

POLICY ON SALARY ADVANCES



TITLE AND COPYRIGHT

Title	POLICY ON SALARY ADVANCES
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1. PURPOSE

It is the policy of the University of Venda that a salary advance is only given in extreme exceptional cases to an employee, e.g. new employees or in the case of serious illness or the death of a close family member (only spouses and children) Documentary proof – death certificate, is required.

2. DEFINITION

Salary advance: An amount of money paid to a staff member which is not more than half of the net salary for that month.

3. RULES

3.1 **Amount:** a maximum amount of 50 % of the employee's monthly net salary.

3.2 **Repayment:** In the case of death of a related family member, the total amount will be recovered from the employee's next salary. In the case of the death of the employee, the advance will be recovered from the group life insurance, or in the case of the death of the spouse, from the group life insurance when applicable.

3.3 Salary advance will be for a maximum of 2 times a year

4. PROCEDURE

4.1 Written application, accompanied by written approval of the Head of Department as well as documentary proof of the incident must be sent to the Directorate of Human Resources, who will, in turn, make a recommendation to the Deputy Vice-Chancellor for approval.

4.2 If approved, the Finance department will process the payment.

4.3 The Human Resources Department will request advance payments from the group insurance scheme.

5. FORMS

Acknowledgement of debt forms.

6 RELATED POLICIES AND DOCUMENTATIONS

Policy on Salary payment dates

Human Resources Policy on Salary Advance

Human Resources policy on Salary Payment



7 REGULATORY FRAMEWORK

GAAP
King III report on Corporate Governance
Higher Education Act (Act 107 of 1997)

8 REVIEW DATE

This policy will be reviewed after three years or as and when the need arises.

9 RECORD OF CHANGES

REVISION	DATE	AUTHOR(S)	DESCRIPTION

10 APPROVAL

A handwritten signature in black ink, appearing to be 'R. Q. Q.', written over a horizontal line.

Registrar (Secretary of Council)