



HUMAN RESOURCES AND LABOR RELATIONS DEPARTMENT

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To: County Staff

From: Andrew S. McKinnon, Director
Human Resources and Labor Relations

Date: July 7, 2021

Re: Summer Annual Leave/PTO Conversion

We are pleased to announce our Summer Annual Leave/PTO conversion window. This conversion is an option for full time non-union eligible employees and full time union eligible employees. If you are interested in this conversion opportunity, the completed request must be submitted via NeoGov's Annual Leave/PTO Conversion Summer 2021 eForm by **August 6, 2021**. Paper and faxed requests cannot be accepted.

The link to access the eForm can be found by [clicking here](#). Employees who elect this conversion opportunity will receive their payment on the September 24, 2021 paycheck.

If this will be your first time accessing NeoGov to complete an eForm, please follow the instructions below:

- Log into NeoGov by using your Training username and password.
- At the top left, in the dropdown to the right of "NEOGOV" where you would normally select "Learn", choose "eForms".
- The Annual Leave/PTO Summer 2021 Conversion eForm will be displayed under "Quick Links".***Department of Roads employees **must** select the form titled 'ROADS Annual Leave/PTO Summer 2021 Conversion eForm'.***
- You must complete, sign and submit the request all within NeoGov eForms.
- You will receive an auto-generated email from NeoGov stating that your form has been submitted.
- Please allow the system time to generate that email before reaching out to confirm it was submitted.

Please be aware there could be a slight delay in that email being sent, however, you should receive it within an hour of submitting the form.

For Sheriff's Office employees who have not yet activated their NeoGov accounts, please reach out to Mia Mezini (mia.mezini@macombgov.org). She will have an activation link sent to you from NeoGov. Please complete that activation step in order to log into NeoGov to complete the eForm.

If you have any questions, please email the Human Resources and Labor Relations Department at human.resources@macombgov.org

We hope you all had a wonderful 4th of July Holiday and for those who were working during the long weekend, thank you for your service. I know the Sheriff's Office had a lot of events this weekend to address and we couldn't be more grateful for you all.