Bury Council

Salary Loans Policy

July 2026

Contents

1. Introduction

1.1 The Council offers all employees a high-quality pay and reward package, in line with its commitments to being a Real Living Wage Employer. However, it is understandable that at times, some employees may still struggle financially for a wide variety of reasons.

1.2 A range of interventions are available to support employees' financial wellbeing, including via the EAP and Credit Union, but in exceptional circumstances the Council is willing to offer salary loans.

2. Scope

2.1 Salary loans are potentially available to all direct Council employees, irrespective of grade. They are not available to casual workers or contractors.

3. Salary loans

3.1 A salary loan is a payment of up to 2 weeks' net salary in advance, without any negative impact on the employee or their employment. Their maximum repayment period is 12 months, but this will be determined on a case-by-case basis.

3.2 Salary loans are only for exceptional circumstances where other reasonable options have been exhausted or are unavailable.

3.3 Only one salary loan is available in any rolling 18-month period.

4. Application process

4.1 Employees wishing to apply for a salary loan must complete this online form OR complete the form at Appendix 1 and email it to Payroll@bury.gov.uk

4.2 Employees must outline their circumstances and advise why they are looking for a salary loan.

4.3 Payroll will then:
- Check that no other loans have been provided within the last 18 months
- Check that the repayments wouldn't mean that the employee would earn less than the real living wage
- Calculate the repayment amounts and length of period for repayment

4.4 This information is then shared with the Assistant Director for People and Inclusion who will approve or decline the request based upon the following criteria:

4.5 If the request is declined, alternative support measures can be discussed.

4.6 If the request is accepted, the employee must confirm in writing that they agree to the terms of the repayment plan. The provision is an exception, and a written record of it will be held confidentially.

4.7 Although the salary loan will be paid back over a mutually agreed period, the employee may opt to pay it all back in one payment as a protracted repayment period may impact their circumstances in a negative way.

4.8 Should the employee leave the authority before the agreed repayment term has been completed, then the outstanding balance will be deducted from their final salary and any excess invoiced accordingly.

4.9 It is important to differentiate between a salary loan and a salary advance. Typically, salary advance requests occur when a new employee starts work but has missed the first pay day and requires payment prior to the next pay day. Advances are usually repaid in one instalment from the first available pay day. Staff members should initially contact their line managers for salary advances.

Appendix 1: Application Form

Employee Name	
Payroll Number	
Job Title	
Service Area	
Department	
Please tell us why you need a salary loan.	
Please outline how you have already exhausted all other ethical options, including seeking advice through the EAP and applying for a Credit Union loan.	
Have you previously received a salary loan from Bury Council?	
Please state the salary loan amount you wish to acquire? (Based on a maximum of 2 weeks salary)	
Please tell us the length of repayment period you are looking for (maximum 12 months).	

Please return the completed form to Payroll@bury.gov.uk

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