



HUMAN RESOURCES FREQUENTLY ASKED QUESTIONS

- **Am I guaranteed paid leave under the Family Medical Leave Act (FMLA)?**
 - No. You will only be paid if you have unused leave time available. FMLA only guarantees that you will have a position equivalent to what you had when you took leave upon return at the end of the 12 week FMLA period.
- **What is Extended Leave?**
 - When sick and personal leave is exhausted, extended leave deductions from your pay are equivalent to sub pay for your position rather than being deducted your full daily rate of pay.
- **Who do I contact if my paystub is incorrect?**
 - Contact the person that does absentees for your campus and/or email kayla.conley@leecountyschools.us (bus drivers) or rachel.wilburn@leecountyschools.us (child nutrition) with questions about docked pay or leave time,
 - Email mandy.thweatt@leecountyschools.us or call 662-841-9144, ext. 1810 with questions about insurance benefits/deductions.
- **How do I change my Federal or State withholdings?**
 - Email completed withholding forms to windell.wright@leecountyschools.us or call 662-841-9144, ext 1807.
 - <https://www.leecountyschools.us/media/534566/2023-w-4-form.pdf>
 - <https://www.leecountyschools.us/media/342664/ms-employee-withholding-certificate.pdf>
- **Who do I contact if I have questions about my insurance or need to make changes to my insurance?**
 - Email mandy.thweatt@leecountyschools.us or call 662-841-9144, ext. 1810.
- **How do I change my name or contact information?**
 - Email a completed Employee Change Form to amy.wing@leecountyschools.us
 - <https://www.leecountyschools.us/media/365298/employee-change-form.pdf>
- **Who do I contact about retirement?**
 - Email mandy.thweatt@leecountyschools.us or call 662-841-9144, ext. 1810.
- **How do I get a health insurance ID card?**
 - <https://www.dfa.ms.gov/sites/default/files/Insurance%20Home/Publications/Quick%20Reference%20Guide/Quick%20Reference%20Guide.pdf>