

Salary Advance Policy

This policy gives clear rules for salary advances, so employees get support in an emergency and the process is fair for everyone.

Purpose of This Policy

This policy explains how the company helps employees during financial emergencies. We offer a salary advance to bridge the gap until payday.

Who Can Ask for an Advance?

You must meet all of these conditions to apply:

- You are a full-time employee.
- You have worked here for at least six months.
- You have no other active advances or loans with the company.
- You have good work performance and no disciplinary actions.

Acceptable Reasons

We approve early pay for sudden emergencies. Good reasons include:

- Unexpected medical bills for you or a close family member
- Sudden home repairs
- Urgent travel for a family emergency

We do not approve advances for vacations or for buying luxury items.

Money Limits

- The most you can ask for is 50 percent of your monthly take-home pay.
- The least you can ask for is Rs 5,000.
- You can get only one advance per year.

How to Apply

1. Fill out the Salary Advance Request Form.
2. Give the form to your direct manager for approval.
3. Your manager sends the approved form to HR.
4. HR will tell you whether you are approved within two working days.

Paying the Money Back

- We do not charge interest on the advance.
- We will recover the money directly from your next paycheck.
- If the amount is large, HR may split the repayment over two or three paychecks.
- If you leave the company, we will deduct the remaining amount from your final settlement pay.

Salary Advance Request Form

Employee Details

Full name: _____

Employee ID: _____

Department: _____

Date of request: _____

Advance Details

Amount requested: _____

Reason for request: _____

Agreement

I confirm that the information above is true. I agree that the company can deduct this exact amount from my future paychecks until it is fully paid back. If I leave the company before paying it back, the company can recover the money from my final paycheck.

Employee signature: _____	Date: _____
Manager signature: _____	Date: _____
HR approval signature: _____	Date: _____