



EMERGENCY LOAN FUND (ELF) POLICY

UNCG HUMAN RESOURCES
Effective: September, 1998
Revised: August, 2018

Purpose

The Emergency Loan Fund (ELF) is designed to offer short term emergency assistance to UNCG Faculty and Staff. Established through the generous gifts and contributions of UNCG employees and is administered by the UNCG Human Resources and Accounting Services. SHRA staff must hold permanent (career) status and be in good standing and EHRA employees must have at least one year of service with the University to be eligible. Only one loan per calendar year will be approved per employee. The loan must be fully repaid before a new request will be considered.

Guidelines

Employees wishing to utilize the ELF should complete the [Emergency Loan Request Form](#) (below). Return the completed form and supporting documents to UNCG Human Resources (HR) for immediate consideration. The ELF Coordinator in HR will notify the applicant once his/her ELF request has been approved or if denied. Approved requests for loans will ordinarily be available within two working days following approval of the written request.

SHRA employees with an active written warning are not eligible for a loan until the warning is removed from the personnel file. Written warnings may remain active for up to 18 months from the date of issue.

Repayment of Loans

The repayment plan will be established with HR at the time the loan check is received and appropriate paperwork for payroll deduction is completed. All ELF's must be repaid at a minimum rate of \$50.00 per month through payroll deduction. Any outstanding balance will be due and payable in the final paycheck if an employee terminates his/her employment with UNCG for any reason before the entire loan due is repaid.

Confidentiality

All requests for loans from the ELF Fund will be kept confidential. No record of this loan will be placed in the employee's personnel file unless the employee fails to repay the loan as arranged.

Procedural Questions

Employees with questions regarding the ELF should contact the ELF Coordinator.

Emergency Loan Fund (ELF) Request Form

Employee Name: _____ University ID# _____

Campus Phone Number: _____ Department/Office: _____

Campus Address: _____

Date of Request: _____ Loan Amount Requested: \$ _____

I am requesting an emergency loan for the following reasons (check below):

Past Due Utilities (indicate specific utility: Gas, Electric, Water, etc.) _____

Past Due Rent / Mortgage

Past Due / Unforeseen Medical Expenses

Past Due Childcare Expenses

Past Due Taxes

Unforeseen Home Repair

Other (please explain) _____

Statement of Understanding:

I understand that if funds are available, requests for loans will ordinarily be available within two working days following receipt of the loan request by UNCG Human Resource and approval by the Employee Loan Fund Coordinator.

If this loan request is not my first request within the past two years, I understand AVC/CHRO or designee approval is required.

I also understand that repayment must occur within ten (10) months at the rate of not less than \$50.00 per month, through payroll deduction. I further understand that upon my resignation or termination from employment with UNCG, the balance of my loan becomes immediately due and payable and will be deducted from my final paycheck.

Employee Signature _____ Date _____

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**Human Resources Use Only:**

*Request Approved:* \_\_\_\_\_ *Request Not Approved:* \_\_\_\_\_

*Date Request Forwarded to Accounting Services Office:* \_\_\_\_\_

*Name of person forwarding request:* \_\_\_\_\_