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State Personnel Department of Alabama

2009 Annual Report

State of Alabama

www.personnel.alabama.gov

STATE OF ALABAMA
PERSONNEL DEPARTMENT

300 Folsom Administrative Building
Montgomery, Alabama 36130-4100
Telephone: (334) 242-3389 Fax: (334) 242-1110
www.personnel.alabama.gov

Jackie Graham
State Personnel Director
Paul D. Thomas
Deputy Director

LETTER OF TRANSMITTAL

Honorable Bob Riley, Governor of Alabama

State Personnel Board
Mr. Joe Dickson, Chairman
Mr. James H. Anderson
Mr. John McMillan
Ms. Ellen McNair
Ms. Faye Nelson

I am pleased to report on the activities of the State Personnel Department for the Fiscal Year October 1, 2008 through September 30, 2009.

This year the State workforce declined from 35,534 to 34,989, representing an approximate 1.5% reduction. In large part, this decrease was due to the continuation of a hiring freeze for State agencies. Also, in connection with this freeze, the number of jobs included in the State's continuous recruitment program was reduced.

This was the second year the Department offered an employee discount program for all State employees. This free program helped employees save on everyday purchases and also helped participating merchants in Alabama gain recognition. The State Personnel Department also proudly hosted the Second Annual Employee Recognition Day on May 8, 2009. Many State employees gathered at the Gordon Persons Building for food, music, prizes and fun, as well as the announcement of the Employees of the Year.

2009 was an important year for the State Deferred Compensation Plan. After a competitive review process, Great-West Retirement Services was selected as the new service provider and record-keeper for the State 457(b) Plan. Great-West offered the best combination of options and services and is committed to work for the exclusive benefit of the Plan and the State employees who participate.

Finally, it is important to note that the State of Alabama Merit System turned 70 years old during this Fiscal Year. The law providing for the Merit System was passed on March 2, 1939. By October 1, 1939, all positions had been studied and classified and the rules of operation for the system had been prepared, adopted, and declared in full effect.

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

Sincerely,

Jackie Graham

Jackie Graham
State Personnel Director

State Personnel Board

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.

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

Members of the State Personnel Board

Joe N. Dickson

Mr. Dickson, of Birmingham, retired as Editor/Publisher of The Birmingham World newspaper and currently works as a consultant. He was initially appointed to the Board by Governor Guy Hunt in February 1992 and was reappointed by Governors Fob James, Jr. and Bob Riley. He serves as the Board Chairman.

John M. McMillan

Mr. McMillan, of Stockton, is a retired Executive Vice President of the Alabama Forestry Association and was initially appointed to the Board in February 1997 by Governor Fob James, Jr. He was reappointed to a second term by Governor Bob Riley.

State Personnel Board

Ellen G. McNair

Ms. McNair, of Montgomery, is currently Senior Vice President of Corporate Development with the Montgomery Area Chamber of Commerce, and is a past president of the Economic Development Association of Alabama. She was appointed to the State Personnel Board by Speaker of the House Seth M. Hammett.

Faye Nelson

Ms. Nelson, a career Merit System employee with the Department of Human Resources, was elected in July 2009 to fill an unexpired term as the employee representative on the State Personnel Board. A licensed graduate social worker, she began her career as a social worker with Dallas County DHR. She previously served as the Director of the Lowndes County Department of Human Resources and the President of the Alabama Association of County Directors of Human Resources. Ms. Nelson currently serves as the Director of the Alabama Child Support Enforcement Division.

James H. Anderson

Mr. Anderson, of Montgomery, is a partner in the law firm of Beers, Anderson, Jackson, Patty & Fawal, P.C. He was appointed to the Board by Lieutenant Governor Lucy Baxley.

State Personnel Department

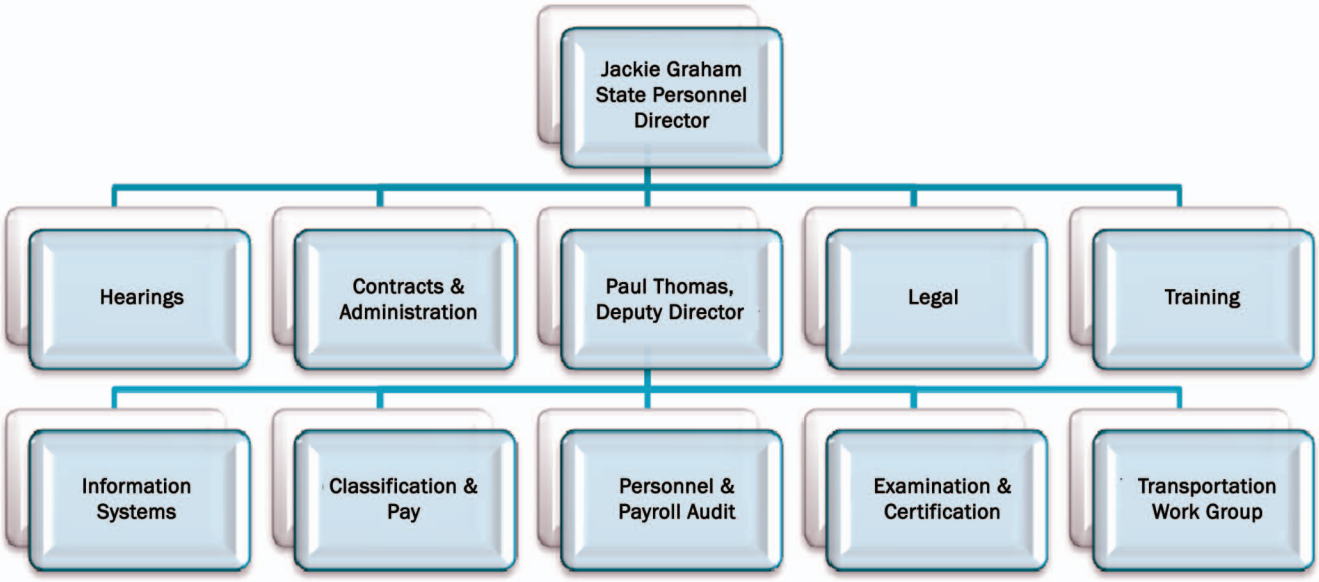
Financial Report
Fiscal Year 2008-2009

Appropriations	
State Agency Collections	$9,357,992
State Agency Collections (Team Contracts)	1,547,613
Miscellaneous Receipts	100,988
Unencumbered Funds Brought Forward	224,309
Total Funds Available	**$11,230,902**

Expenditures	
Personnel Costs	$5,168,180
Employee Benefits	1,698,542
Travel, In-State	18,498
Travel, Out-of-State	12,855
Repairs and Maintenance	31,867
Rentals and Leases	487,720
Utilities and Communications	185,500
Professional Services	943,777
Supplies, Materials and Operating Expenses	278,632
Transportation Equipment Operations	2,940
Transportation Equipment Purchases	0
Grants and Benefits	25
Other Equipment Purchases	63,995
Transfer to Finance Department	2,146,824
Total	**$11,039,355**
Unencumbered Balance	**$191,547**

State Personnel Department

Organization & Mission



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 build and administer valid, legally-defensible selection devices in a timely manner and to identify the best qualified, available applicants to fill job vacancies; to maintain a competitive classification and pay plan as well as a pay administration system which supports the attraction and retention of qualified State workers; to facilitate the filling of State job vacancies through the efficient certification of qualified applicant names as required by the Merit System Law; to ensure compliance with court orders and Federal and State laws in the hiring process; to maintain the integrity of the State payroll by auditing proposed personnel actions to ensure compliance with State and Federal law; and to identify and create training programs in the area of human resource management.

The Year in Review

Classification and Pay

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

- Implemented Cost of Living Adjustment (COLA) passed by the legislature to be effective October 1, 2008.
- Conducted 1,100 position reviews.
- Abolished 4 job classifications and created 17 new classes for a total of 1,304 classifications in the State Classification Plan.
- Implemented Federal minimum wage adjustment effective July 24, 2009.
- Conducted salary reviews of various classification series, such as Insurance Examiner, Pathology Technician, Forester and related forestry classes, Correctional Warden, and Land Reclamation Inspector.

Examinations 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 167 State job announcements for which selection procedures were developed.
- Reviewed 90,374 applications from individuals interested in State employment.
- Created and validated 2 new written examinations and administered 8 assessment centers.
- Conducted an outreach recruitment program designed to attract qualified applicants to State service and made 12 recruitment visits to colleges and universities.
- Maintained 16 written examination centers throughout the State.
- Processed 3,502 appointments to fill positions within the Merit System.
- Revised online application and paper application forms.
- Increased staffing efficiency for written test center operations.

Training

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

- Trained over 4,500 State employees through 83 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, and a four-day Train-the-Trainer course.
- Provided professional development training to 271 administrative support personnel at the annual secretarial conference in Orange Beach.

Administrative Hearings

Conducts due process hearings for employees who appeal their dismissal or for claims of discrimination for non-merit factors.

- Resolved 62 appeals.
- Received 74 new appeals.
- Resolved appeals within an average of 2.3 months where no continuance was requested.

Administration

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

- Processed leave donations from 2,392 employees and granted the leave to 498 employees. A total of 110,183 leave hours were processed and donated.
- Hosted the Second Annual Employee Recognition Day, inviting thousands of employees for lunch, music and prizes.
- Edited and distributed online newsletters to all State employees, providing information on training, benefits, and various other topics of importance.
- Worked with members of the State Legislature to ensure that Merit System employees are protected from identity theft and during layoffs.
- Reviewed personal services contracts to ensure legal compliance.

Transportation Work Group

Works with the Alabama Department of Transportation to meet its employment needs and to conclude the Reynolds Consent Decree.

- Conducted 2,259 position reviews.
- Issued 308 certifications of eligible candidates and processed in 324.
- Established and/or updated 28 assembled exams.
- Established and/or updated 66 non-assembled exams.
- Developed and administered assembled examinations for a group of job classes comprising nearly 10% of the positions in the department.

Legal

Assists and coordinates the legal activities of the Department and the Board.

- Handled administrative appeals before county circuit courts, the Alabama Court of Civil Appeals, and the Alabama Supreme Court.
- Managed and participated in lawsuits in both State and Federal Courts, including the United States Supreme Court.
- Provided training and assistance to agencies and employees concerning Employment Law, the Family and Medical Leave Act ("FMLA"), Fair Labor Standards Act ("FLSA"), Sexual Harassment Prevention, and various Alabama State Personnel Board Rules.
- Assisted state agencies in the development of policies and procedures specific to their agencies.
- Involved in class-action lawsuits concerning employment related issues, as well as the State's 457 Deferred Compensation Plan.

Information Systems

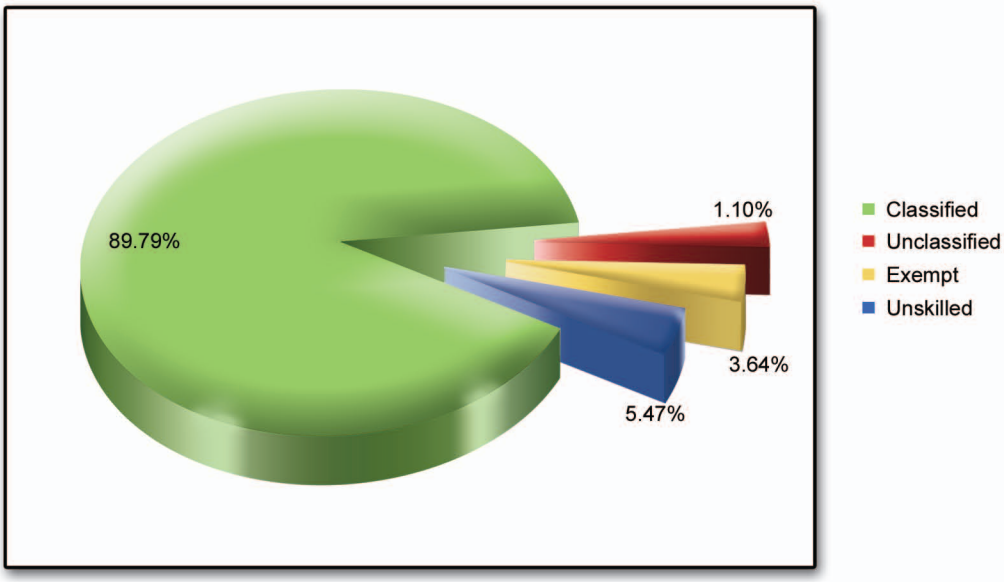
Creates, researches, and implements technological advances to further the needs of the Department.

- Enhanced the Online Employment System which included the ability for applicants to print a completed application from their online profile, as well as having all applications submitted electronically print in the same format as paper applications.
- Developed a programming framework to accommodate the upcoming .net version of the hiring system, allowing for a unified and standardized way for the developers to append new features and functionality to the proposed new system.

Personnel and Payroll Audit

Assures that employees are properly identified in the payroll system and that all personnel actions are audited for correctness before approval for payment is certified.

Types of Employment



Distribution of the Types of Employment

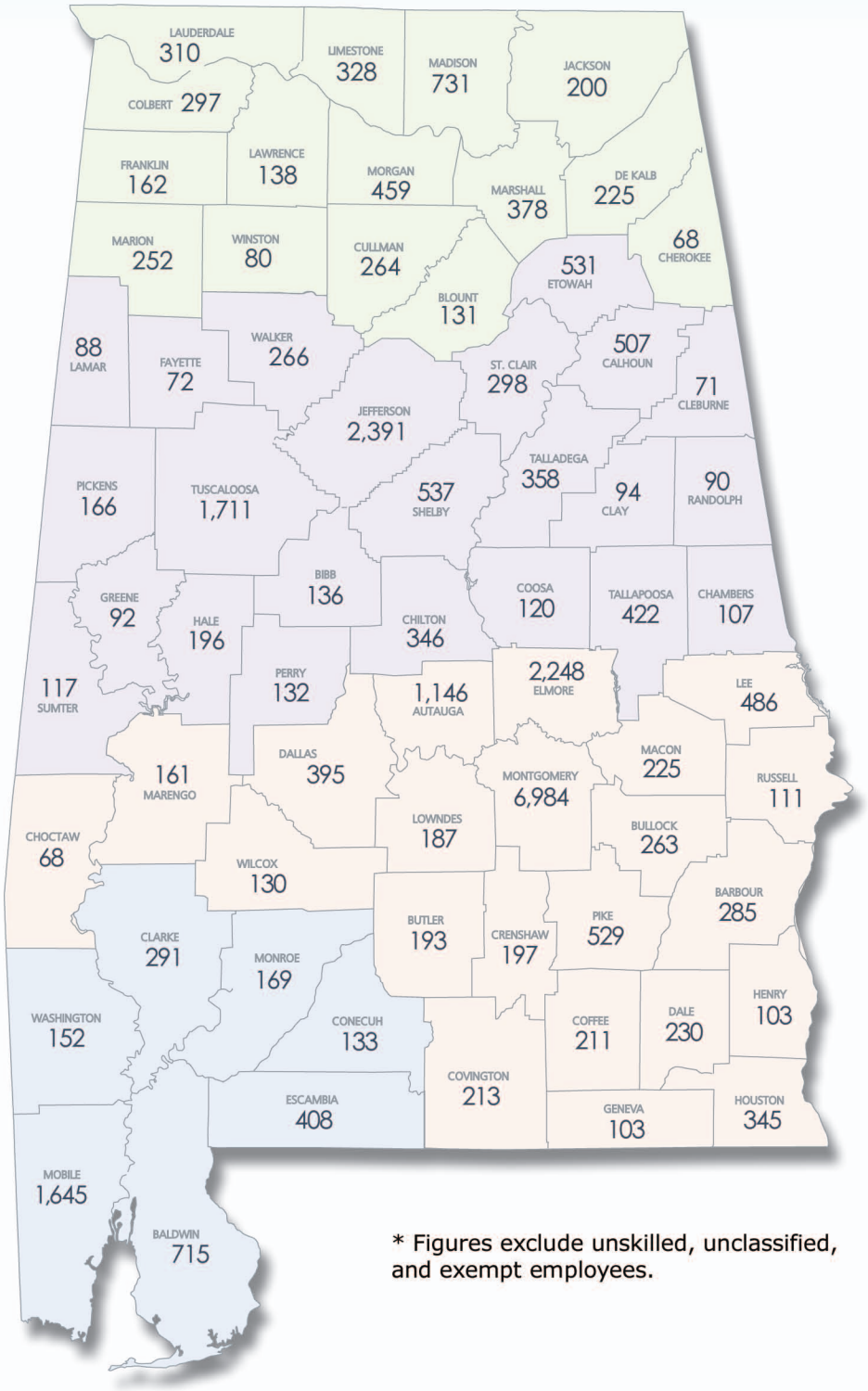
Classified: These employees are also referred to as Merit System employees because they are governed and afforded certain protections by the rules and regulations of the Merit System Act. Positions in the classified service are filled through the competitive process administered by the State Personnel 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 a vote of 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, 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.

State Workforce
by County of Residence



* Figures exclude unskilled, unclassified, and exempt employees.

Distribution of Employees by Type

DEPARTMENT	Exempt	Unclassified	Classified	Unskilled	Total
Ag & Conservation Development Commission		1			1
Agricultural Museum Board			1		1
Agriculture & Industries	1	10	375	148	534
Agriculture Center Board			8	15	23
Alcoholic Beverage Control Board	1		899	1	901
Architects Registration Board		1	2		3
Archives and History		2	42		44
Assisted Living Administrators Examiners Board		1			1
Attorney General	1	24	147	2	174
Auditor	1	1	9		11
Banking	1	1	100		102
Building Commission		1	17	1	19
Child Abuse and Neglect Prevention	1	1	17		19
Children's Affairs	1	2	25		28
Chiropractic Examiners Board		1	3		4
Choctawhatchee, Pea & Yellow Rivers Watershed		1	2		3
Conservation & Natural Resources	1	2	745	640	1,388
Corrections	3	16	4,047		4,066
Cosmetology Board		1	28		29
Council on the Arts		2	16		18
Counseling Examiners Board		1	1		2
Credit Union Administration	1		8		9
Crime Victims Compensation Commission		1	26		27
Criminal Justice Information Center		1	58	2	61
Development Office	1	5	22		28
Dietetics/Nutrition Practice Examiners		1	1		2
Economic & Community Affairs	1	1	212		214
Education	17	5	804	2	828
Educational Television Commission	1	1	40		42
Emergency Management Agency		1	99		100
Environmental Management	1	2	602	2	607
Ethics Commission	1	1	12	1	15
Examiners of Public Accounts	1	1	241	1	244
Farmers Market Authority	1		8		9
Finance		3	465	45	513
Forensic Sciences	1		209	1	211
Foresters Registration Board		1			1
Forestry Commission		3	319	11	333
Funeral Services Board	3				3
General Contractors Licensing Board		1	17		18
Geological Survey	1	1	41		43
Governor	2	85			87
Health Planning & Development		1	13		14
Heating, A/C and Refrigeration Contractors Board		1	7	1	9
Historical Commission		3	51	15	69
Home Builders Licensure Board		2	16		18
Homeland Security Office	6	1	8		15
Human Resources	1	1	4,272	6	4,280
Indian Affairs Commission		1	2		3

DEPARTMENT	Exempt	Unclassified	Classified	Unskilled	Total
Industrial Relations	1	1	1,003	19	1,024
Insurance	2	1	150		153
Judicial Inquiry Commission		2	1		3
Labor	1		18		19
Liquefied Petroleum Gas Board		2	7		9
Manufactured Housing Commission		1	23	1	25
Medicaid Agency		2	638		640
Mental Health	1,115	1	1,583	3	2,702
Military	1		188	24	213
Nursing Board		2	42		44
Nursing Home Admin Exam Board		1			1
Occupational Therapy Board		1			1
Oil & Gas Board	3		36		39
Onsite Wastewater Board		1	2		3
Pardons and Paroles	3	1	611	1	616
Peace Officers Standards & Training Comm	1	1	5		7
Peace Officers Annuity & Benefit Fund		1	3		4
Personnel		3	94		97
Physical Fitness Commission			3		3
Physical Therapy Board		1	1		2
Plumbers & Gas Fitters Exam Board		1	16		17
Polygraph Examiners			1		1
Professional Engineers Registration Board		2	9		11
Public Education Employees Health Insurance Bd		8	17		25
Public Health	1	4	3,327	926	4,258
Public Library Service		2	33	1	36
Public Safety	2	1	1,444	1	1,448
Public Service Commission	3	10	100	1	114
Real Estate Appraisers Board		1	7		8
Real Estate Commission	1	2	30		33
Rehabilitation Services	1	1	766	4	772
Retirement Systems	2	102	168	3	275
Revenue	1	2	1,201	9	1,213
Secretary of State	1	3	38		42
Securities Commission		1	46		47
Senior Services	1	2	41		44
Social Work Examiners Board		1	2		3
Soil & Water Conservation Commission		1	3		4
Speech-Language Pathology & Audiology Exam Bd		1	1		2
State Employees' Insurance Board		16	51		67
State Port Authority	1		191	1	193
Surface Mining Commission	1	1	23		25
Tourism & Travel	1	1	62		64
Transportation	1	1	4,725	19	4,746
Treasurer	1	2	41		44
Veterinary Medical Examiners Board		1	2		3
Veterans Affairs	1	1	51		53
Women's Commission		1			1
Youth Services	76	1	577	7	661
Totals	**1,272**	**385**	**31,418**	**1,914**	**34,989**

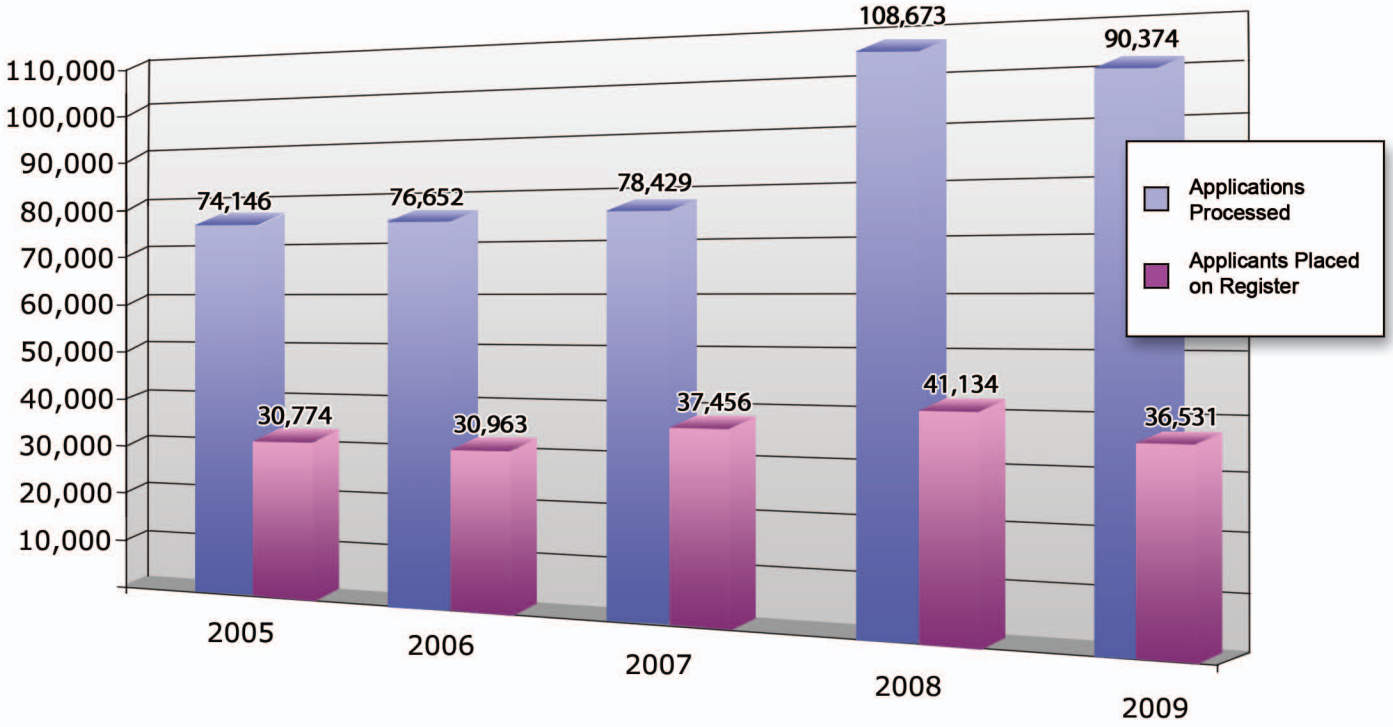
Distribution of Employees by Department

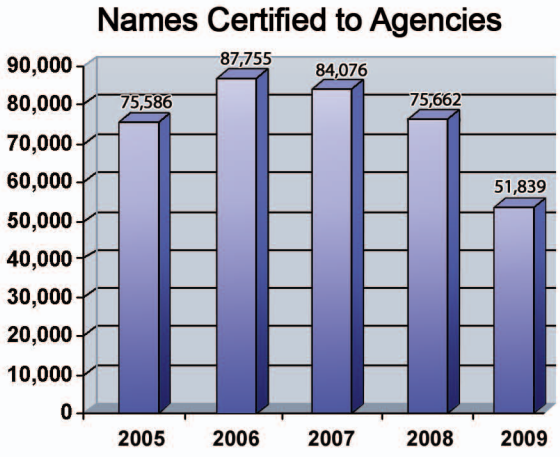
A Five Year Comparison

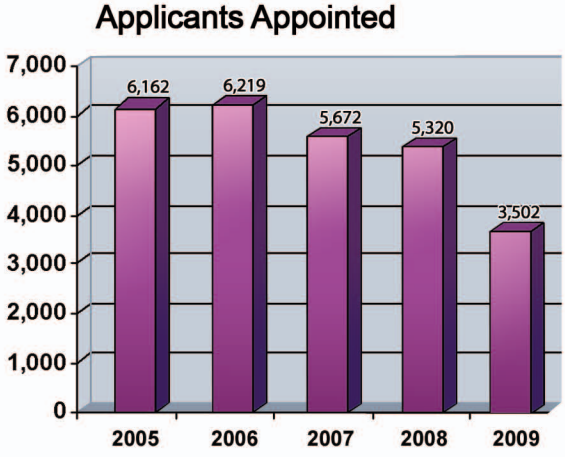
DEPARTMENT	2005	2006	2007	2008	2009
Ag & Conservation Development Commission	1	1	1	1	1
Agricultural Museum Board	1	1	1	1	1
Agriculture & Industries	635	550	556	611	534
Agriculture Center Board	35	34	35	23	23
Alcoholic Beverage Control Board	778	851	895	898	901
Architects Registration Board	2	2	2	3	3
Archives and History	38	40	51	53	44
Assisted Living Administrators Examiners Board	1			1	1
Attorney General	174	174	165	172	174
Auditor	10	10	10	11	11
Banking	97	94	99	95	102
Building Commission	17	17	18	18	19
Child Abuse and Neglect Prevention	17	17	19	18	19
Children's Affairs	11	11	15	28	28
Chiropractic Examiners Board	3	3	3	4	4
Choctawhatchee, Pea & Yellow Rivers Watershed	3	3	4	4	3
Conservation & Natural Resources	1,295	1,365	1,302	1,512	1,388
Corrections	3,645	3,622	3,748	3,951	4,066
Cosmetology Board	26	26	28	29	29
Council on the Arts	17	17	17	17	18
Counseling Examiners Board	1	1	1	1	2
Credit Union Administration	6	10	11	10	9
Crime Victims Compensation Commission	26	27	27	25	27
Criminal Justice Information Center	50	56	63	64	61
Development Office	31	30	29	33	28
Dietetics/Nutrition Practice Examiners	2	1	2	1	2
Economic & Community Affairs	216	217	222	215	214
Education	775	786	788	819	828
Educational Television Commission	47	46	48	46	42
Electrical Contractors Board	1	1	1	1	
Emergency Management Agency	89	96	104	99	100
Environmental Management	591	593	596	588	607
Ethics Commission	11	12	14	16	15
Examiners of Public Accounts	197	224	248	251	244
Farmers Market Authority	5	5	9	9	9
Finance	476	498	520	522	513
Forensic Sciences	195	197	210	217	211
Foresters Registration Board	1	1	1	1	1
Forestry Commission	333	341	324	317	333
Funeral Services Board	3	3	3	3	3
General Contractors Licensing Board	18	19	17	19	18
Geological Survey	36	35	40	45	43
Governor	66	82	100	89	87
Health Planning & Development	9	9	13	14	14
Heating, A/C and Refrigeration Contractors Board	9	8	8	8	9
Historical Commission	66	62	66	68	69
Home Builders Licensure Board	18	18	18	20	18
Homeland Security Office	13	14	13	16	15
Human Resources	4,356	4,409	4,491	4,353	4,280

DEPARTMENT	2005	2006	2007	2008	2009
Indian Affairs Commission	3	3	3	3	3
Industrial Relations	1,109	1,008	940	910	1,024
Insurance	131	137	151	156	153
Judicial Inquiry Commission	3	3	3	3	3
Labor	11	13	14	19	19
Liquefied Petroleum Gas Board	8	9	9	9	9
Manufactured Housing Commission	30	30	31	30	25
Medicaid Agency	655	666	671	695	640
Mental Health	2,738	2,729	2,857	2,865	2,702
Military	195	199	211	217	213
Nursing Board	44	46	45	45	44
Nursing Home Admin Exam Board	1	1	1	1	1
Occupational Therapy Board	1	1	1	1	1
Oil & Gas Board	39	44	43	47	39
Onsite Wastewater Board	5	4	5	4	3
Pardons and Paroles	589	645	618	634	616
Peace Officers Standards & Training Commission	6	8	9	6	7
Peace Officers Annuity & Benefit Fund	3	4	4	4	4
Personnel	95	95	96	94	97
Physical Fitness Commission	3	3	3	3	3
Physical Therapy Board	2	2	2	2	2
Plumbers & Gas Fitters Exam Board	17	18	17	20	17
Polygraph Examiners	1	1	1	1	1
Professional Engineers Registration Board	5	7	11	11	11
Public Education Employees Health Insurance Bd.	21	27	26	27	25
Public Health	3,634	3,898	4,212	4,360	4,258
Public Library Service	45	45	43	45	36
Public Safety	1,270	1,380	1,407	1,443	1,448
Public Service Commission	118	117	118	121	114
Real Estate Appraisers Board	6	7	8	8	8
Real Estate Commission	31	36	34	36	33
Rehabilitation Services	812	815	819	808	772
Retirement Systems	253	257	267	276	275
Revenue	1,264	1,266	1,269	1,237	1,213
Secretary of State	34	34	40	42	42
Securities Commission	41	39	45	45	47
Senior Services	37	41	41	44	44
Social Work Examiners Board	3	3	3	3	3
Soil & Water Conservation Commission	2	4	4	4	4
Speech-Language Pathology & Audiology Exam Board	2	2	2	2	2
State Employees' Insurance Board	48	57	70	67	67
State Port Authority	150	165	184	200	193
Surface Mining Commission	24	27	25	26	25
Tourism & Travel	62	67	66	69	64
Transportation	4,504	4,551	4,665	4,759	4,746
Treasurer	51	50	48	49	44
Veterinary Medical Examiners Board	3	3	2	3	3
Veterans Affairs	52	54	54	51	53
Women's Commission				1	1
Youth Services	680	676	701	708	661
Totals	**33,294**	**33,936**	**34,855**	**35,534**	**34,989**

Applicant Information

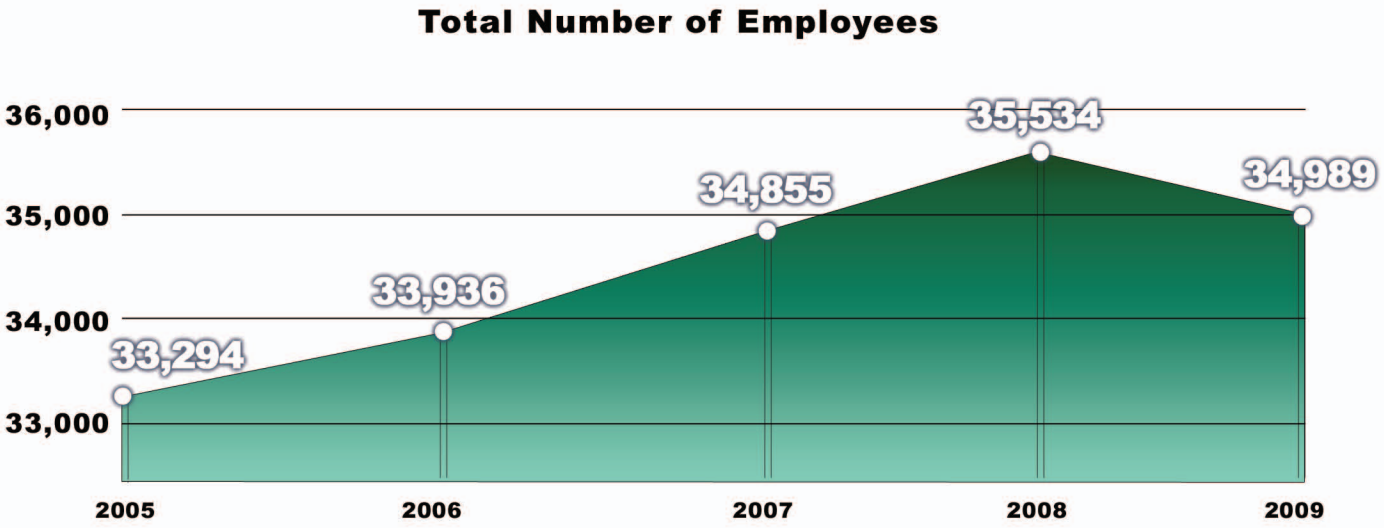






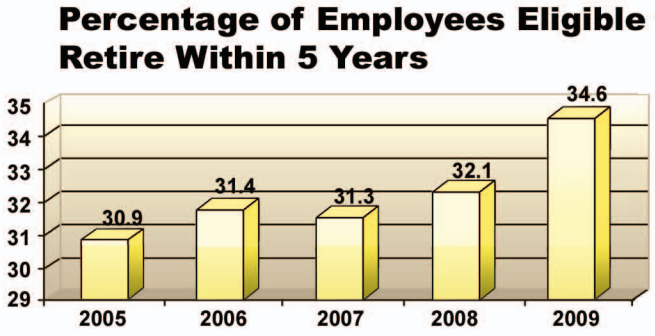
Recruitment & Selection: This past fiscal year over 90,000 applications for State jobs were submitted. The names of over 51,800 applicants were certified to State agencies to be considered for State jobs.

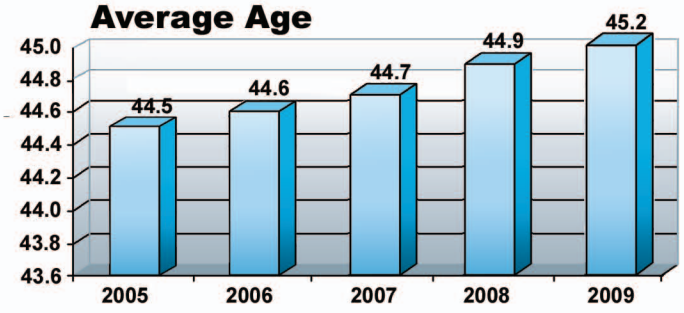
Workforce Demographics



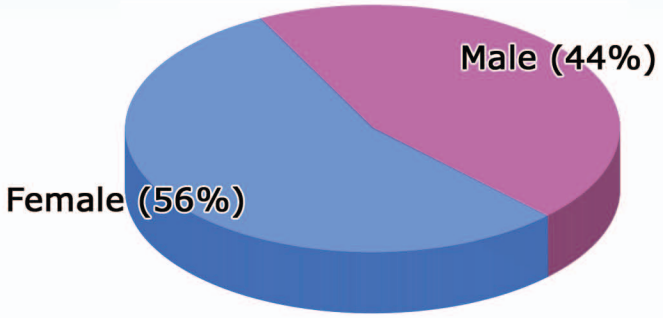
Aging Workforce

State workforce demographics reveal that more than 34 percent of employees are eligible to retire within the next five years. The average age of the State's workforce also continued an 11 year rise and is now at 45.2 years

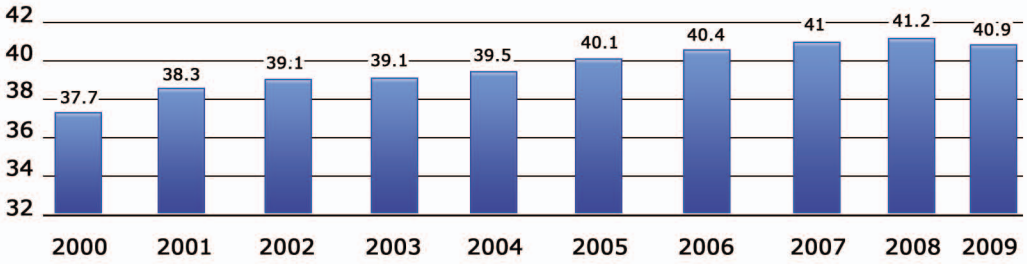




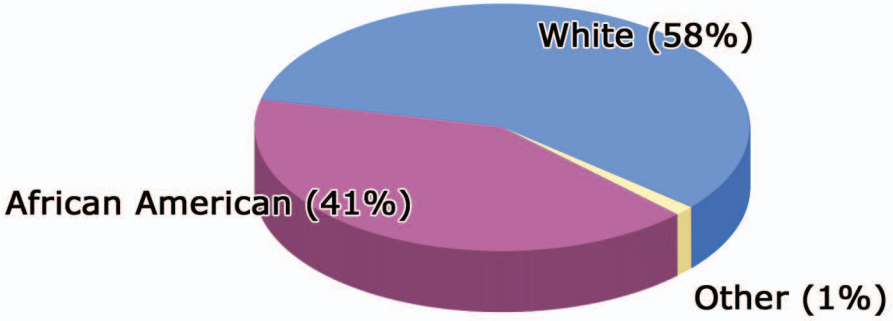
State Workforce By Gender



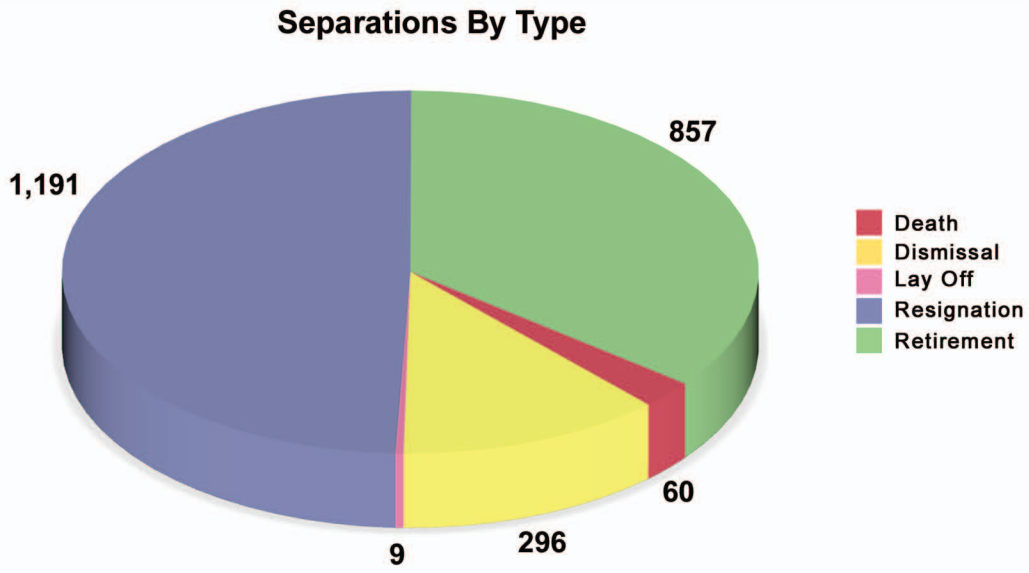
Percentage of African American Employees

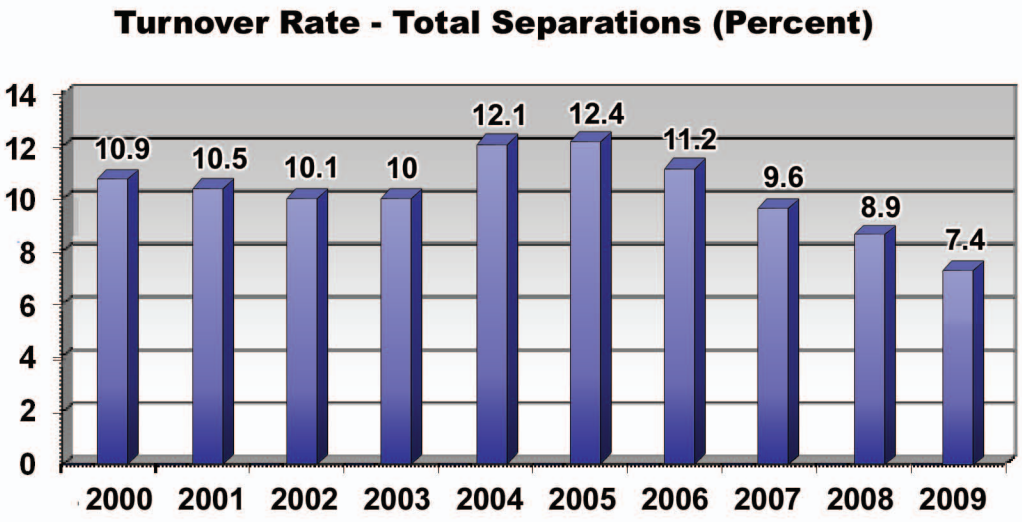


State Workforce By Race

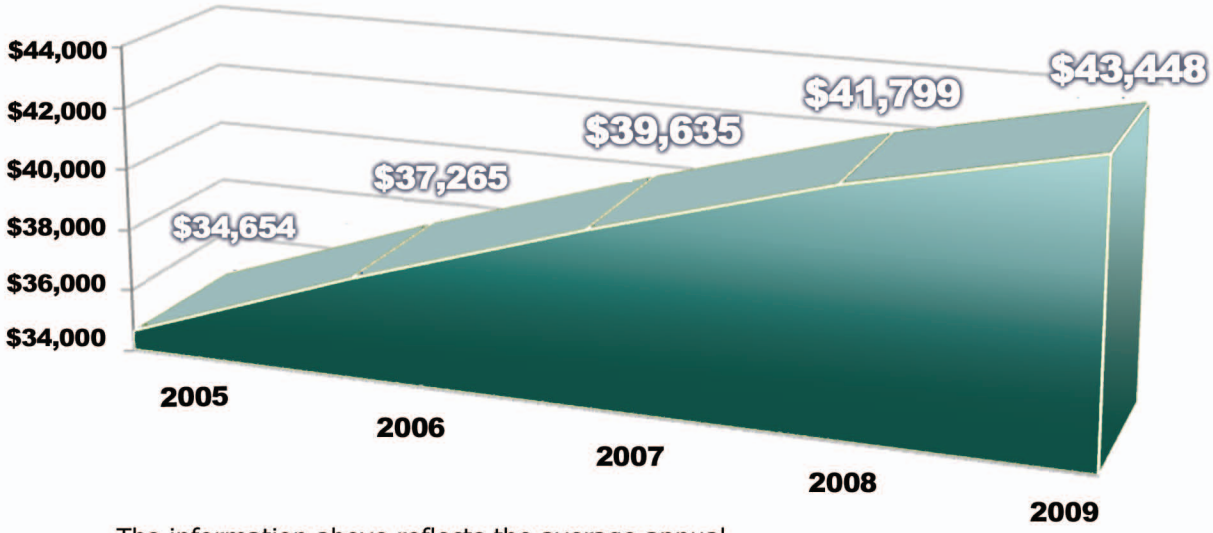


Separations





Salary Information



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

State	($) Average Salary	Number of Employees
Louisiana	43,639	39,892
Alabama	43,448	31,007
Virginia	42,953	52,705
North Carolina	41,898	69,162
Georgia	40,297	14,901
Kentucky	38,124	28,756
South Carolina	36,906	52,020
Tennessee	35,945	37,272
Arkansas	35,596	29,684
Oklahoma	34,984	27,244
Florida	34,667	83,735
Missouri*	32,536	36,997
Mississippi	32,150	26,597
West Virginia	32,016	19,209
Averages	**37,511**	**39,227**

This data is reported as of July 2009, a different time period than that used for other charts in this publication. It excludes unclassified employees, higher education employees, K-12 employees, medical hospital employees and skilled and semi-skilled employees.

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

Benefits Comparison

Holiday Rankings

Holiday Rankings (Including Personal Leave Days)	
State	**Number of Days**
Virginia[1]	17
West Virginia[2]	14
Alabama	13
South Carolina	13
Georgia[3]	12
Missouri	12
Louisiana[4]	12
Kentucky[5]	11.5
North Carolina	11
Arkansas	11
Tennessee	11
Mississippi	11
Florida	10
Oklahoma	10

[1] All employees hired after January 1, 1999 receive 4 to 5 personal leave days.
[2] Additionally, a half day is granted on both primary and general election days.
[3] Additionally, sick leave in excess of 15 days, up to 3 days, is converted into personal leave days.
[4] Additionally, Election Day granted as a holiday every other year.
[5] Additionally, a holiday is granted for Presidential election days.

Annual Leave Rankings

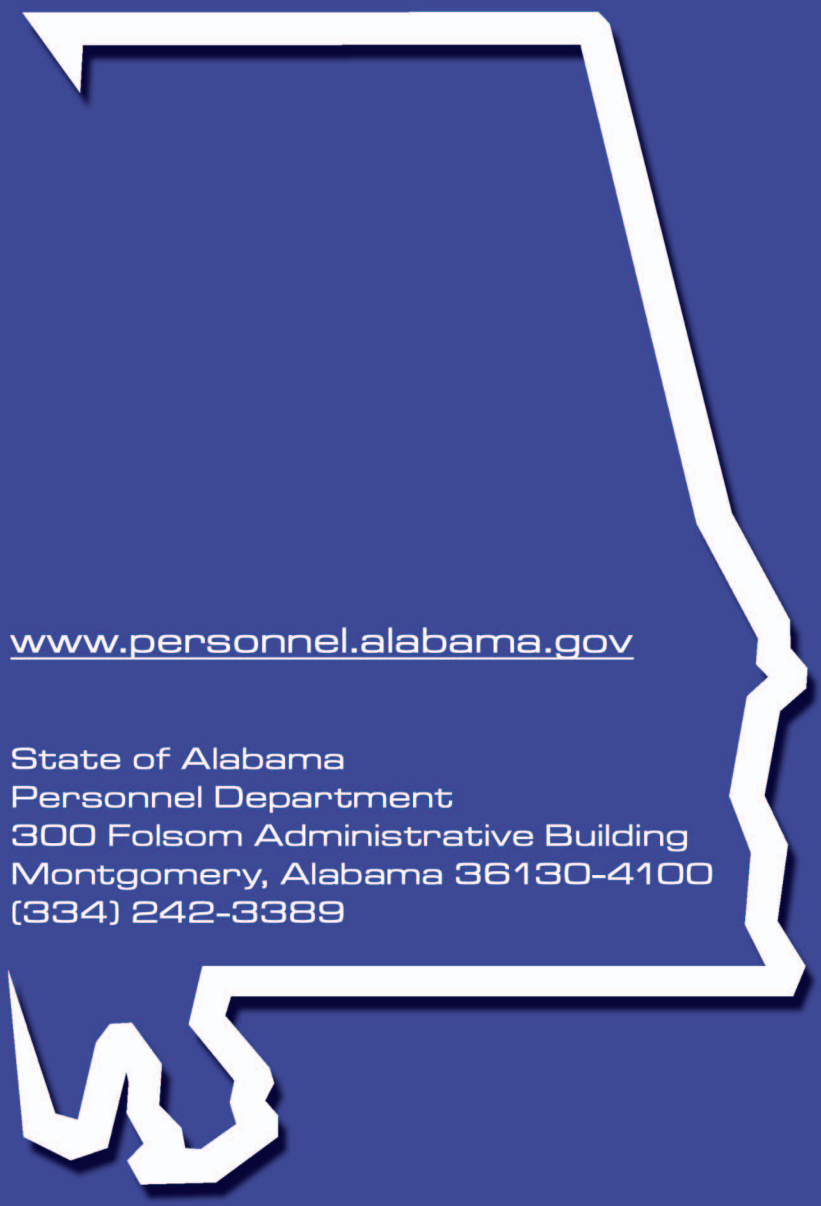
Maximum Annual Leave Days Granted Per Year		Maximum Annual Leave Days Permitted to Accumulate	
State	**Number of Days**	**State**	**Number of Days**
South Carolina	30	Louisiana[1]	Unlimited
Alabama	29.25	Mississippi[2]	Unlimited
Mississippi	27	Florida[3]	Unlimited
Virginia	27	West Virginia[4]	64
North Carolina	25.75	Alabama	60
Kentucky	24	Kentucky	60
Louisiana	24	Oklahoma	60
Oklahoma	24	Virginia[5]	54
Tennessee	24	Arkansas	52.5
West Virginia	24	Georgia	45
Arkansas	22.5	South Carolina	45
Georgia	21	Missouri	42
Missouri	21	Tennessee[3]	42
Florida	19.5	North Carolina[3]	30

[1] Though accumulation is unlimited, on separation employees are paid only for a maximum of 37.5 days.
[2] Though accumulation is unlimited, on separation employees are paid only for a maximum of 30 days.
[3] Annual days in excess of the maximum days permitted to accumulate are converted to sick leave.
[4] Excess days may be used to purchase health insurance upon retirement.
[5] Payment upon separation is for a maximum of 42 days.

Sick Leave Rankings

Maximum Sick Days Granted Per Year		Maximum Sick Days Permitted to Accumulate	
State	**Number of Days**	**State**	**Number of Days**
Kentucky	32	Florida[2]	Unlimited
Louisiana	24	Kentucky[3]	Unlimited
West Virginia	18	Louisiana[4]	Unlimited
Georgia	15	Mississippi[3]	Unlimited
Missouri	15	Missouri[3]	Unlimited
Oklahoma	15	North Carolina[3]	Unlimited
South Carolina	15	Oklahoma[3]	Unlimited
Alabama	13	Tennessee[3]	Unlimited
Florida	13	Virginia[5]	Unlimited
Arkansas	12	West Virginia[3]	Unlimited
Mississippi	12	South Carolina[3]	195
North Carolina	12	Alabama[6]	150
Tennessee	12	Arkansas[7]	120
Virginia[1]	10	Georgia[3]	90

[1] All employees hired before January 1, 1999 receive 15 days.
[2] After 10 years service employee paid for 1/4 unused sick leave, up to 60 days.
[3] Unused sick leave has no cash value, but is credited towards retirement.
[4] Partial payment of excess leave is based on actuarial computation.
[5] After 5 years service, employees are paid for 1/4 unused sick leave, up to $5,000.
[6] At retirement, employees are paid for 1/2 of their unused sick leave, or may credit the time towards retirement.
[7] At retirement, employees are paid for part of their unused sick leave, up to $7,500.



www.personnel.alabama.gov

State of Alabama
Personnel Department
300 Folsom Administrative Building
Montgomery, Alabama 36130-4100
(334) 242-3389

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