

UNIVERSITY OF VENDA

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# **POLICY ON SALARY ADVANCE**

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### TITLE AND COPYRIGHT

Title	Policy on Salary Advance
Date	27 November 2009
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### DOCUMENT CONTROL DETAILS

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## **1. DEFINITIONS AND APPLICATION**

The Human Resources Department handles application for salary advance of staff members who are experiencing financial hardship by granting them salary advance which is recovered at the end of the month. This policy therefore provides guidelines for administering requests for advance on salaries of staff. The institution reserves the right to, at any time, in its sole discretion, revise and amend this policy from time to time.

### **1.1 DEFINITIONS**

- 1.1.1 “Salary advance” means an amount of money granted to a staff member which is not more than half of the net salary for that month.

## **2. APPLICATION**

The policy applies to all members of staff appointed on permanent, fixed term contract, donor funded projects and temporary staff.

## **3. PURPOSE**

The purpose of this policy is to provide guidelines for the processing of salary advances in respect of staff members who apply for salary advance.

## **4. POLICY STATEMENT**

The University is committed to assisting staff members who are experiencing unforeseen financial difficulties.

## **5. POLICY GUIDELINES**

- 5.1 Employees will qualify for salary advance upon assumption of duty.
- 5.2 Salary advances shall be for a maximum of not more than twice per year.
- 5.3 Salary advances paid to members of staff will not be more than half of their monthly net salary.
- 5.4 The salary advance granted shall be recovered within one month.

- 5.5 A motivation for salary advance must be submitted to the Director of Human Resources for recommendation and the Deputy Vice- Chancellor for approval.
- 5.6 The salary adjustment must be completed and submitted to the payroll for processing within two working days.
- 5.7 An employee who has been given salary advance must sign an acknowledgement of debt undertaking that the advance payment made to him/her should be deducted at the end of the month in which the salary advance was granted.
- 5.8 The University shall not charge interest on salary advance granted to employees.
- 5.9 A staff member will not qualify for a salary advance during such staff member's notice period.

## **6. RELATED POLICIES AND DOCUMENTATIONS**

- 6.1 Policy on Salary Payments
- 6.2 Policy on Remuneration
- 6.3 Policy on Indebtedness


## **7. REGULATORY FRAMEWORK**

- 7.1 The Employment Equity Act
- 7.2 The Labour Relations Act

## **8. REVIEW DATE**

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

**9. RECORD OF CHANGES**

DATE OF APPROVAL BY COUNCIL	AUTHOR(S)	DATE OF REVIEW
<p data-bbox="188 465 469 499">27 November 2009</p> <div data-bbox="225 544 472 730" style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>UNIVERSITY OF VENDA UNIVERSITY REGISTRAR 01 DEC 2009 PRIVATE BAG X5050, THOHOYANDOU, 0950</p> </div> <p data-bbox="188 779 770 853">Date stamp and signature by the Secretary of Council</p> 	<p data-bbox="794 465 1054 499">Mr T J Manenzhe</p>	<p data-bbox="1094 465 1378 499">27 November 2012</p>

**10. LIST OF ABBREVIATIONS AND ACRONYMS**

HR.....Human Resources  
 WWW.....World Wide Web  
 UNIVEN.....University of Venda



01 December 2009

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 Vice Chancellor & Principal

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 Date