

# PATIENT RESTRICTED

Coalinga State Hospital

OPERATING MANUAL

SECTION - HUMAN RESOURCES  
ADMINISTRATIVE DIRECTIVE NO. 993  
(Replaces AD 993 dated 9/15/2005)

Effective Date: August 10, 2006

## SUBJECT: HARDSHIP SALARY ADVANCE

### I. PURPOSE

The purpose of this directive is to define a hardship salary advance and provide procedural information to Coalinga State Hospital (CSH) employees.

### II. AUTHORITY

State Administrative Manual (SAM), Section 8595; DMH Policy Directive No. 704.

### III. POLICY

It is the policy of CSH to allow State employees hardship salary advances when necessary to alleviate a serious unforeseeable hardship.

### IV. METHOD

A hardship advance is an advance on wages due an employee, but is paid before the employee's regular monthly, semi-monthly, or intermittent payday. The advance shall not exceed the net of the employee's regular base pay, and includes only those regular wages already earned during the present or previous pay period. Circumstances requiring a hardship advance must be serious and unforeseeable in nature.

A. Acceptable reasons for requests include, but are not limited to:

1. Loss of home or automobile due to fire, flood, or other natural disaster.
2. Medical necessity such as prescription drugs not covered by insurance.
3. Loss of essential utilities such as gas, water or electricity. (Original shut-off notice will be required.)
4. Death of a family member.

B. Employees seeking a hardship salary advance shall follow the guidelines listed below:

1. Request 'Hardship Salary Advance Form' from the Human Resources Office.

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2. Complete and sign the request form, and provide all required proof of need for the advance.
  3. Obtain necessary signatures.
  4. Return/submit to the Human Resources Department for review and processing.
- C. The Human Resources Director, or designee, will verify the employee has not received other hardship salary advances within the calendar year.
- D. Upon approval of request, the Human Resources Department will route the request to the Hospital Administrator for final approval.
- E. Upon final approval, the Hospital Administrator will route the request to the Accounting Office for a revolving fund check to be issued in the amount approved.
- F. The entire amount of the hardship salary advance will be deducted from the employee's next pay warrant, resulting in a revolving fund warrant for any remainder being issued.
- G. Employees enrolled in Direct Deposit at the time of their approval for a hardship salary advance will no longer be eligible for Direct Deposit. Upon approval, the employee's Direct Deposit will be cancelled by the Personnel Office Transactions Unit (per PPM J009). The employee may reenroll in Direct Deposit after the salary advance has been repaid and cleared.
- H. Employees may not receive more than one (1) hardship salary advance in a calendar year.



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W. T. VOSS  
Executive Director