



Linda Ludwig is a Revenue Collections Officer 4 at the Department of Revenue in Ely. She has been a State employee since June of 2010.

Her daughter, Madison Ludwig, was diagnosed with a life threatening illness which requires Linda to care for her daughter in her times of need for medical treatments and therapy. Linda has exhausted all of her vacation and sick leave caring for her daughter and has been approved for the Vacation Donation Program.

Please help support Linda and her family during this difficult time. They would greatly appreciate any donations you can give.

If you wish to donate vacation leave to Linda, please follow these instructions:

- Log into the State Employee Self Service Website
- Click on **Other Payroll**, then "Leave Donations"
- Select the magnifying glass next to "Reserve Bank" and choose (recipient)'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.mmb.state.mn.us/doc/vacation/pe665.pdf>)

Thank you so much for your support.