

**EMPLOYEE BENEFITS**

Certificated employees of the School Corporation shall receive the benefits included in collective bargaining agreements, benefits schedules, or individual contracts, as applicable to each position. Non-certificated employees shall be entitled to benefits contained in employee handbooks or individual contracts, as applicable. Benefit schedules, collective bargaining agreements, employee handbooks, and employee contracts shall contain all benefits available to employees, including but not limited to sick leave, vacation leave, and any other type of paid leave. Unless otherwise stated in an employee's contract, applicable collective bargaining agreement, or applicable employee handbook, employees will not be paid for any unused, transferred, or accrued vacation, sick, personal, or any other type of paid leave days upon separation.

State Board of Accounts Uniform Compliance Manual for Schools

Western Wayne Schools

Adopted: [date]

Revised: [date]