

## **AP 413 – PAY ADVANCES – NEW TEACHERS**

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### **Background**

The Division recognizes the financial impact of teachers starting employment with Lloydminster Catholic School Division.

### **Procedures**

1. Pay advances will be in the amount of one thousand dollars (\$1,000).
2. Pay advances will only be granted once at the start of employment.
3. Application Form 413-1 must be delivered to the Human Resource Manager within the first week of employment.
4. The advance will be deducted half from the employee's second month's cheque and half from the employee's third month's cheque.

Reference: Sections 85, 87, 108, 109 Education Act