



**DEPARTMENT OF
TRANSPORTATION**

BRUCE MADSON

Eligible for Vacation Donation

Bruce has worked for the Department of Transportation for 15 years and is a Transportation Generalist in the Owatonna Subarea. He enjoys spending time with family and friends, learning new things, watching old movies, tator tot hot dish, and spending time with the family dog, Jack.

Bruce has stage 4 cancer, and will be receiving chemotherapy and radiation treatments for several more months in hopes of shrinking his two 2" tumors enough to remove them. Bruce has exhausted all of his leave accruals. He and his family thank you for considering donating your vacation time, words of support and prayers.

Any State of Minnesota employee who accrues vacation time may donate up to 40 hours per fiscal year in whole hour increments. Hours donated are not considered taxable income for the donor nor are they considered tax-deductible expenses.

To donate, please:

- Log into the State Employee Self-Service website:
(https://portal.s4web.state.mn.us/psp/por91ssap/SELSERVICE/ENTP/h/?tab=MN_GUEST)
- Click on "Other Payroll."
- Click on "Leave donations."
- Click on "Input Your Leave Donations,"
- Click on the magnifying glass next to "Reserve Bank" to open a list of names.
- Choose Bruce Madson.
- Enter the number of hours that you wish to donate.
- Click on the yellow "Save" box.

The paper form is also available online at: <http://www.mmb.state.mn.us/forms-vd>.