

Vacation Donation

For

Thomas Bredemus

Thomas is an employee with The Department of Transportation in the Statewide Radio System Radio Operations Center. Thomas has worked for the Department for 6 years and 2 months.

Thomas has been under the care of his physician since a non-traumatic intracranial hemorrhage on 5/1/2018 that was and is a life threatening situation. His condition has caused him to use his sick and vacation accruals. The Vacation Donation program will help with his ongoing rehabilitation and recovery time.

Thomas has exhausted all of his sick and vacation leave and has been approved for the vacation donation program. Employees may donate up to 40 hours of vacation; however, donations in any amount will be helpful.

Any State of Minnesota employee who accrues vacation time may donate up to 40 hours (faculty may donate personal leave) per fiscal year and donations must be 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/SELFSERVICE/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 name: Thomas Bredemus.
- 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>.

Thank you for your kindness and generosity during this very difficult time.