

Memo

Date: June 15, 2026

To: Agency Payroll and Human Resources Staff

From: Katie Karow, Director, Statewide Payroll Services

RE: Vacation Donations at Retirement

A recent change to Minnesota statute [Sec. 43A.1815 MN](#) allows eligible state employees at retirement to donate additional vacation hours in excess of their vacation pay out amount , even if they have already donated 40 hours in the current fiscal year.

To support this change, Self Service has been updated to allow eligible employees to enter additional vacation hour donations when retiring.

Eligibility Requirements

Employees must have a future dated retirement record on Job Data in SEMA4, determine the number of vacation hours that exceed the payout limit, and enter the transaction in employee Self Service **before** their last day of employment.

Navigation

Self Service > Benefits > My Leave > Leave Donation > Input Your Leave Donations.

Important Information

- This enhancement applies **only** to Donation Type: **Hours**.
- Employees are responsible for calculating the number of vacation hours available for donation above their vacation payout limit.
- Donations must be entered **prior** to separation from state service.

The screenshot shows a web interface for 'Leave Donations'. On the left is a navigation menu with 'Input Your Leave Donations' selected. The main content area is titled 'Leave Donations' and includes a 'New Donation' form. The form has the following fields and values:

- Donation Type: Hours, Value
- Reserve Bank: [text input]
- Donated Hours: [text input]
- Fiscal Year: 2026
- Bank Limit: 0.00
- Remaining Hours: 0.00

The 'Donation Type' radio buttons and the 'Donated Hours' text input field are highlighted with red boxes in the original image.

Questions?

Agency Payroll and Human Resources staff should contact Jody Dahl in Statewide Payroll Services at 651-201- 8206 or [email](#) if there are questions.