



## **VACATION DONATION FOR DOUG PROBST**

Doug Probst is a Buyer 2 at MCF-Willow/River Moose Lake. He has been a state employee since October 1992, and has been approved for the Vacation Donation Program.

Vacation donations will allow Doug to continue to provide care for his wife Patricia who was diagnosed with ALS.

Any state employee who accrues vacation may donate up to 40 hours per fiscal year, which will allow Doug to maintain his salary and health benefits.

If you wish to donate vacation leave to Douglas Probst:

- Log into the State Employee Self Service Website
- Click on "Other Payroll", then "Leave Donations"
- Click on "Input your 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

Thank you very much for your support.