

Vacation Donation Request

For

Michelle Hunter



Michelle has been approved for the State's Vacation Donation – Continued Salary program. She is currently being treated for recurrent metastatic breast cancer and is out of work for an extended period of time while she is receiving treatment.

As a result of her life threatening illness, Michelle has exhausted all forms of paid leave available and is in need of vacation donations in order to continue her salary and medical insurance coverage.

Michelle is a Registered Nurse with the Department of Human Services, working at Community Behavioral Health Hospital - Bemidji. She has been a State employee since March 2007.

Please help support Michelle during this difficult time by donating some of your vacation time. Employees can donate up to 40 hours of vacation time per fiscal year, which will allow Michelle to maintain her salary and health benefits. If you wish to donate vacation leave to Michelle:

- ❖ Log into **Employee Self Service Website** at (www.state.mn.us/employee).
- ❖ Click on "**Other Payroll**" then "**Leave Donations**" and then "**Input your Leave Donations**"
- ❖ Click on the magnifying glass next to "**Reserve Bank**" and select **Michelle Hunter's** name.
- ❖ Enter the number of hours you wish to donate.
- ❖ Click on the yellow "**Save Box**".
- ❖ Donation forms are also available in your Human Resources Office or online at <http://www.mn.gov/mmb/images/vacation-contribution.pdf>.

Any donation amount is greatly appreciated! Michelle is deeply grateful for your support and generosity during this difficult times.