

**STATE, DLO, CCE, JLE & USAID  
EMBASSY OF THE UNITED STATES OF AMERICA  
KHARTOUM, SUDAN**

**ATTACHMENT 10: SALARY ADVANCE POLICY  
EFFECTIVE NOVEMBER 25, 2007 - 07 STATE 144302**

Salary Advance can only be granted in an emergency case. The Management Counselor and the Human Resources Officer will review each application submitted through the American Supervisor and decide whether to grant the loan or not. Each case will be considered separately.

**EXAMPLES OF EMERGENCY CASES:**

1. Medical bills in excess of medical benefit.
2. Major loss of property, i.e., loss or damage of home due to fire, flood, etc.
3. Death of family member, causing a substantial financial burden.

**CONDITIONS TO RECEIVE THE ADVANCE:**

1. Eligibility for receiving the advance is completion of one year of service.
2. No second advance payment is authorized until the first advance is paid back in full.

**METHOD OF PAYMENT:**

1. Maximum salary advance: Two months of basic salary (4 pay periods).
2. The salary advance is to be repaid within 26 Pay Periods (12 months) or before the end of the fiscal year in which the advance was granted. Salary advance is to be limited to one per year.
3. If the employee leaves the service of the U.S. Mission, regardless of whether it is a voluntary or involuntary separation or death in service, then any outstanding balance must be immediately and fully repaid. If necessary, the advance will be recouped from the employee's final salary payment or lump sum payment for unused annual leave.

**PARTICIPATING AGENCIES - SIGNATURE:  
APPROVED BY AGENCY HEADS:**



**Roberto Powers  
Chargé d’Affaires, ad interim  
STATE & PDO**



**Joel Maybury  
ICASS Chairperson  
STATE**



**LT-COL Joseph Bovy  
Defense Liaison Officer  
DLO**

N/A

**William Millar  
OCI/Director  
CCE**

N/A

**Damon Billingsley  
Team Officer  
JLE**



**Patrick Fleuret  
Mission Director  
USAID, Sudan**