Lee County
Human Resources

Instructions for Sick Pool Enrollment 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 Sick **Pool Enroll/Renew/Drop Button** from your widget menu on the **Self-Service** page.

Sick Pool Enroll/Renew/Drop

- Review the Instructions, then click the [Next] button.

Sick Pool Enroll\Renew\Drop   ⟳ ✕

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Benefits Specialist
(E) Active - Change B in CNTY

Welcome to the County Sick Pool Enroll/Renew/Drop wizard!

2023 Lee County Board of County Commissioners Sick Pool Enrollment
Sick Leave Pool Enrollment Window November: 17, 2022 to November 30,2022

Welcome to the 2023 Sick Pool Enrollment/Renew/Drop Wizard.
This online wizard will enable you to enroll/renew/drop your enrollment in the Sick Pool program.

You must complete this wizard to enroll/renew/drop in the sick pool program.

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 enroll, 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 enrollment status and available balance. Please note – if this is your first enrollment, you will need a minimum of 40 hours combined sick and sick bank to enroll. If you are currently enrolled, you will need a minimum of 8 hours to contribute to the sick pool for the current enrollment calendar year. If you do not meet the above listed requirements, the system will not let you enroll and you may cancel out of the screen.
- If you are currently enrolled and wish to participate in in Sick Pool for upcoming year, please click Enroll or Renew.
- If you are currently enrolled and wish to drop for the upcoming calendar year, please click Drop.

- Upon successful completion of your election, you will receive a confirmation screen that your Sick Pool Wizard is complete.