

## **Cash Advance Policy**

Precise Door Co. values their employees and is happy to offer financial assistance in times of need. Cash advances must be submitted via the Precise Door Co. employee website ([precisedoorco.com](http://precisedoorco.com)) prior to money being dispersed. The complete amount will be deducted from your next pay cycle and paid in full. If the employee requests the deduction for the advance to be deducted through multiple pay periods, this must have prior approval from the CEO. The employee must be in good standing with the company and will be scheduled and expected to work Saturday shifts while in orange season until their balance is at zero. If not in Orange Season while Saturday shifts are available, the Saturdays will be tracked, and the employee will be responsible for working the shifts once the company reverts to Orange Season. Any remaining balance will be deducted from the employee's last paycheck at the time of termination or resignation. If the cash advance is greater than the employee's last paycheck the employee is responsible to pay the company back in full by the following pay period. If a balance remains after the next pay period cycle the remaining balance will be turned over to the collection process with interest accruing at 10% until the loan is paid off in full. If the company is presented with a garnishment request from a creditor the employee is not eligible for any type of advance until the garnishment is paid off. Any employee that is on probation for attendance or any behavior issue is not eligible for a cash advance.