



# Salary Advances: What You Need to Know

Swipe to learn about our policy →



# Our General Policy

## **Standard Practice**

We don't typically provide advances against future salary payments.

## **Special Cases**

Exemptions may be granted in exceptional circumstances only.

# What Qualifies as Special?

## **Sudden Emergencies**

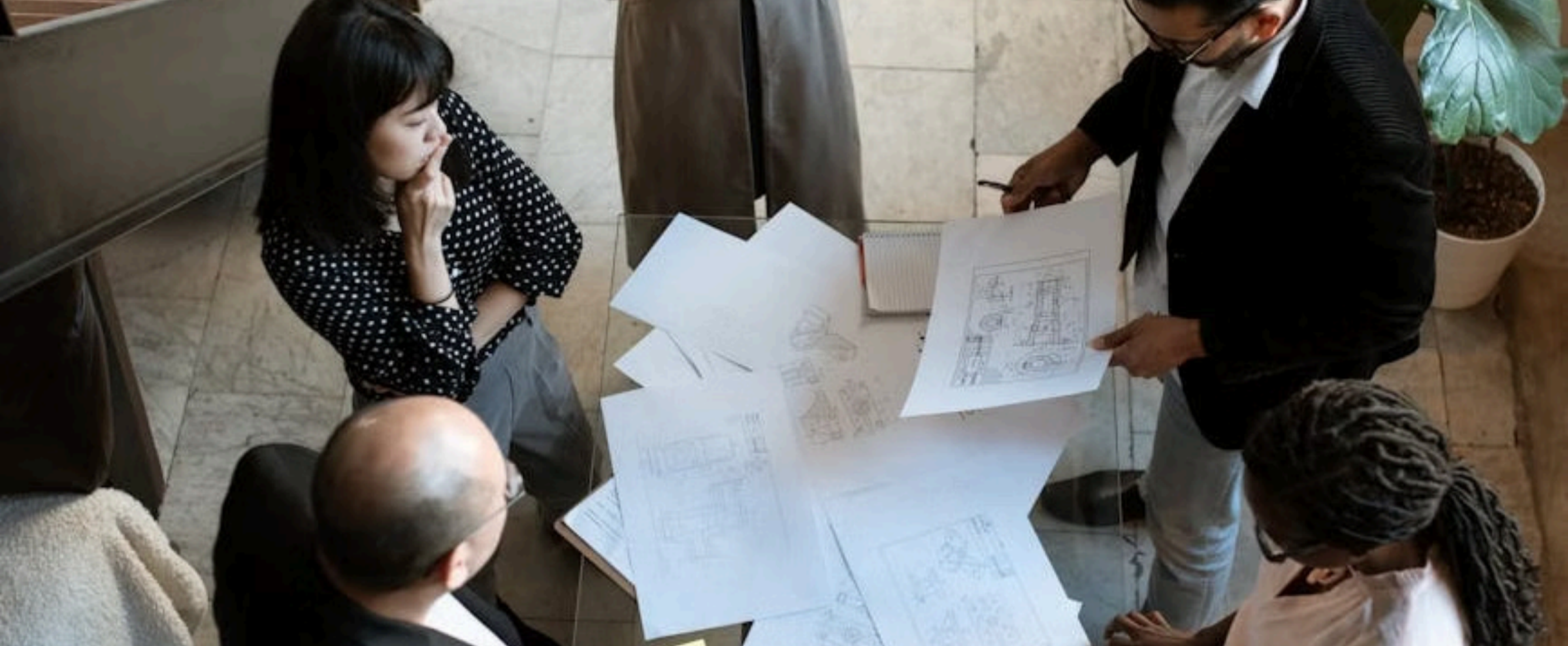
Unexpected personal or household crises requiring immediate financial support.

## **Medical Events**

Unforeseen medical expenses that create financial hardship.

## **Not Predictable Costs**

Regular or anticipated expenses don't qualify for advances.



# How to Request an Advance

01

---

## **Speak to Your Manager**

Discuss your situation and request their support first.

02

---

## **Provide Details**

Explain reasons with manager's recommendation attached.

03

---

## **Submit to HR**

Send request to Human Resources for review.

04

---

## **Await Decision**

HR and Chief Executive will review jointly.



# Important Limitations

## 1-2

### Pay Periods

Maximum advance typically covers one to two pay cycles only.

- 📌 **Key Point:** We're not a banking service. Advances are exceptional support, not regular practice.



# Our Commitment to You



## **We Care**

Supporting employees through genuine emergencies matters to us.



## **Fair Assessment**

Each request reviewed individually with care and consideration.

# Need More Information?

Contact **HR Unlocked** for guidance on salary advances or other HR queries.

[Get in Touch](#)

**Share this post** with colleagues who might find it helpful!