

**AGREEMENT AND AUTHORIZATION FOR PAY ADVANCE**

Oaktree will grant me an interest-free payroll advance in the amount of \$\_\_\_\_\_ (not to exceed 80 hours of pay for non-exempt employees or 10 days of salary for exempt employees). I agree to repay that payroll advance by payroll deduction in four (4) equal installments according to the following schedule:

\$\_\_\_\_\_ from my pay check dated February 10, 2014

\$\_\_\_\_\_ from my pay check dated February 25, 2014

\$\_\_\_\_\_ from my pay check dated March 10, 2014

\$\_\_\_\_\_ from my pay check dated March 25, 2014

If I resign, or my employment with Oaktree ends for any reason prior to full repayment of the Payroll Advance, I agree to repay the remaining balance within 30 days of my termination.

I certify that I have requested this payroll advance, I am free to spend the advance in any way that I choose, and I have executed this authorization for adjustments voluntarily. I understand that I may dispute in writing any deduction taken pursuant to this Agreement by contacting Theresa Collins or Cilicia Conley in Human Resources, Los Angeles, and further understand that I may revoke this authorization at any time prior to receipt of the payroll advance.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

**Please return your completed form to Theresa Collins or Cilicia Conley in Human Resources, Los Angeles by Friday, January 3, 2014.**