

## Vacation Donation for Leah Arnold

Leah has been employed with the Minnesota Department of Public Safety, as a Forensic Scientist, at the Bureau of Criminal Apprehension since January of 2013.

Leah has been diagnosed with a life-threatening condition, is unable to work, and has now exhausted all forms of paid leave available to her.

Leah 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 her to maintain salary and health benefits. If you wish to donate vacation leave to Leah, follow these instructions:

- Log into the State Employee Self Service Website
- Click on "Other Payroll", then "Leave Donations" and "Input Your Leave Donations"
- Select the magnifying glass next to "Reserve Bank" and choose Leah Arnold'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 at <http://www.mn.gov/mmb/images/vacation-contribution.pdf>)

Leah thanks you for your help and support.