



## D2 Employee Eligible for Vacation Donation

John Roy Forsberg, a District 2 employee, has been approved for the Vacation Donation Program. Roy has over 25 years of service, mostly working in the Bemidji Construction Office. Roy has a life threatening illness and has exhausted his leave. Roy would greatly appreciate any donations.

Any state employee who accrues vacation may donate up to 40 hours per fiscal year, which will allow Roy to maintain his salary and health benefits. If you wish to donate vacation hours to John Roy Forsberg:

Log into the State Employee Self-Service website:

- Click on “Other Payroll.”
- Then 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 John Roy Forsberg’s name.
- Enter the number of hours that you wish to donate.
- Click on the yellow “Save” box.
- Donation forms are also available from your Human Resources Office or by visiting <https://mn.gov/mmb/employee-relations/state-hr-systems/sema-hr/vacationdonation/>



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