



## HUMAN RESOURCES AND LABOR RELATIONS DEPARTMENT

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To: County Staff

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

Date: November 22, 2020

Re: Last Annual Leave/PTO Conversion for 2020

**Please pay special attention to the information below. There are some nuances and requirements that are different than we usually implement, so strict compliance is essential to participate in this conversion opportunity. Also, the timeline is aggressive so please see that the e-forms are due by December 3, 2020.**

Thanks to the County Executive and our exceptional Finance Department, we are able to offer one final Annual Leave/PTO conversion opportunity for 2020. This additional conversion is intended for those who may be at risk of forfeiting time, mainly our DROP employees. However, all full-time union and non-union employees who are eligible may participate. For this specific conversion opportunity, DROP employees will not be required to have a minimum balance requirement to be eligible. For eligible non-DROP employees, the 120-hour AL/PTO leave balance requirement is still in place, due to the fact that, for non-DROP employees, AL/PTO will roll over.

Due to the pandemic, and our belief in HRLR that remote work and e-forms are going to be the way we continue to do business in the future, requests to convert time must be submitted via NeoGov's Annual Leave/PTO Conversion December 2020 e-form by **December 3, 2020**. Paper and faxed requests cannot be accepted.

The link to access the e-form can be found by [clicking here](#). Employees who elect this conversion opportunity will receive their payment on the December 18, 2020 paycheck.

If this will be your first time accessing NeoGov to complete an e-form, 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 "e-forms".
- The Annual Leave/PTO December Conversion e-form will be displayed under "Quick Links".

- You must complete, sign and submit the request all within NeoGov e-forms.
- 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. 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, you should have recently received an email from NeoGov with an activation link. Please complete that activation step in order to log into NeoGov to complete the e-form.

If you have any questions, please email the Human Resources and Labor Relations Department at [human.resources@macombgov.org](mailto:human.resources@macombgov.org)

While we appreciate the Executive and our Finance department making this happen, we really want to thank each and every County employee who makes it easy to try and do all we can for our team during these extraordinary times. We truly have an exceptionally dedicated staff, and we appreciate you and hope this is a small demonstration of that appreciation.

I hope you all are keeping safe and well.