



Vacation Donation for Sarah Schleé

Sarah Schleé is a Security Counselor with Direct Care and Treatment at the Minnesota Sex Offender Program. She has been a state employee since September, 2021.

In May 2025, Sarah was diagnosed with status epilepticus—a serious neurological condition characterized by multiple seizures occurring in rapid succession without a return to baseline consciousness between episodes. As a consequence, she became comatose, experienced respiratory failure that required life-support intervention, and sustained a severe brain injury. As a result of this life-threatening illness Sarah, is currently undergoing treatment, and has exhausted all sick and vacation leave accruals.

Sarah has been approved for the Vacation Donation program and would greatly appreciate any donations she would receive. Any state employee who accrues vacation may donate up to 40 hours per fiscal year, which will allow Sarah to maintain her salary and health benefits. If you wish to donate vacation leave to Sarah:

- Log in to [Self Service Portal](#) using your employee ID and password
- Select the **Benefits** tile > **My Leave** tile. From the menu on the left-hand side, select the arrow to access the **Leave Donation**
- Select the magnifying glass next to “**Reserve Bank**” and choose (recipient)’s name
- Enter the number of hours you wish to donate
- Select “**Save**”
- Refer to the **Leave Donation Instructions** as needed
- Donation forms are also available from your Human Resources Office.

Thank you so much for your support and assistance.