

2020 ANNUAL REPORT





Honorable Kay Ivey, Governor of Alabama

I am pleased to report to you on the activities of the State Personnel Department for the Fiscal Year October 1, 2019, through September 30, 2020.

While the COVID-19 public health emergency impacted our state and nation last year, state employees met the challenge by continuing to render essential services and support to fellow Alabamians to keep the State of Alabama running efficiently and effectively. These employees embody the true spirit of public service and have taken on additional responsibilities to maintain service levels for the State and its citizens. I am thankful for their service and dedication.

On behalf of the employees of the State Personnel Department, I thank you for your support and hope that you will find this report a basis for satisfaction and pride in the operation of Alabama's Merit System.

Sincerely,



Jackie Graham
State Personnel Director



STATE PERSONNEL BOARD

Ms. Faye Nelson, Chair

Mr. Myron Penn

Mr. Evan M. Thornton

Mr. David R. Mellon

Ms. Rachel Bunning

STATE PERSONNEL DIRECTOR

Jackie Graham

DEPUTY DIRECTOR

Alice Ann Byrne



The State Personnel Board consists of five members who serve six-year staggered terms. Two members are appointed by the Governor, one by the Lieutenant Governor, one by the Speaker of the House of Representatives, and one is a classified State employee elected by a majority vote of full-time State employees. Pursuant to the Merit System Act, no two appointed members of the State Personnel Board shall be appointed from any one congressional district of the State.

Jackie Graham serves as the Secretary to the State Personnel Board and as the Director of the State Personnel Department.

**Faye Nelson – Board Chair
Elected Member**

Ms. Nelson, of Montgomery, a career Merit System employee with the Alabama Department of Human Resources (DHR), is the elected employee representative on the State Personnel Board. A licensed graduate social worker, she began her career as a Social Worker with Dallas County DHR. Ms. Nelson currently serves as the Deputy Commissioner for Family Resources.

**Myron Penn
Congressional District 2**

Mr. Penn, of Union Springs, is a founding partner of Penn & Seaborn Law Firm. He also previously served in the Alabama State Senate. He was appointed to the Board by Speaker of the House Mac McCutcheon.

**Evan M. Thornton
Congressional District 5**

Mr. Thornton, of Florence, serves as Vice President for Business and Financial Affairs at the University of North Alabama. He was appointed to the Board by Governor Robert Bentley.

**David R. Mellon
Congressional District 6**

Mr. Mellon, of Birmingham, serves as University Counsel at the University of Alabama at Birmingham. He was appointed to the Board by Governor Kay Ivey.

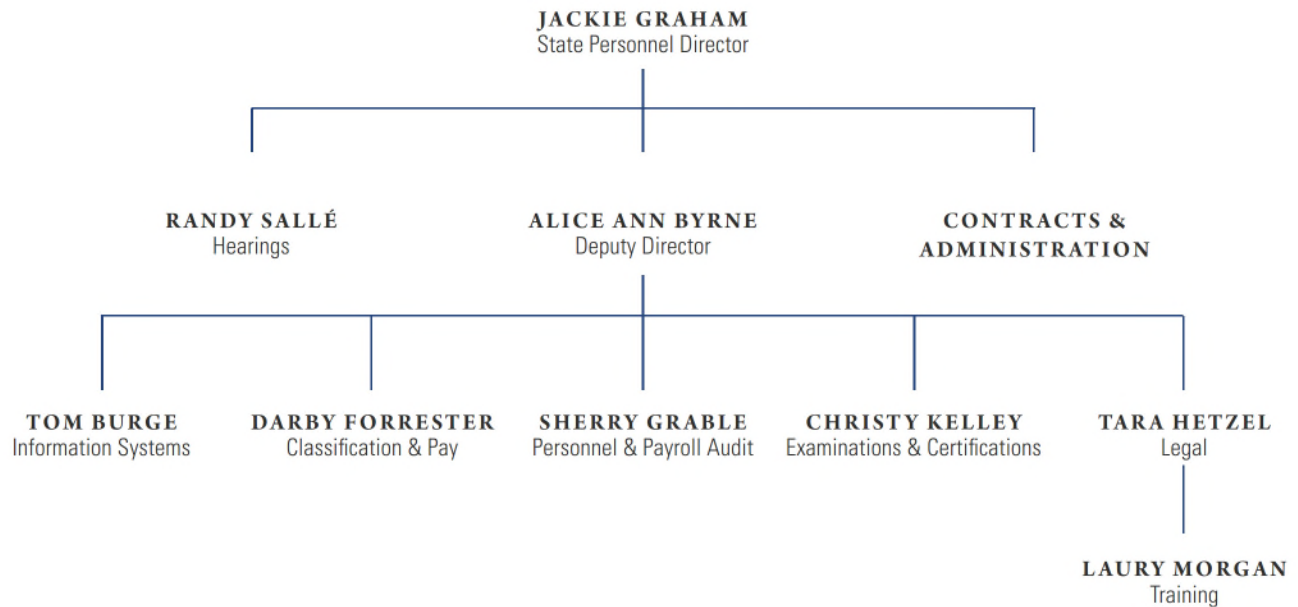
**Rachel Bunning
Congressional District 3**

Ms. Bunning, of Pike Road, serves as the Communications and Marketing Administrator at the Alabama Community College System. She was appointed to the Board by Lieutenant Governor Will Ainsworth.





State Personnel Department Organizational Chart



THE STATE PERSONNEL DEPARTMENT WAS CREATED BY THE STATE MERIT SYSTEM ACT OF 1939. A STATE DIRECTOR OF PERSONNEL WAS DESIGNATED TO BE THE EXECUTIVE HEAD OF THE DEPARTMENT.

The Department is committed to building and administering valid, legally-defensible selection devices in a timely manner and identifying the best-qualified, available applicants to fill job vacancies; maintaining a competitive classification and pay plan as well as a pay administration system that supports the attraction and retention of qualified State employees; facilitating the filling of State job vacancies through the efficient certification of qualified applicants, as required by the Merit System Act; ensuring compliance with State and Federal law in the hiring process; maintaining the integrity of the State payroll by auditing proposed personnel actions to ensure compliance with State and Federal law, and identifying and creating training programs in the area of human resource management.

2020

Year in Review Division Reports

ADMINISTRATION

Prepares and recommends rules and regulations to administer the Merit System Act.

- Edited and distributed online newsletters to all State employees, providing information on benefits and other various topics of importance.
- Represented the Department and the Merit System before the State Legislature.
- Reviewed personal services contracts to ensure legal compliance.
- Worked with Board members and coordinated monthly meetings.

CLASSIFICATION AND PAY

Administers and maintains the classification and pay plan for the State service.

- Conducted 2,103 position reviews.
- Abolished 7 job classifications and created 19 new job classifications, bringing the number of job classifications in the State Classification Plan to 1,433.
- Conducted salary reviews of agency-specific classifications series. These agencies included the Bureau of Pardons and Paroles, the Department of Mental Health, and the State Port Authority.
- Conducted salary reviews of agency-wide classification series such as Communications and Public Relations and Mechanical Engineer.

PERSONNEL AND PAYROLL AUDIT

Assures that employees are properly identified in the payroll system and that all personnel actions are audited for correctness.

- Certified the accuracy of each Merit System agency's payroll to the State Comptroller prior to payment.
- Maintained the Merit System leave system in accordance with State law.
- Maintained State employee personnel files in both digital image and hard copy formats.

TRAINING

Identifies, creates, and offers to State employees training programs in the area of human resource management.

- Implemented a completely virtual training program for state employees in response to the COVID-19 pandemic.
- Provided training to 3,751 employees through 81 training programs.
- Offered training in traditional courses of Performance Appraisal, Progressive Discipline, Interview and Selection, Employment Law, Sexual Harassment Prevention, Family and Medical Leave Act, State Government Orientation, Dynamics of Supervision, Customer Service, Time Management, Dealing With Difficult People, and Performance Appraisal and Progressive Discipline Overview.
- Worked with numerous State agencies to provide individualized and specific training to meet the respective needs of those agencies.

LEGAL

- Assists and coordinates the legal activities of the Department and the Board.
- Managed and participated in lawsuits in both State and Federal Courts.
- Managed various contracts.
- Provided training and assistance to agencies and employees concerning Employment Law, the Family and Medical Leave Act, Fair Labor Standards Act, Sexual Harassment Prevention, and various State Personnel Board Rules.
- Assisted State agencies in developing agency-specific policies and procedures.
- Involved in managing and maintaining the State's 457 Deferred Compensation Plan.
- Reviewed and processed requests for donated leave.
- Amended two State Personnel Board Rules.
- Provided guidance to agencies and employees pertaining to the Families First Coronavirus Relief Act.

ADMINISTRATIVE HEARINGS

- Conducts due process hearings for employees who appeal their dismissals or for claims of discrimination for non-merit factors.
- Resolved 29 appeals.
- Received 40 new appeals.
- Issued recommendations on appeals within an average of 1.65 months where no continuance was requested by the parties.
- Conducted 82 hearings, including 4 virtual hearings, for various State agencies and regulatory boards.

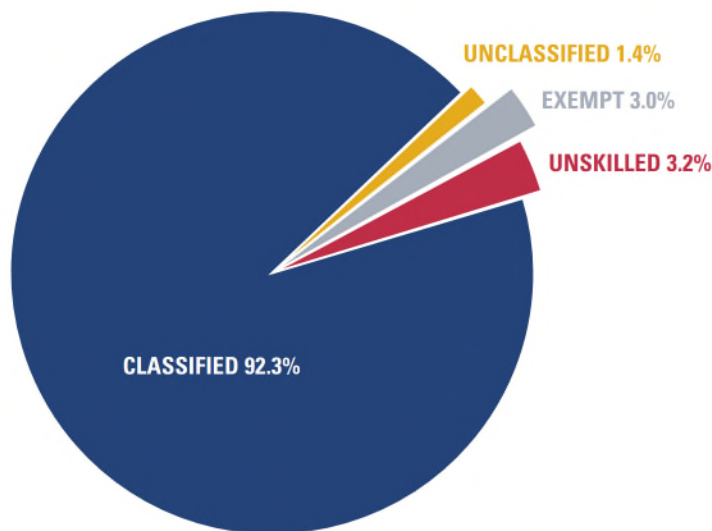
EXAMINATIONS AND RECRUITMENT AND CERTIFICATIONS

- Develops and administers tests and creates employment registers to identify the best qualified, available applicants to fill job vacancies. Maintains employment registers and certifies qualified persons to facilitate the filling of job vacancies.
- Produced and distributed 140 State job vacancy announcements.
- Reviewed 85,431 applications from individuals interested in State employment.
- Placed 29,264 eligible candidates on lists available to appointing authorities.
- Created and validated 6 new written examinations and administered 7 assessment centers.
- Administered assembled examinations to 7,163 applicants and administered weekday examinations to 1,495 applicants.

- Implemented temporary procedures for applicants to submit reservations for all written examinations. Examinations were administered as part of the Friday Testing Program at the State Personnel Testing Facility in Montgomery in order to increase testing capacity as a result of closed statewide facilities during the pandemic.
- Maintained an outreach recruitment program designed to attract qualified applicants to State service and to provide useful information to job seekers. During the fiscal year, 3 recruitment visits were made to colleges and universities in Alabama.
- Maintained 14 written examination centers throughout the State.
- Issued certifications containing the names of 122,559 applicants to operating agencies for employment consideration.
- Processed 6,299 appointments to fill positions within the Merit System.
- Issued registers to agencies on average within 7.8 hours of receipt of the Request for Candidates form.
- Processed appointments on average within 9.3 hours of the return of the Certification of Eligibles form.

INFORMATION SYSTEMS

- Creates, researches, and implements technological advances to further the needs of the Department.
- Facilitated the relocation of Testing and Training to the new facility located at 60 Commerce Street in Downtown Montgomery.
- In conjunction with OIT, relocated our Mainframe processing to the new IBM facility located in Raleigh, NC.
- To sustain operations during the pandemic, I.T. facilitated the transition of Personnel's critical workforce from an in-person environment to a remote production environment.
- Facilitated the relocation of the Administrative Judges from the 7th floor of the Folsom Administrative Building to a new, improved facility located on the 1st floor of the same building.
- Completed the automation of the registration process from Agency Services using Adobe Sign for electronic routing and signatures. This has reduced the registration process from 3 to 4 days to less than 2 hours in most cases. In addition, it has eliminated all paper forms.
- Supported and maintained the Department's Online Employment System (OES), which saw an increase in users of 16,325 during 2020 to a total user base of 253,063. We also responded to a total of 3,080 web user support requests during the year.
- Responded to a total of 2,317 internal user Support Requests during 2020 for a grand total, including web users, of 5,397 requests.



Distribution of the Types of State Employment for Merit System Agencies

CLASSIFIED: These employees are also referred to as “Merit System employees” because they are governed and afforded certain protections by the rules and regulations of the Merit System Act. Positions in the classified service are filled through the competitive process administered by the State Personnel Department. Employees are required to serve a probationary period before achieving permanent status in the classified service.

EXEMPT: State law enumerates different groups of employees that are exempt from the rules and regulations of the Merit System. Those exempt employees for which State Personnel maintains records include certain Mental Health employees, officers elected by the people, heads of departments appointed by boards and commissions, Youth Services educational employees, the Governor’s private secretary, legal advisor, recording secretary, and employees paid exclusively out of the Governor’s emergency or contingent funds.

UNCLASSIFIED: The law provides for one confidential assistant or secretary for each elected officer, one for each department head appointed by the Governor, and one such confidential employee for each board and each commission. Employees in the Office of the Governor are also unclassified unless specifically designated as exempt. Employees in the unclassified service are subject to the same rules and regulations of employment



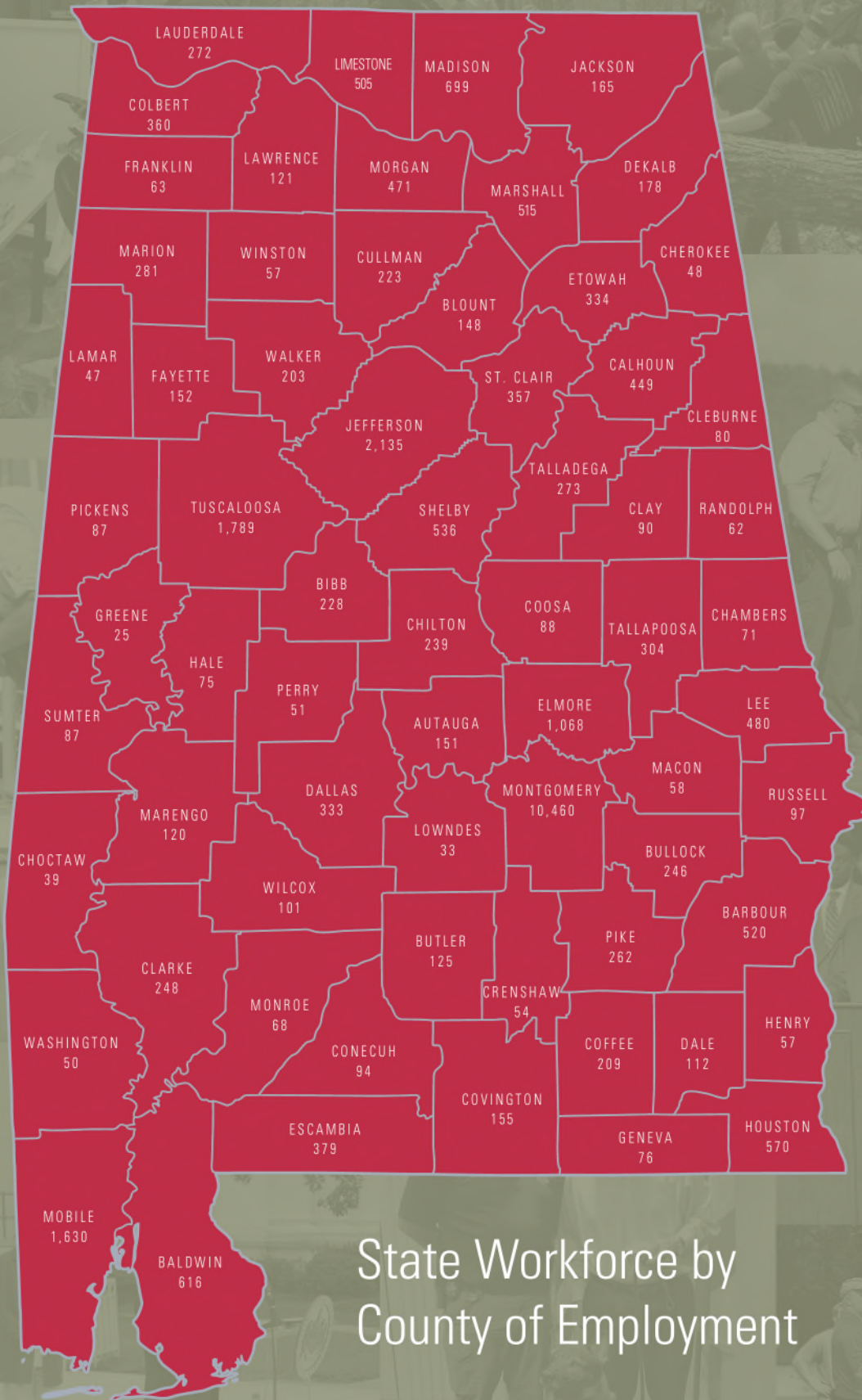
that apply to employees in classified or Merit System positions, except those relating to appointment and dismissal.

UNSKILLED: These limited assignments are restricted to such classes as Laborer, Resort Worker, and Forestry Worker. Employees in these classes have no status in the classified service, receive only limited entitlements to certain fringe benefits, and have no right of appeal should they be separated from State service.

*Note: The information provided in this report includes agencies subject to the Merit System. The data reported does not include employees of the Legislative Branch, the Judicial Branch, or Higher Education.



*Note: The information provided in this report includes agencies subject to the Merit System. The data reported does not include employees of the Legislative Branch, the Judicial Branch, or Higher Education.



Distribution of Employees by Type

DEPARTMENT	Classified	Unclassified	Exempt	Unskilled	Total
Ag & Conservation Development Commission	1	1	1	0	3
Agricultural Museum Board	0	0	2	0	2
Agriculture & Industries	318	7	4	219	548
Alabama Law Enforcement Agency (ALEA)	1,524	4	7	1	1,536
Alcoholic Beverage Control Board	882	1	3	3	889
Architects Registration Board	2	1	1	0	4
Archives & History	66	2	1	0	69
Assisted Living Administrators Examiners Board	0	0	0	0	-
Attorney General	130	26	2	0	158
Auditor	6	0	2	0	8
Banking	97	2	1	0	100
Child Abuse & Neglect Prevention	12	1	3	0	16
Chiropractic Examiners Board	4	1	1	0	6
Choctawhatchee, Pea & Yellow Rivers Watershed	1	1	1	0	3
Commerce	60	9	3	0	72
Conservation & Natural Resources	597	1	2	631	1,231
Corrections	3,722	14	19	2	3,757
Cosmetology & Barbering Board	22	2	2	1	27
Council on the Arts	15	2	0	0	17
Counseling Examiners Board	3	0	0	0	3
Credit Union Administration	8	1	2	0	11
Crime Victims Compensation Commission	23	2	0	0	25
Dietetics/Nutrition Practice Examiners Board	0	1	1	0	2
Early Childhood Education	193	0	2	0	195
Economic & Community Affairs	143	1	2	0	146
Education	797	2	21	1	821
Educational Television Commission	34	0	3	0	37
Electrical Contractors Board	1	0	0	0	1
Emergency Management Agency	87	0	2	1	90
Environmental Management	575	1	0	0	576
Ethics Commission	10	1	3	0	14
Examiners of Public Accounts	169	2	2	0	173
Finance	342	4	4	34	384
Forensic Sciences	215	2	0	0	217
Foresters Registration Board	0	1	0	0	1
Forestry Commission	225	2	1	4	232
Funeral Services Board	0	0	5	0	5
General Contractors Licensing Board	13	1	0	0	14
Geological Survey	42	0	2	0	44
Governor	0	57	1	0	58
Governor's Mansion Authority	0	6	0	0	6
Health Planning & Development	8	1	1	0	10
Heating, A/C & Refrigeration Contractors Board	9	2	1	0	12
Historical Commission	45	4	1	13	63
Home Builders Licensure Board	19	1	1	0	21
Human Resources	4,101	2	3	1	4,107
Indian Affairs Commission	4	0	0	0	4
Insurance	155	1	4	0	160
Judicial Inquiry Commission	1	2	1	0	4
Labor	745	1	1	11	758

DEPARTMENT	Classified	Unclassified	Exempt	Unskilled	Total
Liquefied Petroleum Gas Board	8	2	0	0	10
Manufactured Housing Commission	22	2	1	0	25
Massage Therapy Board	1	0	0	0	1
Medicaid Agency	597	1	2	3	603
Mental Health	530	0	670	2	1,202
Military	278	0	3	21	302
Nursing Board	57	3	1	0	61
Nursing Home Administrators Exam Board	0	1	0	0	1
Occupational Therapy Board	0	1	1	0	2
Office of Information Technology	115	2	5	0	122
Oil & Gas Board	25	0	3	0	28
Onsite Wastewater Board	3	1	0	0	4
Pardons & Paroles	770	0	6	0	776
Peace Officers Annuity & Benefit Fund	1	1	1	0	3
Peace Officers Standards & Training Commission	2	1	2	0	5
Personnel	94	3	0	0	97
Physical Fitness Commission	1	1	1	0	3
Physical Therapy Board	1	1	0	0	2
Plumbers & Gas Fitters Exam Board	12	3	1	0	16
Polygraph Examiners	2	0	0	0	2
Professional Bail Bonding Board	1	0	0	0	1
Professional Engineers Registration Board	6	1	1	0	8
Psychology Examiners Board	0	1	1	0	2
Public Education Employees' Health Insurance Board	12	23	0	0	35
Public Health	2,544	4	3	5	2,556
Public Library Service	33	1	0	0	34
Public Service Commission	53	7	3	0	63
Real Estate Appraisers Board	5	1	0	0	6
Real Estate Commission	31	4	1	0	36
Rehabilitation Services	803	2	1	0	806
Retirement Systems	168	148	2	1	319
Revenue	1,163	3	3	4	1,173
Secretary of State	37	2	3	0	42
Securities Commission	59	2	1	0	62
Senior Services	40	3	3	1	47
Social Work Examiners Board	2	1	1	0	4
Soil & Water Conservation Commission	5	1	0	0	6
Speech Pathology & Audiology Exam Board	1	1	0	0	2
State Employees' Insurance Board	40	12	2	0	54
State Port Authority/Docks	160	2	1	0	163
Surface Mining Commission	23	2	1	0	26
Tax Tribunal	0	3	2	0	5
Tourism	65	1	2	3	71
Transportation	4,355	4	4	12	4,375
Treasurer	27	4	2	0	33
Veterinary Medical Examiners Board	3	2	0	0	5
Veterans Affairs	32	1	1	0	34
Women's Commission	0	1	0	0	1
Youth Services	357	1	54	7	419
Totals	27,970	434	908	981	30,293

Distribution of Employees by Department — A Five Year Comparison

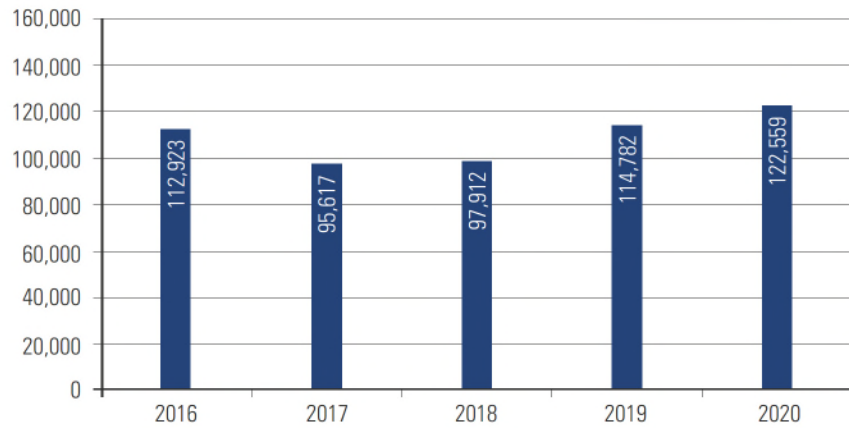
DEPARTMENT	2016	2017	2018	2019	2020
Ag & Conservation Development Commission	0	2	3	2	3
Agriculture Museum Board	2	3	4	2	2
Agriculture & Industries	558	582	535	529	548
Alabama Law Enforcement Agency (ALEA)	1,327	1,265	1,307	1,337	1,536
Alcoholic Beverage Control Board	818	840	864	874	889
Architects Registration Board	4	4	4	3	4
Archives & History	54	57	62	74	69
Assisted Living Administrators Examiners Board	2	1	1	1	0
Attorney General	153	155	152	151	158
Auditor	9	9	9	9	8
Banking	110	109	105	102	100
Building Commission	0	0	0	0	0
Child Abuse & Neglect Prevention	13	16	17	14	16
Chiropractic Examiners Board	5	6	5	5	6
Choctawhatchee, Pea & Yellow Rivers Watershed	3	2	2	2	3
Commerce	64	65	65	68	72
Conservation & Natural Resources	1,249	1,262	1,202	1,232	1,231
Corrections	3,532	3,421	3,383	3,620	3,757
Cosmetology & Barbering Board	26	26	25	27	27
Council on the Arts	17	17	16	17	17
Counseling Examiners Board	2	3	4	4	3
Credit Union Administration	10	12	12	11	11
Crime Victims Compensation Commission	30	32	31	28	25
Dietetics/Nutrition Practice Examiners Board	1	1	1	1	2
Early Childhood Education	123	132	153	176	195
Economic & Community Affairs	167	161	156	151	146
Education	857	800	777	853	821
Educational Television Commission	34	33	29	37	37
Electrical Contractors Board	0	0	0	1	1
Emergency Management Agency	87	85	91	91	90
Environmental Management	586	580	583	570	576
Ethics Commission	16	15	16	14	14
Examiners of Public Accounts	158	148	147	162	173
Finance	496	481	381	382	384
Forensic Sciences	213	217	212	210	217
Foresters Registration Board	1	2	1	1	1
Forestry Commission	243	222	227	224	232
Funeral Services Board	4	4	4	5	5
General Contractors Licensing Board	15	16	15	15	14
Geological Survey	51	55	53	52	44
Governor	57	52	53	57	58
Governor's Mansion Authority	4	4	4	6	6
Health Planning & Development	9	11	12	11	10
Heating, A/C & Refrigeration Contractors Board	12	11	12	11	12
Historical Commission	63	63	65	62	63
Home Builders Licensure Board	17	15	16	18	21
Human Resources	4,141	4,148	4,182	4,149	4,107
Indian Affairs Commission	3	3	4	4	4
Insurance	141	151	152	152	160
Judicial Inquiry Commission	5	5	4	5	4
Labor	911	865	844	830	758

DEPARTMENT	2016	2017	2018	2019	2020
Liquefied Petroleum Gas Board	10	10	10	10	10
Manufactured Housing Commission	23	24	24	24	25
Massage Therapy Board	0	0	0	1	1
Medicaid Agency	578	572	595	613	603
Mental Health	1,165	1,226	1,217	1,268	1,202
Military	319	331	324	306	302
Nursing Board	52	52	59	61	61
Nursing Home Administrators Exam Board	1	1	1	1	1
Occupational Therapy Board	2	1	2	2	2
Office of Information Technology	6	13	127	131	122
Oil & Gas Board	28	29	27	26	28
Onsite Wastewater Board	6	7	6	4	4
Pardons & Paroles	525	591	606	675	776
Peace Officers Annuity & Benefit Fund	3	3	3	3	3
Peace Officers Standards & Training Commission	5	6	5	5	5
Personnel	93	90	92	92	97
Physical Fitness Commission	3	4	3	3	3
Physical Therapy Board	2	3	3	3	2
Plumbers & Gas Fitters Exam Board	17	18	18	17	16
Polygraph Examiners	1	1	1	1	2
Professional Bail Bonding Board	0	0	0	0	1
Professional Engineers Registration Board	9	7	7	9	8
Psychology Examiners Board	1	1	1	2	2
Public Education Employees' Health Insurance Board	34	35	39	38	35
Public Health	2,974	2,836	2,756	2,680	2,556
Public Library Service	30	30	34	34	34
Public Service Commission	73	71	66	66	63
Real Estate Appraisers Board	7	7	7	6	6
Real Estate Commission	36	35	33	35	36
Rehabilitation Services	781	785	794	813	806
Retirement Systems	300	304	322	321	319
Revenue	1,140	1,119	1,126	1,165	1,173
Secretary of State	36	40	41	41	42
Securities Commission	55	58	60	61	62
Senior Services	44	42	43	48	47
Social Work Examiners Board	4	3	4	4	4
Soil & Water Conservation Commission	6	6	6	6	6
Speech Pathology & Audiology Exam Board	2	2	2	2	2
State Employees' Insurance Board	58	57	55	53	54
State Port Authority/Docks	176	167	161	168	163
Surface Mining Commission	23	21	21	24	26
Tax Tribunal	4	4	5	4	5
Tourism	70	70	73	73	71
Transportation	4,313	4,327	4,323	4,393	4,375
Treasurer	30	31	32	33	33
Veterinary Medical Examiners Board	5	5	5	5	5
Veterans Affairs	38	39	37	39	34
Women's Commission	1	1	1	1	1
Youth Services	432	434	446	421	419
Totals	29,924	29,688	29,625	30,153	30,293

Recruitment & Selection

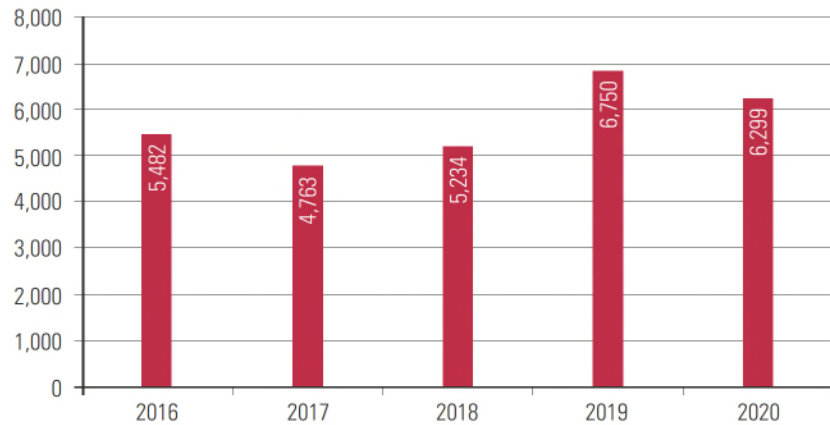
This past fiscal year, nearly 60,000 applications for State jobs were submitted. The names of almost 123,000 applicants were certified to State agencies to be considered for State jobs.

Names Certified to Agencies



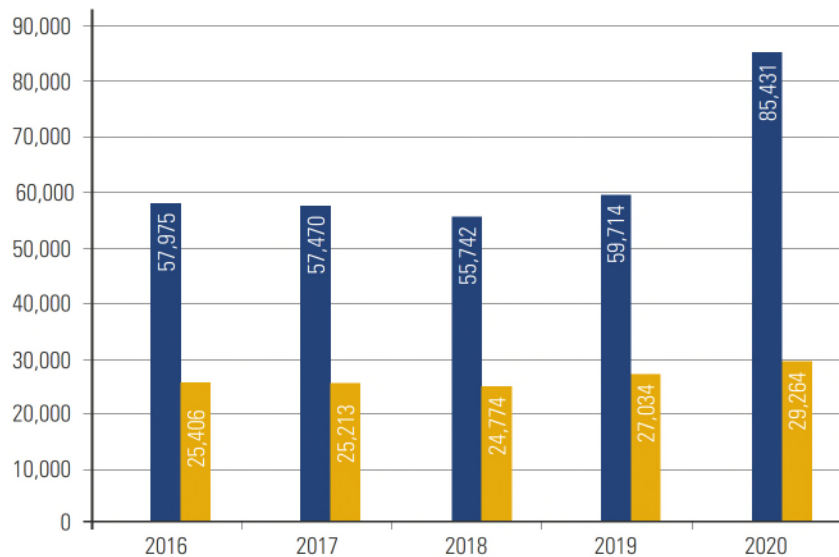
Recruitment & Selection: This past fiscal year, nearly 60,000 applications for State jobs were submitted. The names of almost 123,000 applicants were certified to State agencies to be considered for State jobs.

Applicants Appointed

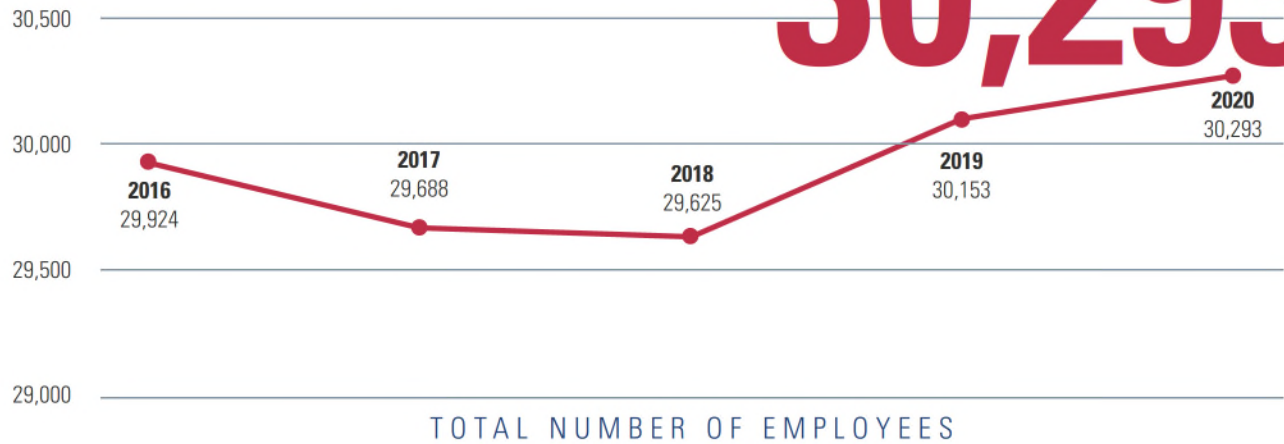


Applicant Information

Applications Processed ■
Applicants Placed on a Register ■



Number of Employees FY 2020

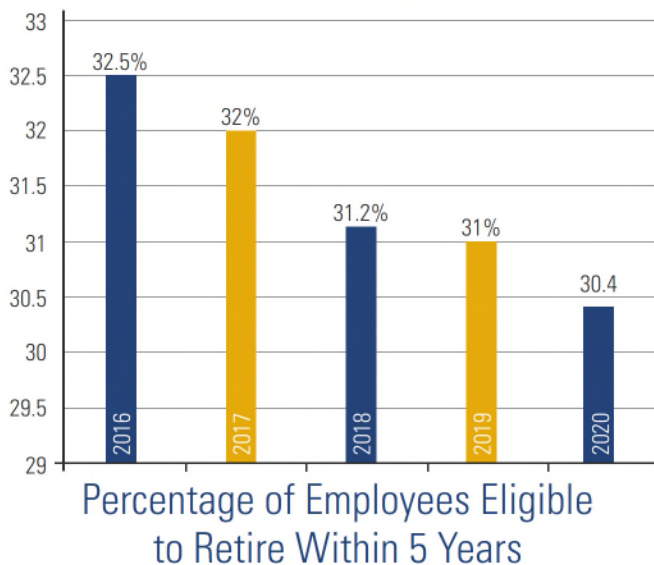
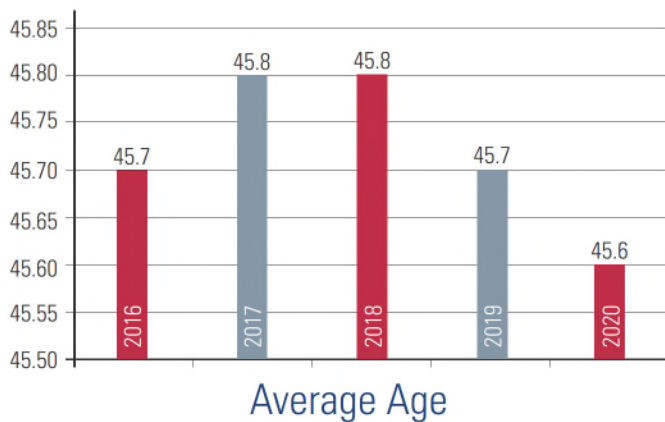
30,293**45.6**

Average Age of a State Employee in FY 2020

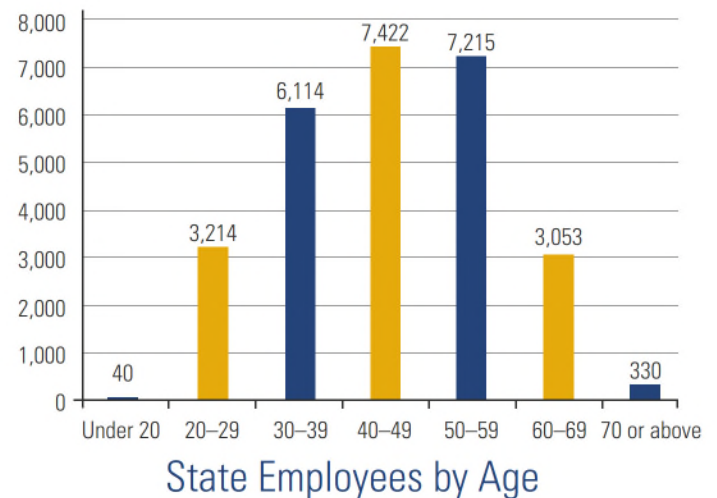
AGING WORKFORCE

State workforce demographics reveal that approximately 30.4 percent of employees are eligible to retire within the next five years. The average age of the State's workforce fell slightly and is now 45.6 years old. The average years of service for all State employees is 11.82 years.

The data in these charts exclude part-time, temporary, unclassified, exempt (except Mental Health exempt), and hourly Form 8 employees.

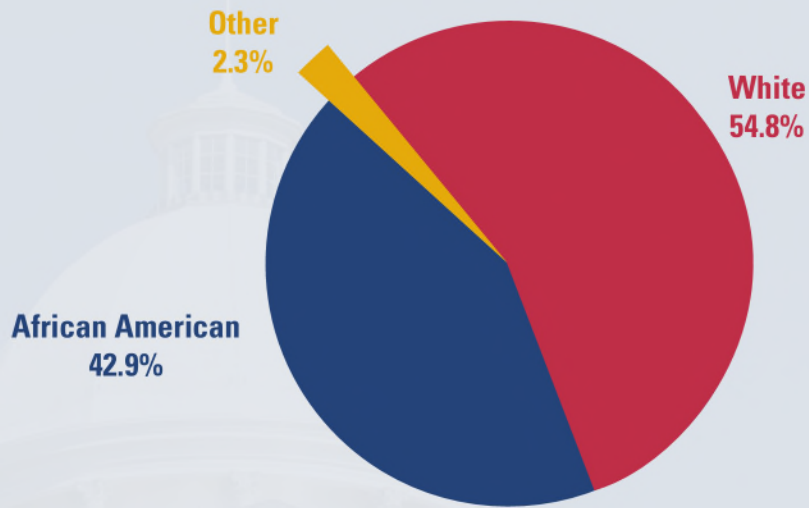


The data in this chart excludes part-time, temporary, unclassified, exempt (except Mental Health exempt), and hourly Form 8 employees.



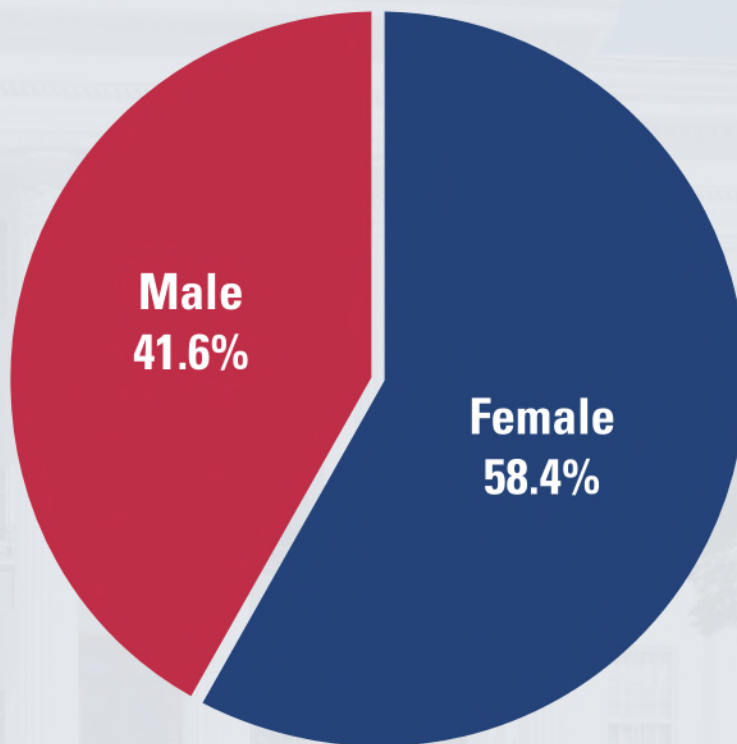
The data in this chart excludes part-time, temporary, unclassified, exempt (except Mental Health exempt), and hourly Form 8 employees.

State Workforce by Race

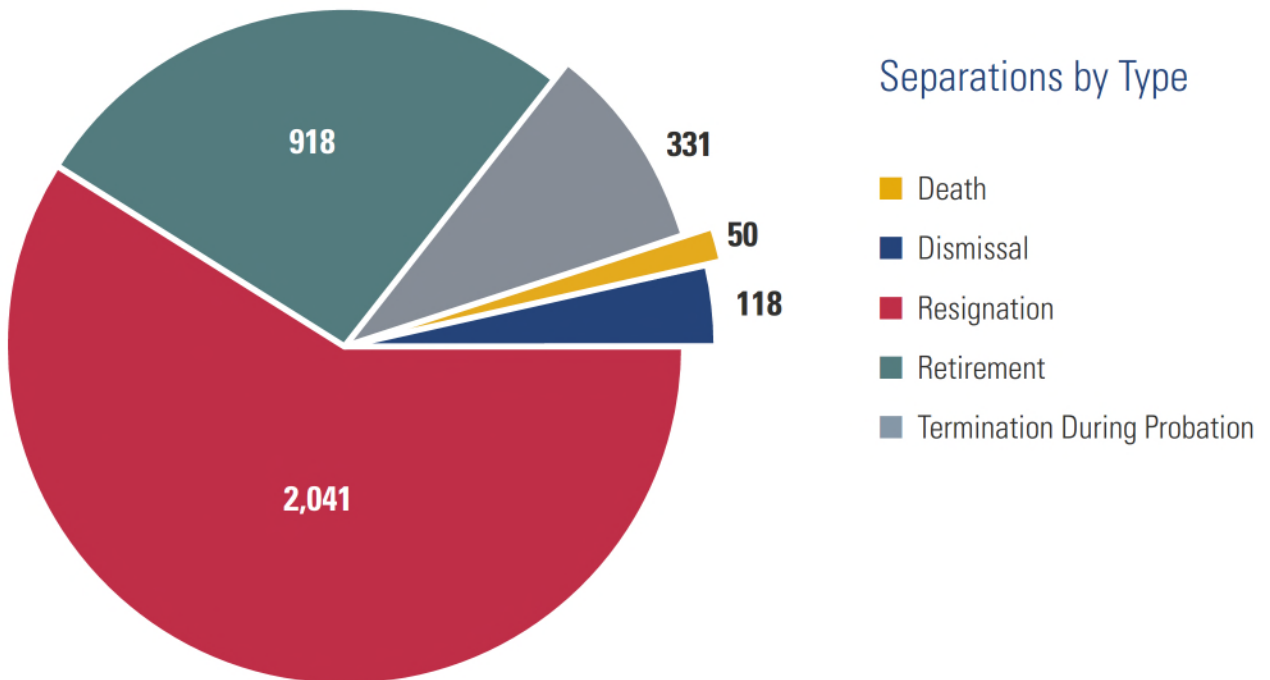
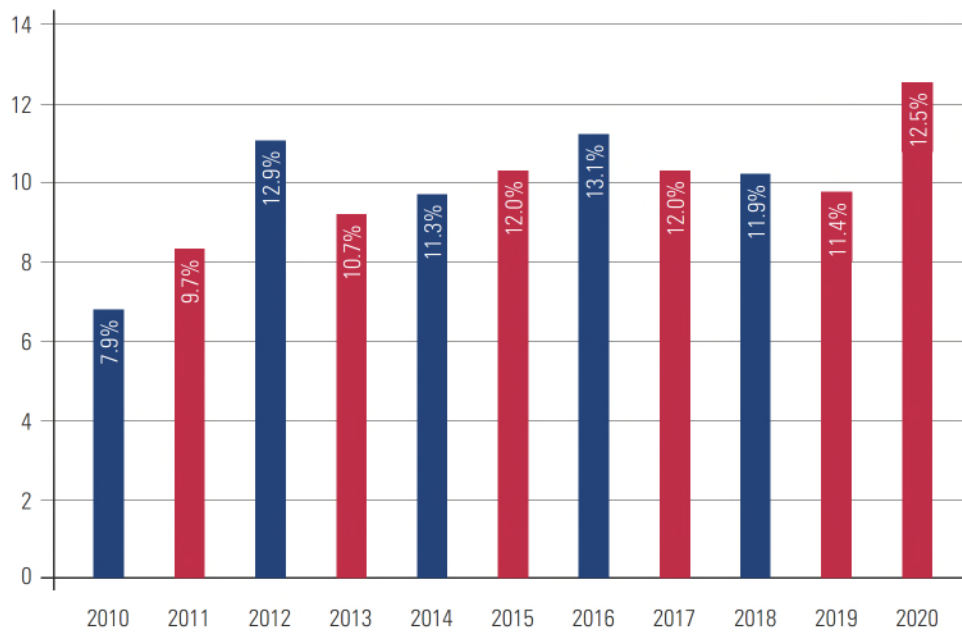


The data in this chart reflects full-time classified employees.

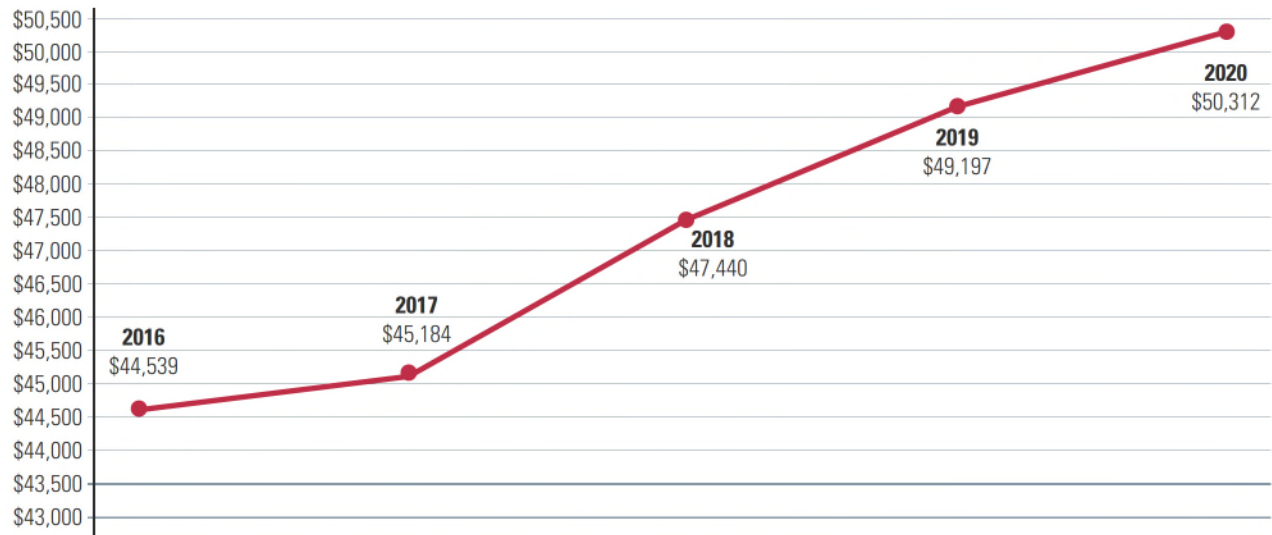
State Workforce by Gender



The data in this chart reflects full-time classified employees.



Salary Information (Alabama)



The information above reflects the average annual salary of full-time classified employees.

Annual Leave Ranking by State

Maximum Days Granted Per Year		Maximum Accumulation Allowed	
State	Days	State	Days
South Carolina	30	Louisiana ²	Unlimited
Alabama ¹	29.25	Mississippi ³	Unlimited
Mississippi	27	Alabama	60
Virginia	27	Kentucky ⁴	60
North Carolina	26	Oklahoma	60
Oklahoma	25	Virginia ⁵	54
Kentucky	24	Florida ⁴	45
Louisiana	24	Georgia	45
Tennessee	24	South Carolina	45
West Virginia	24	Missouri	42
Arkansas	22.5	Tennessee ⁴	42
Georgia	21	West Virginia ⁶	40
Missouri	21	Arkansas	30
Florida	19.5	North Carolina ⁴	30

¹Maximum leave accrual is attained after a minimum of 25 years of service to the State.

²Though accumulation is unlimited, upon separation employees are paid only for a maximum of 37.5 days.

³Though accumulation is unlimited, upon separation employees are paid only for a maximum of 30 days.

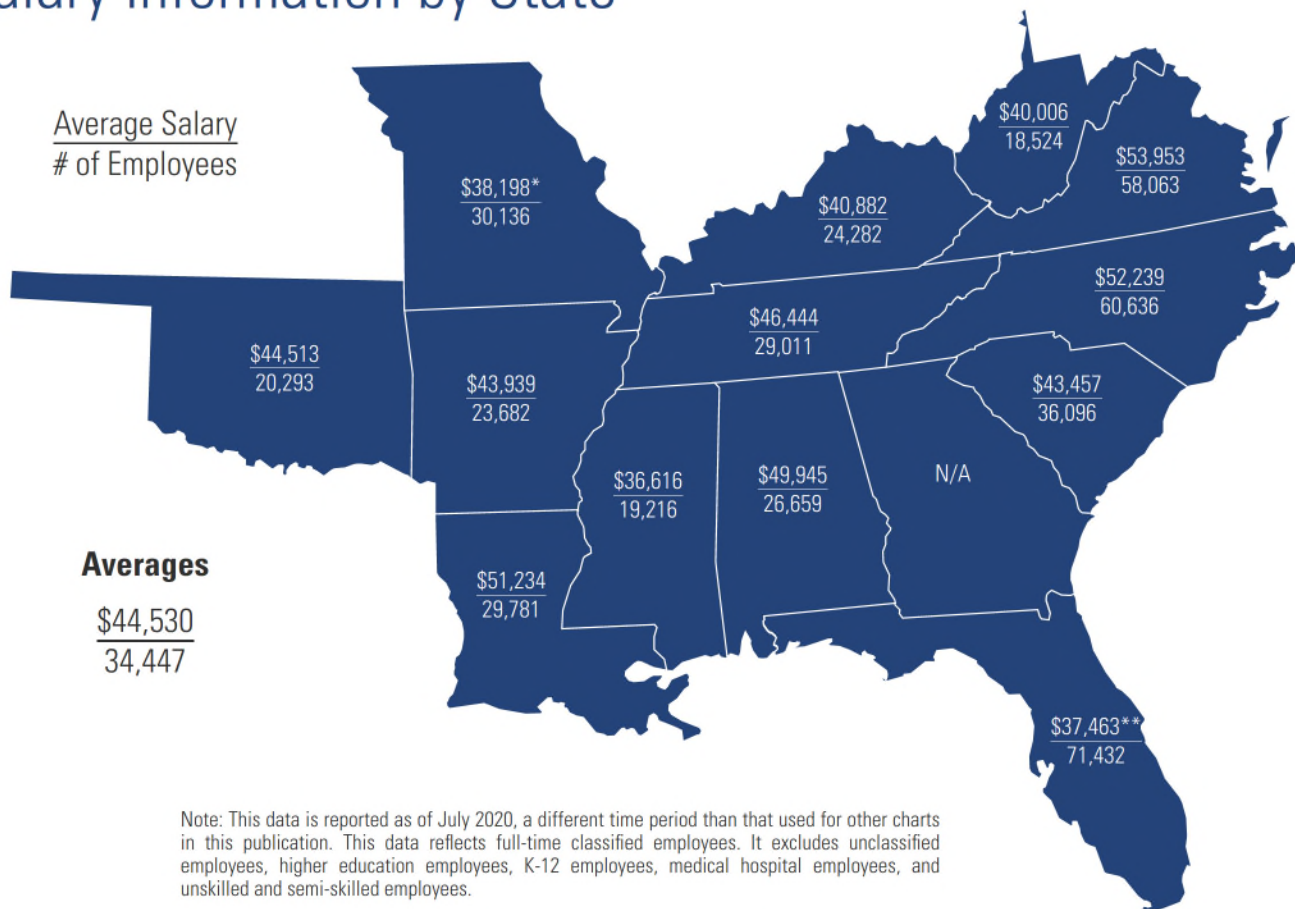
⁴Annual days in excess of the maximum days permitted to accumulate are converted to sick leave.

⁵Payment upon separation is for a maximum of 42 days.

⁶Excess days may be used to purchase health insurance, if separation is for retirement.



Salary Information by State



Note: This data is reported as of July 2020, a different time period than that used for other charts in this publication. This data reflects full-time classified employees. It excludes unclassified employees, higher education employees, K-12 employees, medical hospital employees, and unskilled and semi-skilled employees.

* Excludes employees in Transportation, Conservation, uniformed officers in Public Safety, elected officials, and Legislative and Judicial Branch employees.

** The numbers are as of July 2019.

Sick Leave Ranking by State

Maximum Days Granted Per Year		Maximum Accumulation Allowed	
State	Days	State	Days
Louisiana	24	Florida ³	Unlimited
West Virginia	18	Kentucky ⁴	Unlimited
Georgia	15	Louisiana ⁵	Unlimited
Missouri	15	Mississippi ⁴	Unlimited
Oklahoma	15	Missouri ⁴	Unlimited
South Carolina	15	North Carolina ⁴	Unlimited
Alabama	13	Oklahoma ⁴	Unlimited
Florida	13	Tennessee	Unlimited
Arkansas	12	Virginia ⁶	Unlimited
Kentucky ¹	12	West Virginia ⁴	Unlimited
Mississippi	12	South Carolina ⁴	180
North Carolina	12	Alabama ⁷	150
Tennessee	12	Arkansas ⁸	120
Virginia ²	10	Georgia	90

¹ After completion of 120 months of service and 240 months of service, an additional 10 days of sick leave are automatically credited to the employee's sick leave balance.

² All employees hired before January 1, 1999, receive 15 days.

³ After 10 years of service, employees are paid for 1/4 of their unused sick leave, up to 60 days.

⁴ Unused sick leave has no cash value but may be credited towards retirement.

⁵ Partial payment of excess sick leave is based on actuarial computation.

⁶ After 5 years of service, employees are paid for 1/4 of their unused sick leave, up to \$5,000.

⁷ At retirement, employees are paid for 1/2 of their unused sick leave or may credit the time towards retirement.

⁸ At retirement, employees are paid for part of their unused sick leave, up to \$7,500.

Holiday Rankings by State

(Includes Personal Leave Days)

Official Holidays Granted

State	Days	State	Days
Virginia ¹	17	West Virginia	12
Alabama	13	Kentucky ³	11.5
South Carolina	13	Louisiana ⁴	11
Arkansas	12	Oklahoma	11
Georgia ²	12	Tennessee	11
Missouri	12	Florida	10
North Carolina	12	Mississippi	10

¹ All employees hired after January 1, 1999, receive 4 to 5 personal leave days.

² Additionally, sick leave in excess of 15 days, up to 3 days, may be converted to personal leave days.

³ Additionally, a holiday is granted for Presidential election days.

⁴ Employees receive Inauguration Day every 4 years and General Election day every 2 years.



PHOTO CREDITS:

- Department of Rehabilitation Services
- Department of Labor
- Department of Finance
- Alabama Tourism Department
- Alabama Law Enforcement Agency
- Department of Conservation and Natural Resources
- State Employees' Insurance Board
- Alabama Bureau of Pardons & Paroles
- Alabama Department of Mental Health
- Alabama Department of Insurance
- Alabama Emergency Management Agency



State of Alabama **Personnel Department**

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