



Vacation Donation Request For Paula Erickson Business Manager MnDOT Metro District

Paula has been diagnosed with life-threatening cancer. She is currently receiving chemotherapy and will require surgery and radiation. After exhausting 400+ hours of vacation and sick leave, Paula has been approved for the Vacation Donation program to maintain her salary and health benefits.

“It is hard to find the right words to thank everyone for their continued support, prayers and well wishes. Thank you in advance for your contributions.”

Paula E.

If you wish to donate vacation leave to Paula:

- Log into the State Employee Self Service Website
- Click on “Other Payroll”, then “Leave Donations”
- Click on “Input your Leave Donations”
- Select the magnifying glass next to “Reserve Bank” and choose (recipient)’s name
- Enter the number of hours you wish to donate
- Click on the yellow “Save” box
- Donation forms are also available from your Human Resources Office or by visiting <https://mn.gov/mmb/>

Thank you again for your support and contribution.