

## VACATION DONATION FOR PAM SUNDEEN

Pamela Sundeen is a Corrections Manufacturing Specialist – Light Manufacture at MCF-Willow/River Moose Lake. She has been a state employee since March 2008.

Pam suffered life-threatening injuries in a motorcycle accident in June and has been approved for the Vacation Donation program. Any state employee who accrues vacation may donate up to 40 hours per fiscal year, which will allow Pam to maintain her salary and health benefits.

If you wish to donate vacation leave to Pamela Sundeen:

- 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 so much for your support and assistance.