

Madawaska Valley

Association For

Community Living

**POLICY: COMPUTER LOAN POLICY**

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**REVISED:**

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**CATEGORY: FINANCIAL**

It is the Association’s policy to ensure that their employees have opportunities to upgrade their skills whenever it is possible. The Association promotes and encourages the upgrading of employee education and skills through ongoing training and development activities.

If MVACL is financially able to do so, consideration of an interest free loan for the purchase of a computer up to $1200.00 may be offered to an employee to assist in this endeavor

The Employee must have successfully completed one year’s service prior to the request of a computer loan. They will make this request directly to the Financial Manager.

A contract will be signed and MVACL will deduct either $25.00 or $50.00 from each pay for a maximum duration of 2 Years, or until the computer loan has been repaid in full.

During this two (2) year contract if there is an approved leave of more than 30 days you will need to meet with the Finance Department to discuss the method of payment in your absence.

Once the computer loan has been repaid in full, the employee may make another request.

In the event that your employment at MVACL is discontinued you will be required to pay the balance in full.