outstanding
- All wages advances as outlined above are subject to the cash flow situation of DITSU Ltd at the time of the request.
- All requests for wages advances must be approved by the President and the CEO and at their discretion maybe referred to the Board of Directors of DITSU Ltd for their consideration.

Approved by the Board of DITSU Ltd on 28th October 2015