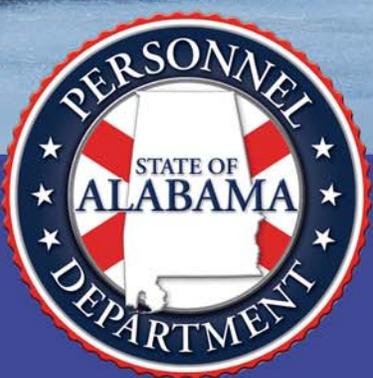


SPD

State Personnel Department of Alabama



2010 Annual Report



State of Alabama



Jackie Graham
State Personnel Director
Paul D. Thomas
Deputy Director

STATE OF ALABAMA

PERSONNEL DEPARTMENT

300 Folsom Administrative Building
Montgomery, Alabama 36130-4100
Telephone: (334) 242-3389 Fax: (334) 242-1110
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State Personnel Board
Joe Dickson
James H. Anderson
Faye Nelson
John Carroll
Jon D. Barganier

Honorable Robert Bentley, Governor of Alabama

State Personnel Board
Mr. Joe N. Dickson, Chairman
Mr. James H. Anderson
Ms. Faye Nelson
Mr. John Carroll
Mr. Jon D. Barganier

I am pleased to report on the activities of the State Personnel Department for the Fiscal Year October 1, 2009 through September 30, 2010.

This year, in response to budget shortfalls, the hiring freeze for State agencies and suspension of merit raises for State employees were continued. These cost saving measures, while necessary, may result in the loss of experienced and knowledgeable personnel who contribute to the successful delivery of State services. While the State looks to reduce the cost of State government, we are hopeful officials will not lose sight of the contributions that are made every day by State employees.

In 2010, several enhancements were made to the 457 Deferred Compensation Program for State employees. The Plan Document was updated and restated to add a loan program as well as a Roth contribution option for State employees. Employee participation and Plan assets grew substantially. In fact, Alabama has been selected as one of two finalists for Plan Sponsor of the Year for 2010. The progress made would not have been possible without your support and commitment to safeguard the interests of the Plan and its participants.

In closing, I would like to personally thank Mr. John McMillan and Ms. Ellen McNair for their hard work and dedication while serving as members of the State Personnel Board. State employees and the citizens of Alabama are fortunate to have individuals so devoted and steadfast in their service to the State. In their places, we welcome two new members, Mr. John Carroll and Mr. Jon D. Barganier who both bring valuable knowledge and experience to the Board.

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

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 State Personnel Board and as the Director of the State Personnel Department.



Members of the State Personnel Board

Joe N. Dickson, Board Chairman Reappointed February 2010

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.



James H. Anderson Appointed February 2006

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.

Board Member Information, continued



Faye Nelson
Elected July 2009

Ms. Nelson, a career Merit System employee with the Department of Human Resources, was elected 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. Ms. Nelson currently serves as the Director of the Alabama Child Support Enforcement Division.



John Carroll
Appointed January 2011

Mr. Carroll, of Cottdale, is Senior Vice President Human Resources at Phifer, Inc. He was previously employed with the Alabama Department of Industrial Relations in the State Employment Service Division. He was appointed to the Board by Governor Bob Riley.



Jon D. Barganier
Appointed February 2011

Mr. Barganier, of Montgomery, is an attorney and is currently Director of State Government Affairs with Eli Lilly and Company. He was appointed by Speaker of the House Mike Hubbard.

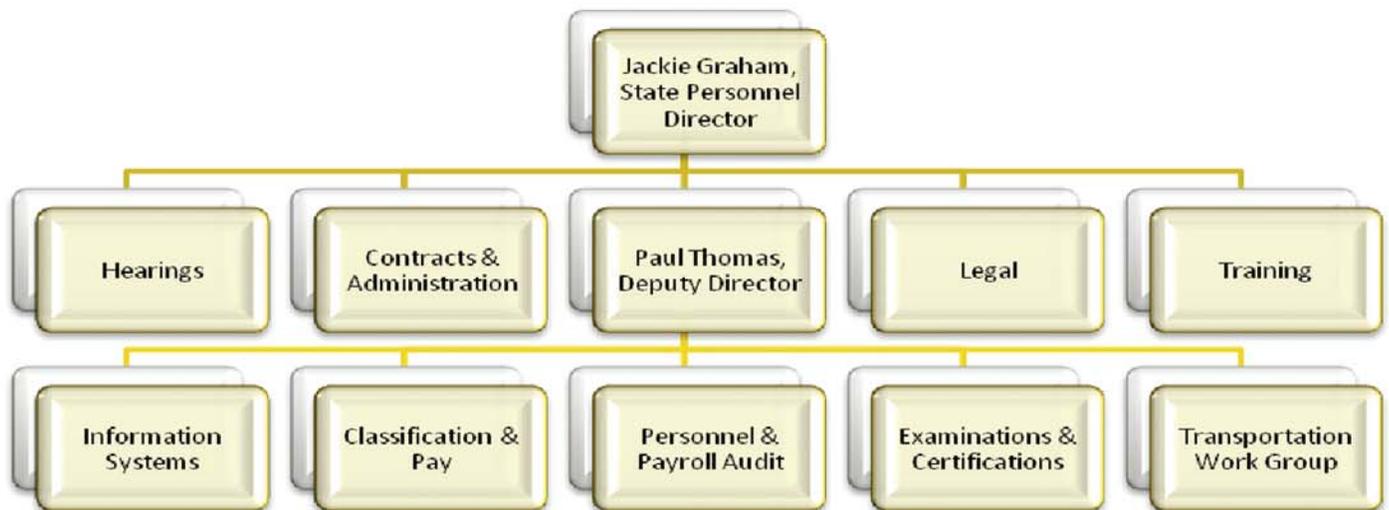
Financial Report

Fiscal Year 2009-2010

Appropriations	
State Agency Collections	\$9,517,715
State Agency Collections (Team Contracts)	1,508,602
Miscellaneous Receipts	65
Unencumbered Funds Brought Forward	255,203
Total Funds Available	\$11,281,585

Expenditures	
Personnel Costs	\$5,072,056
Employee Benefits	1,702,132
Travel, In-State	20,846
Travel, Out-of-State	13,014
Repairs and Maintenance	39,345
Rentals and Leases	527,606
Utilities and Communications	190,320
Professional Services	901,046
Supplies, Materials and Operating Expenses	337,263
Transportation Equipment Operations	3,171
Transportation Equipment Purchases	0
Grants and Benefits	25
Other Equipment Purchases	44,074
Transfer to Finance Department	1,763,297
Total	\$10,614,195
Unencumbered Balance	\$667,390

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 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

Administration

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

- Reviewed and processed requests for donated leave.
- Hosted State Employee Recognition Nights with minor-league baseball teams throughout the State, including the Montgomery Biscuits, Birmingham Barons, Mobile Bay Bears, and Huntsville Stars.
- Edited and distributed online newsletters to all State employees, providing information on training, benefits, and various other topics of importance.
- Represented the Department and the Merit System before the State Legislature.
- Reviewed personal services contracts to ensure legal compliance.

Classification and Pay

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

- Conducted 1,297 position reviews.
- Abolished 4 job classifications and created 3 new classes, bringing the number of jobs in the State Classification Plan to 1,303.
- Conducted salary reviews of agency specific classifications and those general class series common to many agencies. These agencies included the Department of Corrections, Department of Education, Department of Insurance, Department of Revenue and State Port Authority.

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.
- 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 developing agency-specific policies and procedures.
- Involved in class-action lawsuits concerning employment related issues, as well as the State's 457 Deferred Compensation Plan.
- Involved in the settlement of the State's 457 Deferred Compensation Plan.

Transportation Work Group

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

- Conducted 2,639 position reviews.
- Issued 360 certifications of eligible candidates and processed in 348.
- Established and/or updated 44 assembled exams.
- Established and/or updated 98 non-assembled exams.

Training

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

- Provided training to over 5,100 State employees through 102 training programs. Staff traveled to different locations across the State to provide training.
- 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.
- Training staff worked with numerous State agencies to provide two-hour workshops.
- State Personnel Training Division and the Department of Public Safety provided two "Lunch and Learn" Sessions for State employees regarding personal safety issues.

The Year in Review

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 156 State vacancy announcements.
- Reviewed 92,821 applications from individuals interested in State employment.
- Placed 38,118 eligible candidates on lists available to appointing authorities.
- Created and validated 12 new written multiple choice examinations and administered 5 assessment centers.
- Tested approximately 1,500 candidates as part of the Division's onsite testing program for Correctional Officer Trainees in an effort to relieve the critical need for candidates for the entry-level job.
- Implemented first-come, first-serve walk-in testing program.
- 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, 15 recruitment visits were made to colleges and universities.
- Maintained 16 written examination centers throughout the State.
- Issued certifications containing the names of 79,757 applicants to operating agencies for employment consideration.
- Processed 4,252 appointments to fill positions within the State Merit System.

Information Systems

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

- Upgraded all of the Department's computers to Windows 7 and Microsoft Office 2010.
- Provided on-going maintenance and support of the Internal Intranet and external State Personnel website.
- Supported and maintained the Internet-based Online Employment System (OES).
- Implemented and documented a cutting edge integration strategy within PDFramework to allow easy interoperability between our .Net based systems and other technologies such as mainframes, scanners and third party software.
- Enhanced the Training application to allow employees to be placed on waiting lists for classes.

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.

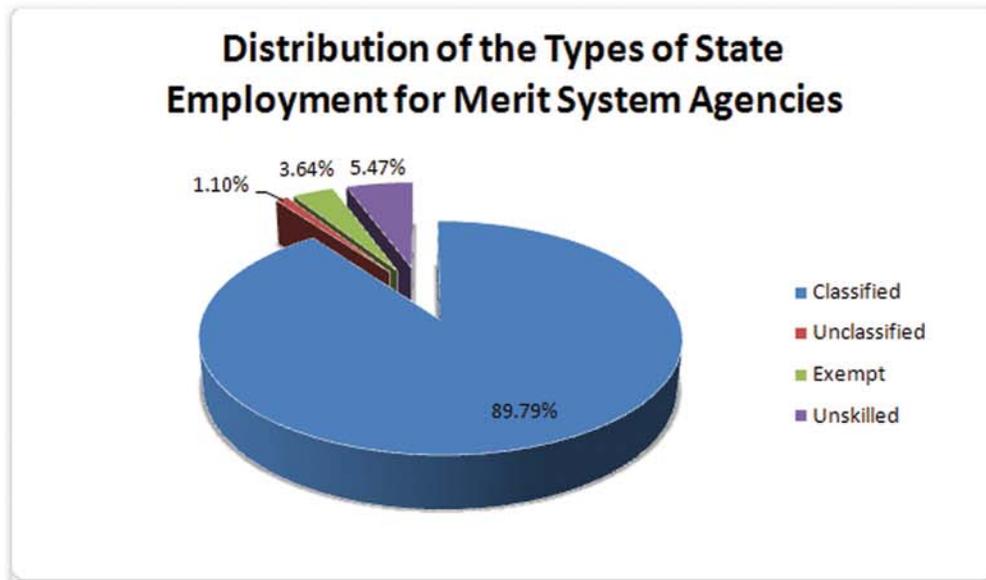
- Certified the accuracy of each Merit System agency's payroll to the State Comptroller prior to payment.
- Assured that employees were properly identified in the payroll/personnel system and that all personnel actions were audited for correctness.
- Reviewed over 200,000 personnel transactions.

Administrative Hearings

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

- Resolved 88 appeals.
- Received 87 new appeals.
- Resolved appeals within an average of 2.6 months where no continuance was requested.

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 the Governor and 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.

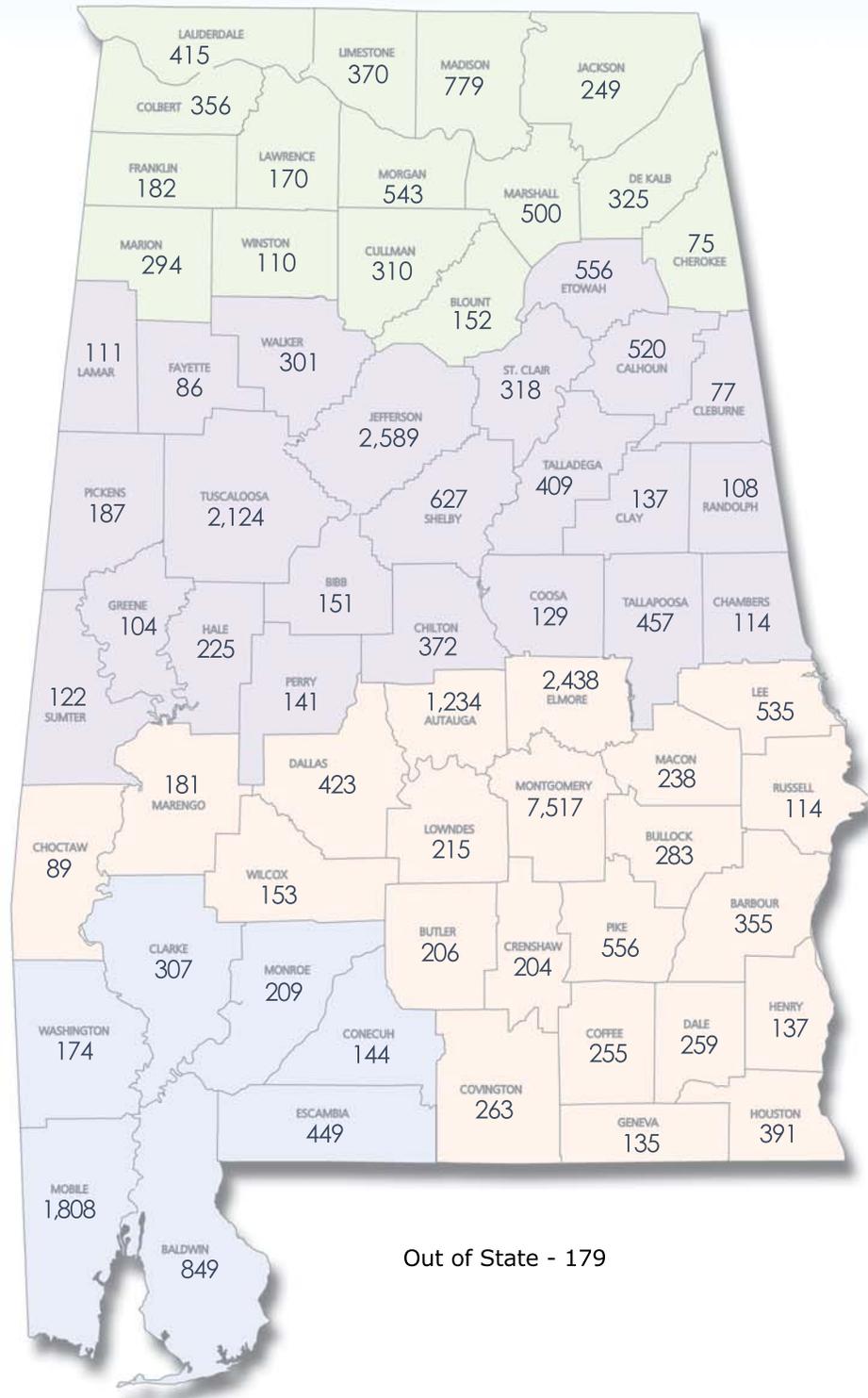
Unclassified: The law provides for one confidential assistant or secretary for each elected officer, one for each department head appointed by the Governor, and one such confidential employee for each board and each commission. Employees in the Office of the Governor are also unclassified, unless specifically 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 Legislature, the Judicial Branch, or Higher Education.

State Workforce

by County of Residence



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	9	372	165	547
Agriculture Center Board			7	14	21
Alcoholic Beverage Control Board	1		900	1	902
Architects Registration Board		1	3		4
Archives and History		2	37		39
Assisted Living Administrators Examiners Board		1			1
Attorney General	1	26	134	1	162
Auditor	1	1	8		10
Banking	1	1	98		100
Building Commission		1	18	1	20
Children's Affairs	1	1	26		28
Children's Trust Fund	1	1	15		17
Chiropractic Examiners Board		1	3		4
Choctawhatchee, Pea & Yellow Rivers Watershed		1	3		4
Conservation & Natural Resources	1	2	718	655	1,376
Corrections	4	16	4,257		4,277
Cosmetology Board		1	28		29
Council on the Arts		2	16		18
Counseling Examiners Board		1	1		2
Credit Union Administration	1		7		8
Crime Victims Compensation Commission		1	23		24
Criminal Justice Information Center		1	62	1	64
Development Office	1	4	22		27
Dietetics/Nutrition Practice Examiners		1			1
Economic & Community Affairs	1	1	216		218
Education	16	5	869	2	892
Educational Television Commission	1	1	38		40
Emergency Management Agency		2	96	1	99
Environmental Management		2	607	4	613
Ethics Commission	1	1	11	1	14
Examiners of Public Accounts	1	1	189		191
Farmers Market Authority	1		7		8
Finance		3	462	41	506
Forensic Sciences	1		200	1	202
Foresters Registration Board		1			1
Forestry Commission		3	267		270
Funeral Services Board	3				3
General Contractors Licensing Board		1	17		18
Geological Survey	1	1	42		44
Governor	2	64			66
Health Planning & Development		1	11		12
Heating, A/C and Refrigeration Contractors Board		1	8	1	10
Historical Commission		3	53	16	72
Home Builders Licensure Board		2	16		18
Homeland Security Office	6		8		14
Human Resources	1	1	4,398	5	4,405
Indian Affairs Commission		1	2		3

DEPARTMENT	Exempt	Unclassified	Classified	Unskilled	Total
Industrial Relations	1	1	1,039	18	1,059
Insurance	2	1	147		150
Judicial Inquiry Commission		2	1		3
Labor	1		17		18
Liquefied Petroleum Gas Board		2	6		8
Manufactured Housing Commission		1	20	1	22
Medicaid Agency		1	688		689
Mental Health	1,053	1	1,480	3	2,537
Military	1		205	20	226
Nursing Board		2	42		44
Nursing Home Admin Exam Board		1			1
Occupational Therapy Board		1			1
Oil & Gas Board	3		40		43
Onsite Wastewater Board		1	3		4
Pardons and Paroles	3	2	559	1	565
Peace Officers Standards & Training Comm	1	1	5		7
Peace Officers Annuity & Benefit Fund		1	3		4
Personnel		2	94		96
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	8		10
Public Education Employees Health Insurance Bd		8	21		29
Public Health	1	4	3,377	934	4,316
Public Library Service		2	31		33
Public Safety	1	1	1,412	1	1,415
Public Service Commission	3	10	100	1	114
Real Estate Appraisers Board		1	7		8
Real Estate Commission	1	2	33		36
Rehabilitation Services	1	1	766	3	771
Retirement Systems	2	99	168	4	273
Revenue		2	1,165	8	1,175
Secretary of State	1	3	36		40
Securities Commission		2	47		49
Senior Services	1	2	41		44
Social Work Examiners Board		1	2		3
Soil & Water Conservation Commission		1	3		4
Speech Pathology & Audiology Exam Bd		1	1		2
State Employees' Insurance Board		19	45	1	65
State Port Authority/Docks	1		183	1	185
Surface Mining Commission	1	1	26		28
Tourism & Travel	1	1	63	1	66
Transportation	1	1	4,752	38	4,792
Treasurer	1	2	41		44
Veterinary Medical Examiners Board		1	1		2
Veterans Affairs	1	1	45		47
Women's Commission		1			1
Youth Services	72	1	557	7	637
Totals	1,203	363	31,577	1,952	35,095

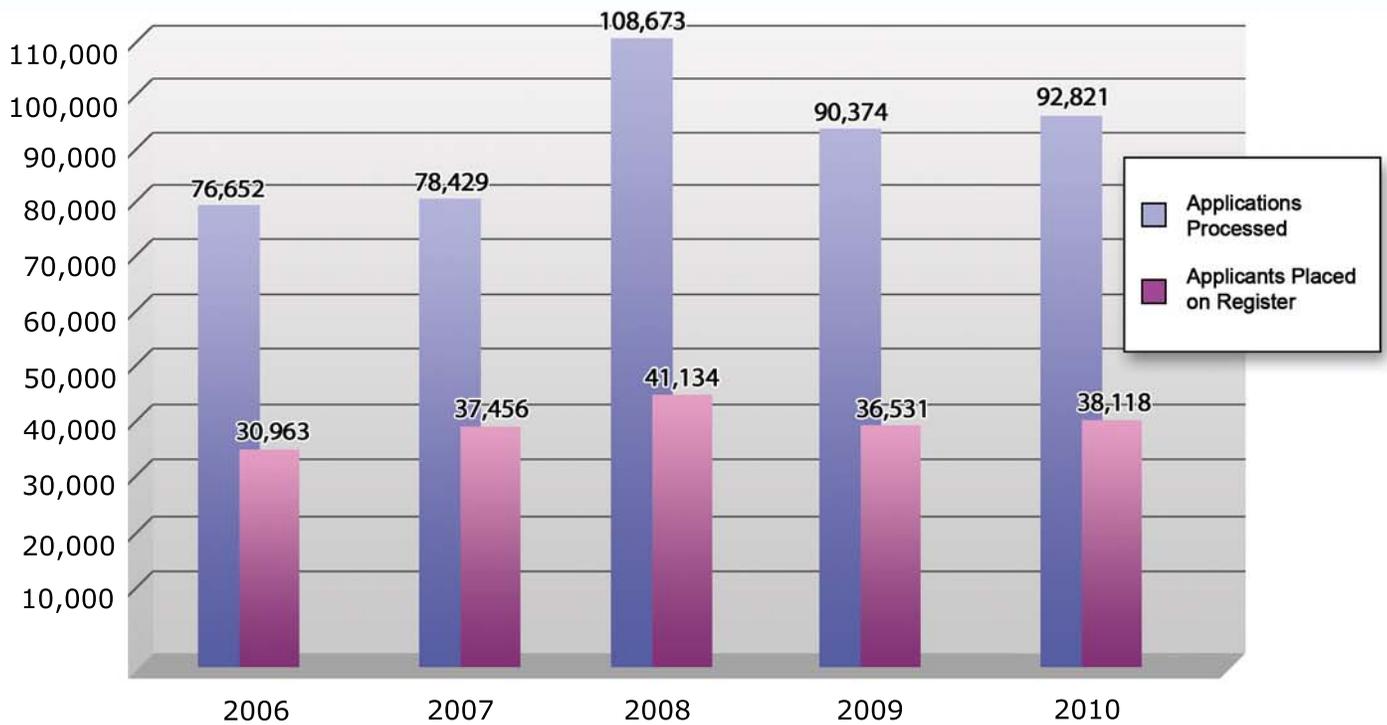
Distribution of Employees by Department

A Five Year Comparison

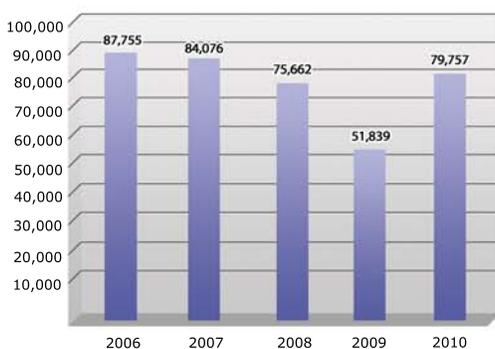
DEPARTMENT	2006	2007	2008	2009	2010
Ag & Conservation Development Commission	1	1	1	1	1
Agricultural Museum Board	1	1	1	1	1
Agriculture & Industries	550	556	611	534	547
Agriculture Center Board	34	35	23	23	21
Alcoholic Beverage Control Board	851	895	898	901	902
Architects Registration Board	2	2	3	3	4
Archives and History	40	51	53	44	39
Assisted Living Administrators Examiners Board			1	1	1
Attorney General	174	165	172	174	162
Auditor	10	10	11	11	10
Banking	94	99	95	102	100
Building Commission	17	18	18	19	20
Children's Affairs	11	15	28	28	28
Children's Trust Fund	17	19	18	19	17
Chiropractic Examiners Board	3	3	4	4	4
Choctawhatchee, Pea & Yellow Rivers Watershed	3	4	4	3	4
Conservation & Natural Resources	1,365	1,302	1,512	1,388	1,376
Corrections	3,622	3,748	3,951	4,066	4,277
Cosmetology Board	26	28	29	29	29
Council on the Arts	17	17	17	18	18
Counseling Examiners Board	1	1	1	2	2
Credit Union Administration	10	11	10	9	8
Crime Victims Compensation Commission	27	27	25	27	24
Criminal Justice Information Center	56	63	64	61	64
Development Office	30	29	33	28	27
Dietetics/Nutrition Practice Examiners	1	2	1	2	1
Economic & Community Affairs	217	222	215	214	218
Education	786	788	819	828	892
Educational Television Commission	46	48	46	42	40
Electrical Contractors Board	1	1	1		
Emergency Management Agency	96	104	99	100	99
Environmental Management	593	596	588	607	613
Ethics Commission	12	14	16	15	14
Examiners of Public Accounts	224	248	251	244	191
Farmers Market Authority	5	9	9	9	8
Finance	498	520	522	513	506
Forensic Sciences	197	210	217	211	202
Foresters Registration Board	1	1	1	1	1
Forestry Commission	341	324	317	333	270
Funeral Services Board	3	3	3	3	3
General Contractors Licensing Board	19	17	19	18	18
Geological Survey	35	40	45	43	44
Governor	82	100	89	87	66
Health Planning & Development	9	13	14	14	12
Heating, A/C and Refrigeration Contractors Board	8	8	8	9	10
Historical Commission	62	66	68	69	72
Home Builders Licensure Board	18	18	20	18	18
Homeland Security Office	14	13	16	15	14
Human Resources	4,409	4,491	4,353	4,280	4,405

DEPARTMENT	2006	2007	2008	2009	2010
Indian Affairs Commission	3	3	3	3	3
Industrial Relations	1,008	940	910	1,024	1,059
Insurance	137	151	156	153	150
Judicial Inquiry Commission	3	3	3	3	3
Labor	13	14	19	19	18
Liquefied Petroleum Gas Board	9	9	9	9	8
Manufactured Housing Commission	30	31	30	25	22
Medicaid Agency	666	671	695	640	689
Mental Health & Retardation	2,729	2,857	2,865	2,702	2,537
Military	199	211	217	213	226
Nursing Board	46	45	45	44	44
Nursing Home Admin Exam Board	1	1	1	1	1
Occupational Therapy Board	1	1	1	1	1
Oil & Gas Board	44	43	47	39	43
Onsite Wastewater Board	4	5	4	3	4
Pardons and Paroles	645	618	634	616	565
Peace Officers Standards & Training Commission	8	9	6	7	7
Peace Officers Annuity & Benefit Fund	4	4	4	4	4
Personnel	95	96	94	97	96
Physical Fitness Commission	3	3	3	3	3
Physical Therapy Board	2	2	2	2	2
Plumbers & Gas Fitters Exam Board	18	17	20	17	17
Polygraph Examiners	1	1	1	1	1
Professional Engineers Registration Board	7	11	11	11	10
Public Education Employees Health Insurance Bd.	27	26	27	25	29
Public Health	3,898	4,212	4,360	4,258	4,316
Public Library Service	45	43	45	36	33
Public Safety	1,380	1,407	1,443	1,448	1,415
Public Service Commission	117	118	121	114	114
Real Estate Appraisers Board	7	8	8	8	8
Real Estate Commission	36	34	36	33	36
Rehabilitation Services	815	819	808	772	771
Retirement Systems	257	267	276	275	273
Revenue	1,266	1,269	1,237	1,213	1,175
Secretary of State	34	40	42	42	40
Securities Commission	39	45	45	47	49
Senior Services	41	41	44	44	44
Social Work Examiners Board	3	3	3	3	3
Soil & Water Conservation Commission	4	4	4	4	4
Speech Pathology & Audiology Exam Board	2	2	2	2	2
State Employees' Insurance Board	57	70	67	67	65
State Port Authority/Docks	165	184	200	193	185
Surface Mining Commission	27	25	26	25	28
Tourism & Travel	67	66	69	64	66
Transportation	4,551	4,665	4,759	4,746	4,792
Treasurer	50	48	49	44	44
Veterinary Medical Examiners Board	3	2	3	3	2
Veterans Affairs	54	54	51	53	47
Women's Commission			1	1	1
Youth Services	676	701	708	661	637
Totals	33,936	34,855	35,534	34,989	35,095

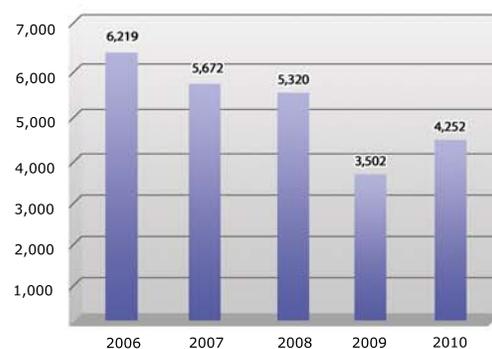
Applicant Information



Names Certified to Agencies



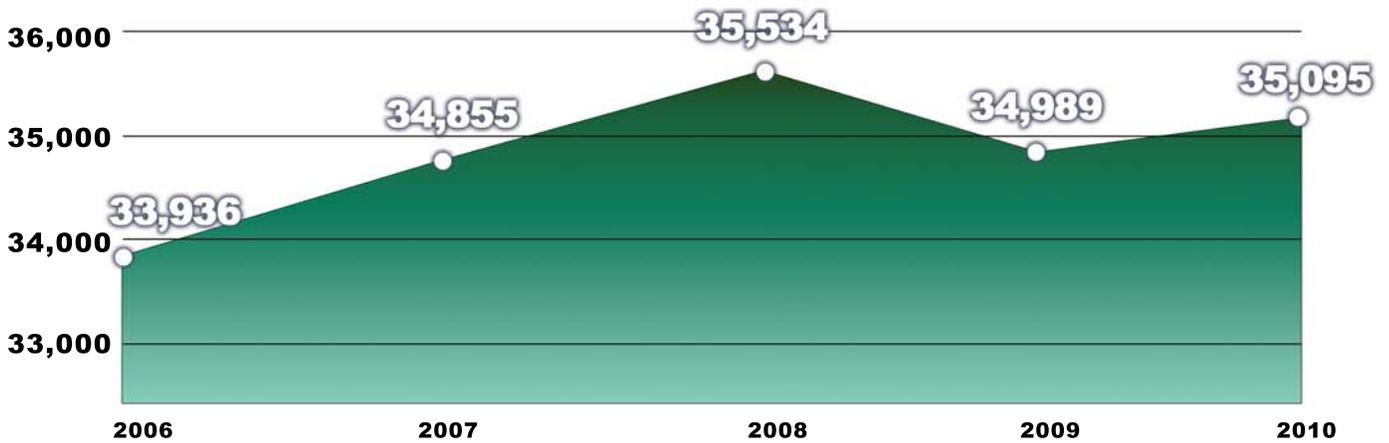
Applicants Appointed



Recruitment & Selection: This past fiscal year over 90,000 applications for State jobs were submitted. The names of over 79,000 applicants were certified to State agencies to be considered for State jobs.

Workforce Demographics

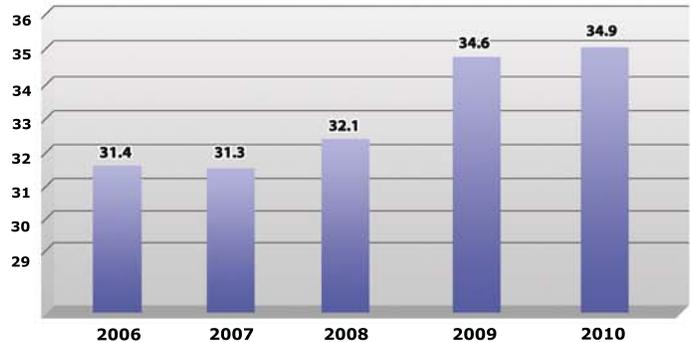
Total Number of Employees



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 is at 44.6 years.

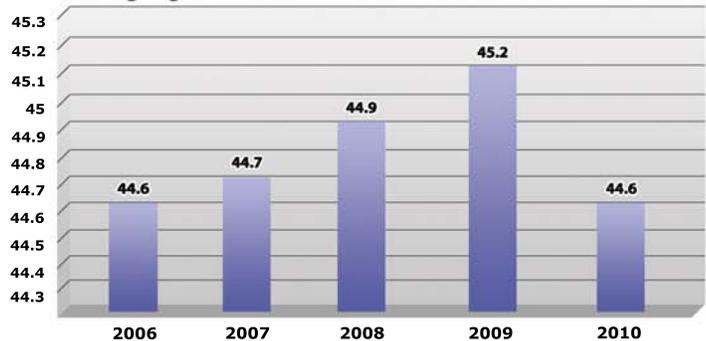
Percentage of Employees Eligible to Retire Within 5 Years



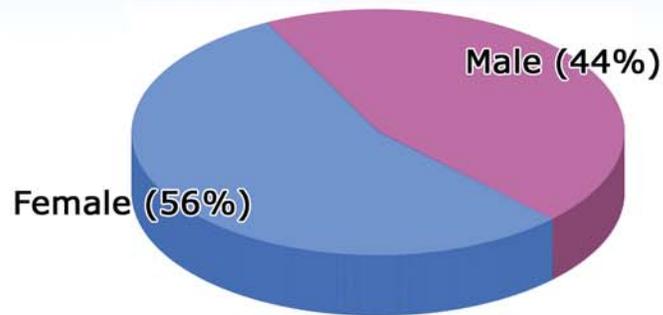
The data in the chart to the upper right excludes part-time, temporary, unclassified, exempt (except Mental Health exempt), and hourly Form 8 employees.

The data in the chart to the right reflects full-time classified employees.

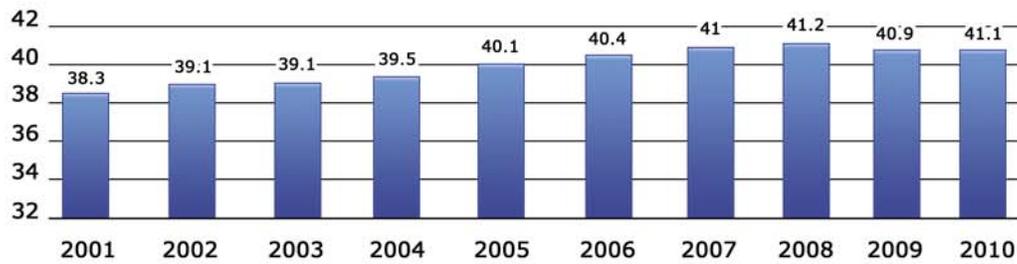
Average Age



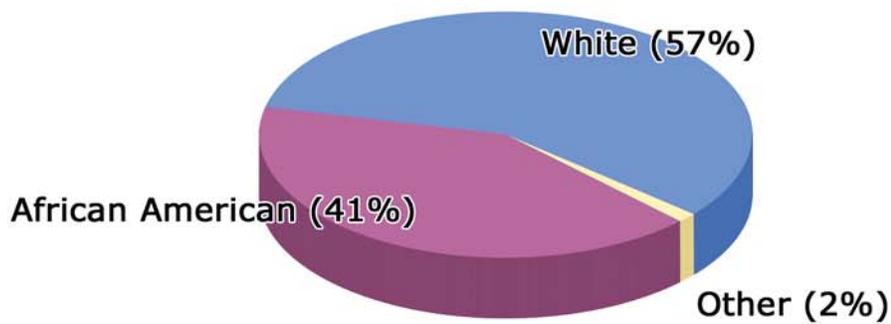
State Workforce By Gender



Percentage of African American Employees



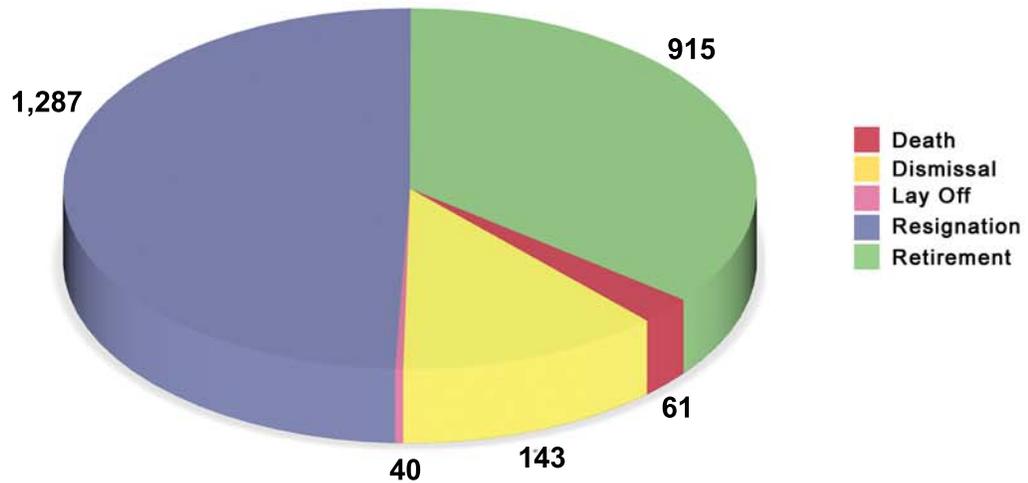
State Workforce By Race



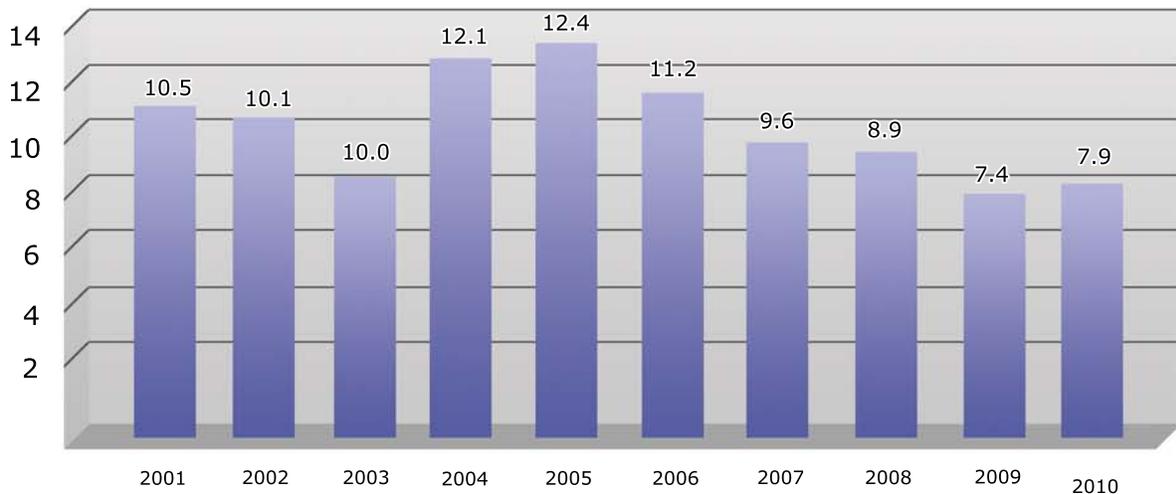
The data on this page reflects full-time classified employees.

Separations

Separations By Type

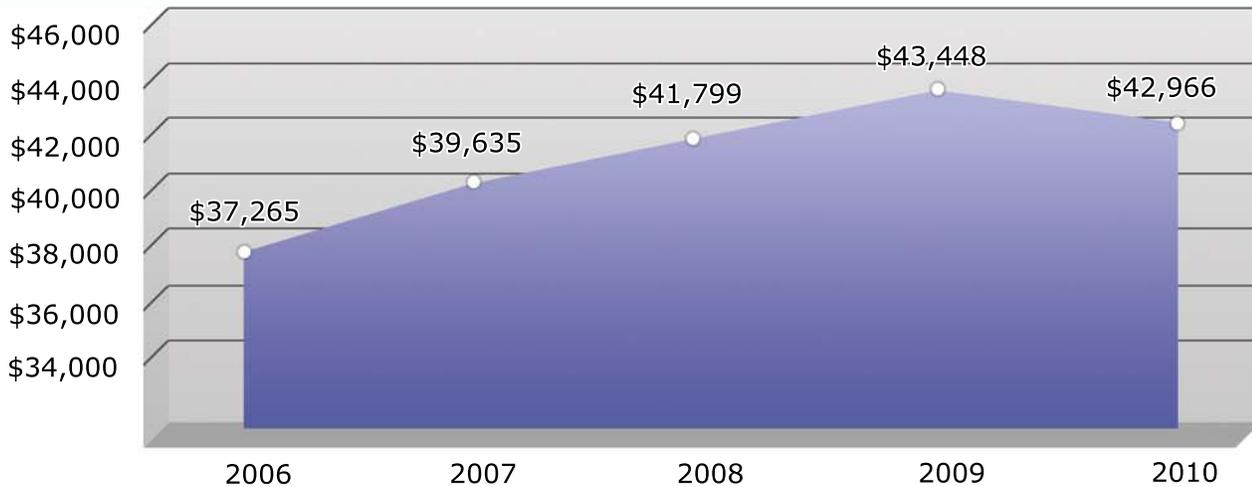


Turnover Rate - Total Separations (Percent)



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

Salary Information



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

State	(\$) Average Salary	Number of Employees
Louisiana	45,361	37,256
Alabama	42,943	30,975
Virginia	42,884	50,277
North Carolina	41,890	69,511
Georgia	40,297	14,901
Kentucky	38,124	28,756
South Carolina	37,132	50,213
Tennessee	35,997	35,689
Arkansas	37,983	28,507
Oklahoma	35,200	25,518
Florida	34,651	85,558
Missouri*	32,550	35,704
Mississippi	32,397	29,268
West Virginia	31,736	19,457
Averages	37,796	38,685

This data is reported as of July 2010, a different time period than that used for other charts in this publication. It excludes exempt unclassified employees, higher education employees, K-12 employees, medical hospital employees, skilled and semi-skilled employees, and part-time employees.

*Excludes employees in Transportation, Conservation, and the Legislative and Judicial branches of government, as well as uniformed officers in Public Safety and elected officials.

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

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

²Additionally, a half day is granted on both primary and general election days.

³Additionally, sick leave in excess of 15 days, up to 3 days, is converted into personal leave days.

⁴Additionally, Election Day granted as a holiday every other year.

⁵Additionally, a holiday is granted for Presidential election days.

Annual Leave Rankings

Maximum Annual Leave Days Granted Per Year		Maximum Annual Leave Day Accumulation Permitted	
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	Alabama ⁴	60
North Carolina	25.75	Kentucky	60
Oklahoma	25	Oklahoma	60
Kentucky	24	Virginia ⁵	54
Louisiana	24	Arkansas	52.5
Tennessee	24	Georgia	45
West Virginia	24	South Carolina	45
Arkansas	22.5	Missouri	42
Georgia	21	Tennessee ³	42
Missouri	21	West Virginia ⁶	40
Florida	19.5	North Carolina ³	30

¹Though accumulation is unlimited, upon separation employees are paid only for a maximum of 37.5 days.

²Though accumulation is unlimited, upon separation employees are paid only for a maximum of 30 days.

³Annual days in excess of the maximum days permitted to accumulate are converted to sick leave.

⁴Accumulation throughout the year is unlimited; however, a maximum of 60 days may be carried over at the end of each calendar year.

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

⁶Excess days may be used to purchase health insurance upon retirement.

Sick Leave Rankings

Maximum Sick Days Granted Per Year		Maximum Sick Day Accumulation Permitted	
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

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

²After 10 years of service, employees are paid for 1/4 of their unused sick leave, up to 60 days.

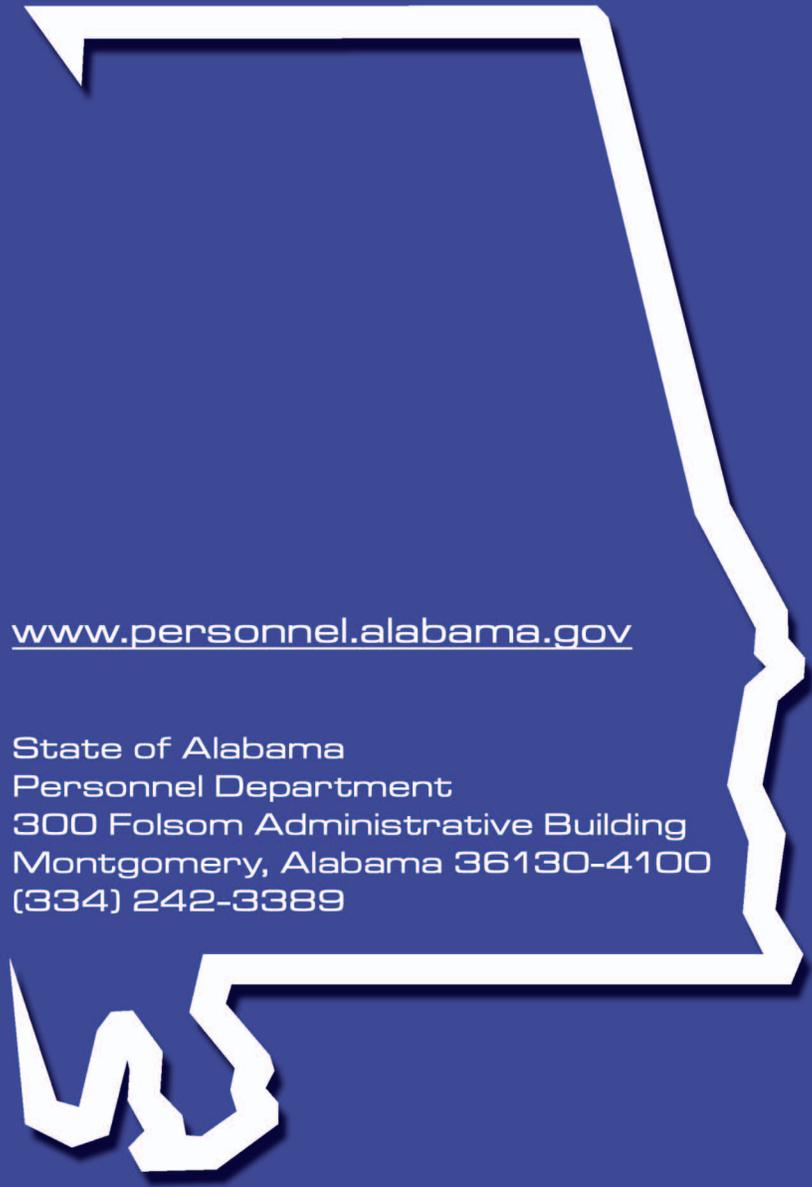
³Unused sick leave has no cash value, but is credited towards retirement.

⁴Partial payment of excess leave is based on actuarial computation.

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

⁶At retirement, employees are paid for 1/2 of their unused sick leave, or may credit the time towards retirement.

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



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