

## Vacation Donation Instructions

While the COVID Leave policy provide additional leave options, it may not cover all circumstances where faculty may need additional leave. One way we can support our colleagues is by donating vacation time or personal days. The steps for doing so are listed below.

The form can be found at: [https://mn.gov/mmb/assets/vacation-contribution\\_tcm1059-130220.pdf](https://mn.gov/mmb/assets/vacation-contribution_tcm1059-130220.pdf)

You can also enter a donation through Employee Self Service:

1. Go to [www.state.mn.us/employee](http://www.state.mn.us/employee) and sign in with your State ID
2. Click on "Other Payroll"
3. Click on "Leave Donations"
4. Click on "Input Your Leave Donations"
5. Click on the small magnifying glass next to the reserve bank field to open a list of names
6. Click on a name. The name will appear in the donation box.
7. Enter number of hours to be donated and save.