Lee County
Human Resources

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.

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

Convert Sick To Vacation

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

Your total available hours of sick and bank combined is :

28.00

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

24.00

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

16.00

○ No

Step 2 of 3   Next   OK   Cancel

- 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 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   Next   OK   Cancel

- Click OK to exit the Wizard.