



### Instructions for Sick to Vacation Conversion via Vista PDS Wizard

- Visit: <https://vista.leeclerk.org/pds/login/login.aspx>
- Use your credentials to login, if you need assistance, please contact Human Resources at 239-533-2245.
- Click on **Self Service** under the title header **My Pages**.
- Choose the **Convert Sick to Vacation Button** from your widget menu on the **Self-Service** page to begin the conversion process.



Convert Sick To Vacation

- Review the Instructions, then click the **Next** button.

Convert Sick To Vacation

Lears, Robin Brook:  
Manager, Benefits and Wellness  
(D) Active - Change A in CNTY

### Welcome to the County Convert Sick To Vacation Wizard!

2022 Lee County Board of County Commissioners Sick-to-Vacation Conversion  
Sick-to-Vacation Conversion Window: December 1, 2022 through December 9, 2022


**Welcome to the 2022 Sick-to-Vacation Conversion Wizard.**  
This online wizard will enable you to convert up to three sick/bank leave days to up to three vacation leave days.  
You must complete this wizard to convert sick/bank leave to vacation leave.  
To use the wizard, simply scroll through the screens using the **NEXT** button located at the bottom of each page. To go back use the **BACK** button.  
If you do not want to convert any leave, then select 'Cancel' below.  
If you need assistance please contact HR at 239-533-2245.

Step 1 of 3

Next OK Cancel

- Review your current balances and if you wish to proceed, click yes and then the **Next** Button to continue.

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**Convert Sick To Vacation**



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**Your total available hours of sick and bank combined is :**

**The maximum number of hours you can convert to vacation is :**

**Do you wish to continue and convert up to your maximum number of sick + bank hours to vacation hours?**

Yes


Enter the **TOTAL NUMBER OF BANK + SICK HOURS** to convert

No

Step 2 of 3

- Enter the number of hours you would like to convert up to the maximum amount indicated, then click the Next Button.
- Review the Sick to Vacation Confirmation Page. Please note that you can return to the wizard throughout the conversion period of December 1- December 9, 2022 to make any changes to your conversion selections.

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**Convert Sick To Vacation**



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**The Convert Sick to Vacation Wizard is complete!**

Thank you for completing the Convert Sick to Vacation Wizard. Please run the wizard again before the deadline if you would like to change the amount of sick you wish to convert. The conversion will be processed on the first payroll after the deadline and the adjustment will appear in your accrual balances on your pay stub.

Press "OK" to exit the wizard...

Step 3 of 3

- Click OK to exit the Wizard.