



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.

A screenshot of a web browser window titled "Convert Sick To Vacation". The window has a purple header bar with a refresh icon and a close icon. Below the header, there is a profile picture of Robin Brook Lears, a woman with dark hair wearing a red top. To the right of the photo, the text reads: "Lears, Robin Brook: Manager, Benefits and Wellness (D) Active - Change A in CNTY". Below the profile information, the main heading is "Welcome to the County Convert Sick To Vacation Wizard!". Underneath, it says "2022 Lee County Board of County Commissioners Sick-to-Vacation Conversion" and "Sick-to-Vacation Conversion Window: December 1, 2022 through December 9, 2022". The main body of text reads: "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." At the bottom of the window, there are three buttons: "Next" (highlighted in blue), "OK" (greyed out), and "Cancel" (white with a grey border). In the bottom left corner of the window, it says "Step 1 of 3".

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

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

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 Button.
- Review the Sick to Vacation Confirmation Page. Please note that you can return to the wizard throughout the conversion period to make any changes to your conversion selections.

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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 to exit the Wizard.