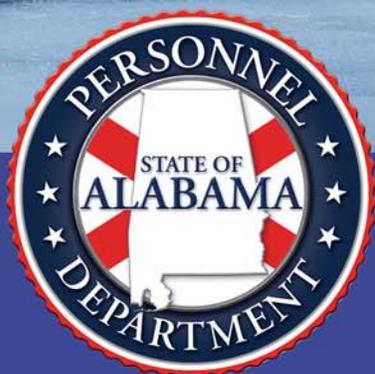


S P D

State Personnel Department of Alabama



2011 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
www.personnel.alabama.gov



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, 2010, through September 30, 2011.

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 that officials will not lose sight of the contributions that are made every day by State employees.

In 2010, the State Personnel Board was a finalist for Plan Sponsor of the Year for our management of the 457 Deferred Compensation Plan for State employees. During the fiscal year, a loan provision was implemented for the Plan. Additionally, the Plan assets grew from \$380 million to \$403 million.

I would like to personally thank Mr. James Anderson for his services on the State Personnel Board. In his place, we welcome Ms. Joanne Randolph from Huntsville. She was appointed to the State Personnel Board by Lieutenant Governor Kay Ivey.

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



Front row from left: Jackie Graham, Joe Dickson (Chairman), Faye Nelson
Back row from left: James Anderson, John Carroll, Jon Barginier

Board Member Information

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 Jackson, Anderson, & Patty, P.C. He was appointed to the Board by Lieutenant Governor Lucy Baxley.

Faye Nelson Elected July 2009

Ms. Nelson, a career Merit System employee with the Alabama 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.

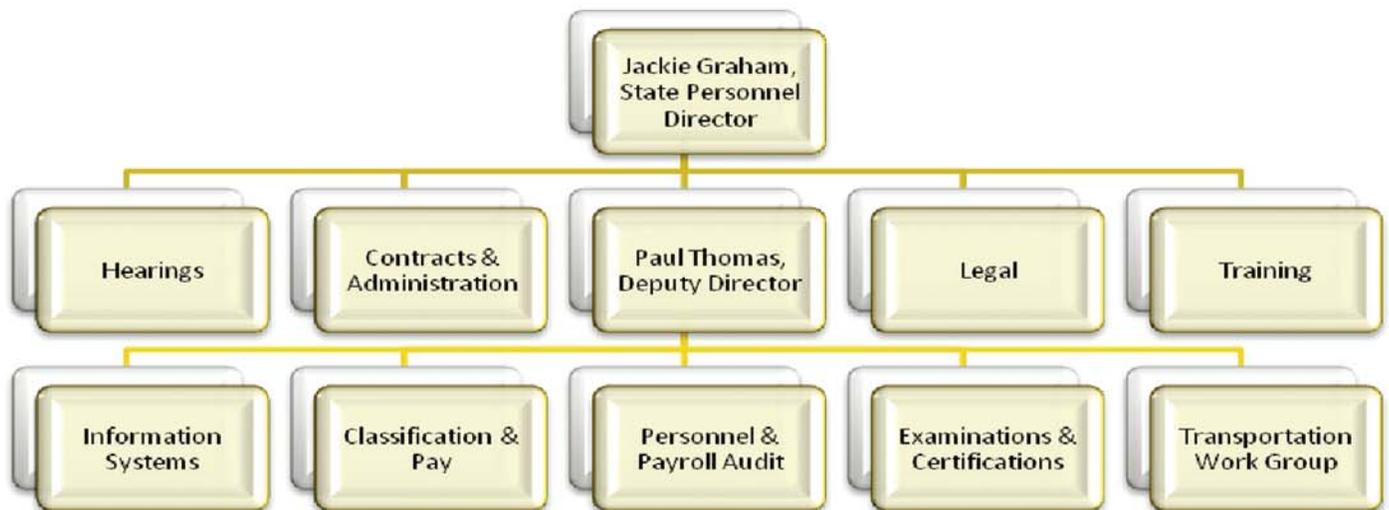
Financial Report

Fiscal Year 2010-2011

Appropriations	
State Agency Collections	\$9,667,555
State Agency Collections (Team Contracts)	1,478,777
Miscellaneous Receipts	3,049
Unencumbered Funds Brought Forward	710, 625
Total Funds Available	\$11,860,006

Expenditures	
Personnel Costs	\$4,953,449
Employee Benefits	1,750,085
Travel, In-State	21,580
Travel, Out-of-State	10,506
Repairs and Maintenance	27,495
Rentals and Leases	528,976
Utilities and Communications	177,084
Professional Services	417,571
Supplies, Materials and Operating Expenses	246,066
Transportation Equipment Operations	3,384
Transportation Equipment Purchases	0
Grants and Benefits	0
Other Equipment Purchases	21, 405
Transfer to Finance Department	2,000,000
Total	\$10,157,601

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 with 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 1,329 position reviews.
- Abolished 3 job classifications and created 9 new classifications, bringing the number of jobs in the classification and pay plan to 1,309.
- Conducted salary reviews of agency specific classifications and those general class series common to many agencies. These agencies included the State Military Department, the Public Service Commission, and the Board of Pardons and Paroles.
- Processed layoffs for the Department of Mental Health, the Department of Public Health, the Alabama Criminal Justice Information Center, Alabama Public Television, the Department of Agriculture and Industries, and the Department of Public Safety.

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.
- Audited over 238,000 personnel transactions.

Transportation Work Group

Works with the Alabama Department of Transportation to meet its employment needs and to conclude the Reynolds-related litigation.

- Conducted 997 position reviews.
- Issued 267 certifications of eligible candidates and processed 304 certifications of eligible candidates.
- Established and/or updated 28 assembled exams.
- Established and/or updated 54 non-assembled exams.

Training

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

- Provided training to over 4,500 State employees through 83 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.
- Provided educational workshops to enhance the transition of the new administration.
- Worked with numerous State agencies to provide individualized and specific training to meet the needs of those specific agencies.
- Coordinated with the the Department of Public Safety to provide and make available to all State employees "Lunch and Learn" sessions related to personal safety.

The Year in Review

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.

Administrative Hearings

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

- Resolved 77 appeals.
- Received 81 new appeals.
- Resolved appeals within an average of 2.9 months where no continuance was requested.

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.

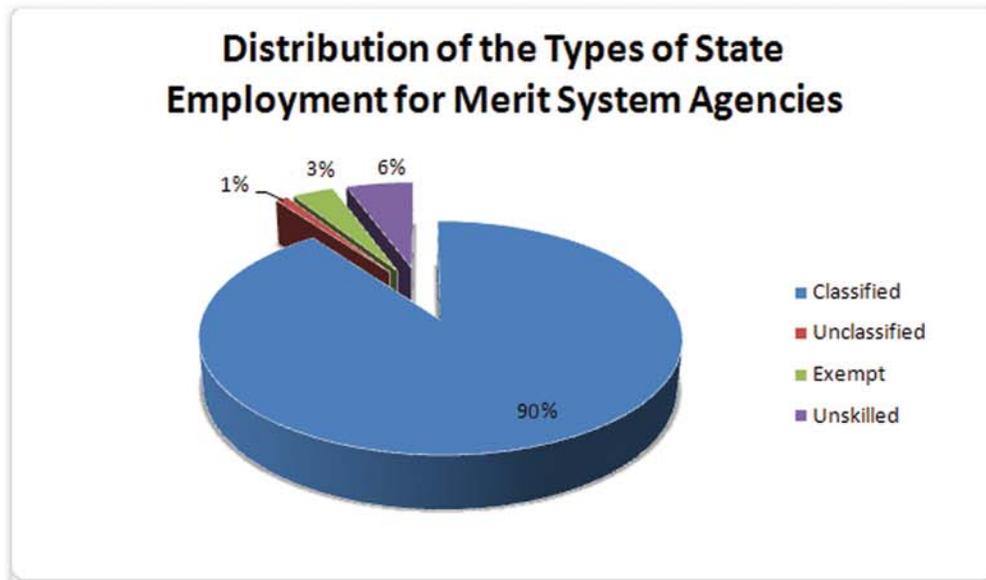
- Produced and distributed 116 State vacancy announcements.
- Reviewed 74,682 applications from individuals interested in State employment.
- Placed 27,246 eligible candidates on lists available to appointing authorities.
- Created and validated 6 new written examinations and administered 5 assessment centers.
- Tested approximately 750 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.
- Administered first-come, first-served walk-in testing examinations to 674 applicants.
- 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, 14 recruitment visits were made to colleges and universities.
- Maintained 16 written examination centers throughout the State.
- Issued certifications containing the names of 68,008 applicants to operating agencies for employment consideration.
- Processed 3,543 appointments to fill positions within the Merit System.

Information Systems

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

- Provided on-going support of the department client server platforms, Intranet, and Internet services.
- Supported and maintained the Internet-based Online Employment System (OES). The OES supports a registered user base in excess of 90,000 applicants and generated over 36,000 online applications.
- Continued development efforts to convert all internal applications to a new client server based system that will provide a highly cost-effective, integrated system for all Departmental data processing.
- Continued development efforts to create a new, more user-friendly interface for the Internet based OES that will integrate with internal imaging, legacy and database systems throughout the PATS framework.
- Implemented code within PDFramework to seamlessly allow the transfer of all departmental reports to PATS so that they will both run faster and be easier to use.
- Released an electronic visitor logging application for the file room, which will enhance file room security by providing registration and visual authentication of those viewing employee records.
- Implemented JES Report Broker as a way to send mainframe reports to the user via e-mail.
- Developed software to update the mainframe files from a Windows application.

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.

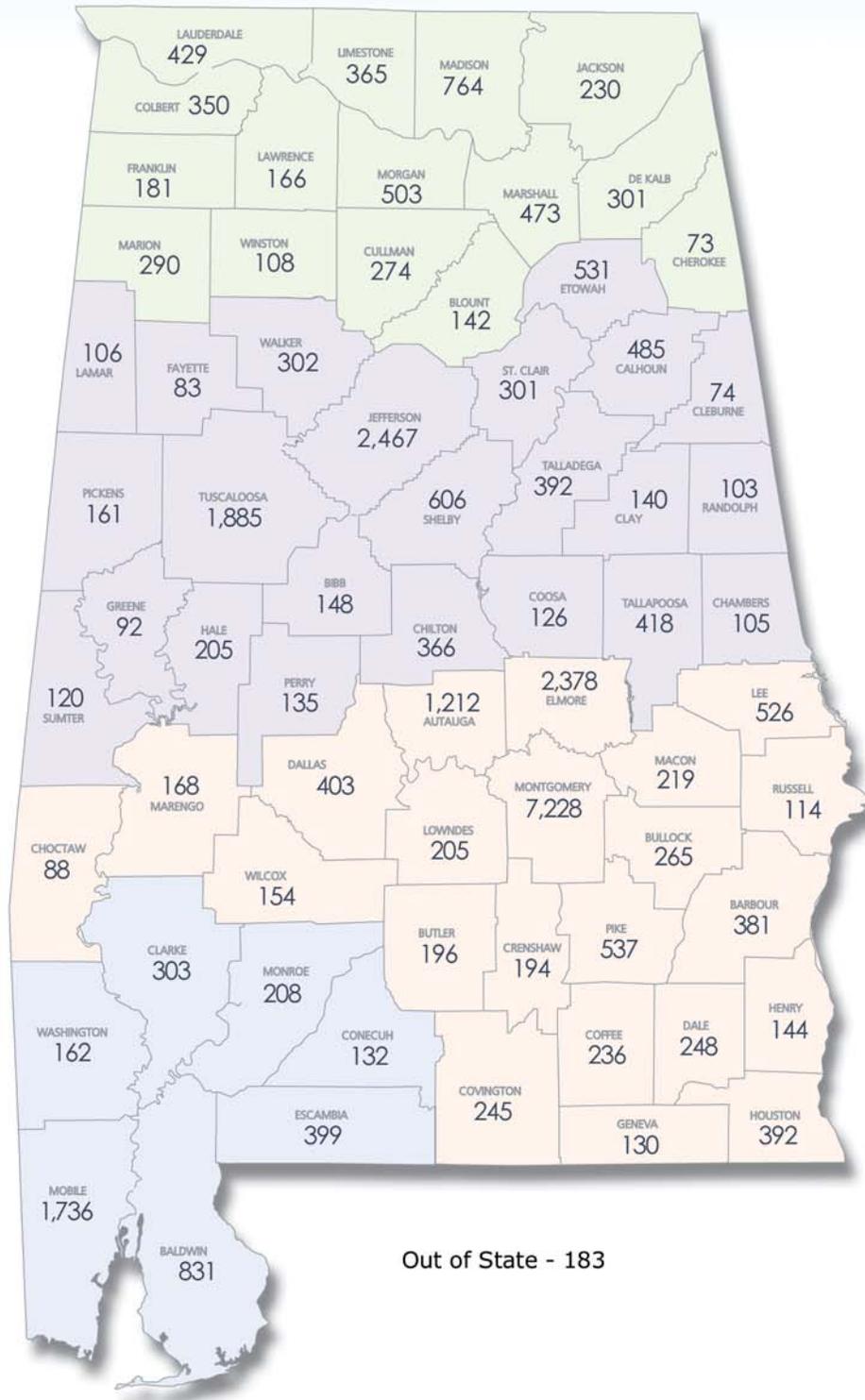
Unclassified: The law provides for one confidential assistant or secretary for each elected officer, one for each department head appointed by the Governor and one such confidential employee for each board and each commission. Employees in the Office of the Governor are also unclassified, unless specifically 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					0
Agriculture & Industries	1	7	286	167	461
Agriculture Center Board					0
Alcoholic Beverage Control Board	1	2	902	1	906
Architects Registration Board		1	3		4
Archives and History		2	32		34
Assisted Living Administrators Examiners Board		1			1
Attorney General	1	29	143	1	174
Auditor	1	1	8		10
Banking	1	1	100		102
Building Commission		1	16	1	18
Children's Affairs		1	26		27
Children's Trust Fund	1	1	12		14
Chiropractic Examiners Board		1	3		4
Choctawhatchee, Pea & Yellow Rivers Watershed		1	2		3
Conservation & Natural Resources		2	700	702	1,404
Corrections	3	15	4,110		4,128
Cosmetology Board		1	25		26
Council on the Arts		2	15		17
Counseling Examiners Board		1	1		2
Credit Union Administration	1		6		7
Crime Victims Compensation Commission		1	27		28
Criminal Justice Information Center		1	57	1	59
Development Office	1	3	21		25
Dietetics/Nutrition Practice Examiners		1			1
Economic & Community Affairs	1	2	204		207
Education	14	5	817	1	837
Educational Television Commission	1	1	32		34
Emergency Management Agency		1	93	1	95
Environmental Management		2	606	2	610
Ethics Commission	1	1	10	1	13
Examiners of Public Accounts	1	1	177		179
Farmers Market Authority	1		11		12
Finance	1	3	431	35	470
Forensic Sciences	1	1	203	1	206
Foresters Registration Board		1			1
Forestry Commission		2	247	6	255
Funeral Services Board	3				3
General Contractors Licensing Board		1	16		17
Geological Survey	1	1	43		45
Governor	3	57			60
Health Planning & Development		1	10		11
Heating, A/C and Refrigeration Contractors Board		2	6	1	9
Historical Commission		3	54	13	70
Home Builders Licensure Board		2	14		16
Homeland Security Office	11	2	7		20
Human Resources	1	1	4,255	4	4,261
Indian Affairs Commission		1	2		3

DEPARTMENT	Exempt	Unclassified	Classified	Unskilled	Total
Industrial Relations	1		951	17	969
Insurance	2		145		147
Judicial Inquiry Commission		2	1		3
Labor	1		18		19
Liquefied Petroleum Gas Board		1	7		8
Manufactured Housing Commission		1	22		23
Medicaid Agency		2	637		639
Mental Health	974	1	1,238	3	2,216
Military	1		217	21	239
Nursing Board		2	44		46
Nursing Home Admin Exam Board		1			1
Occupational Therapy Board		1			1
Oil & Gas Board	3		36		39
Onsite Wastewater Board		1	3		4
Pardons and Paroles	3	2	540	1	546
Peace Officers Standards & Training Comm	1	1	4		6
Peace Officers Annuity & Benefit Fund		1	3		4
Personnel		3	94		97
Physical Fitness Commission		1	2		3
Physical Therapy Board		1	1		2
Plumbers & Gas Fitters Exam Board		1	15		16
Polygraph Examiners			1		1
Professional Engineers Registration Board		2	8		10
Public Education Employees Health Insurance Bd		8	16		24
Public Health	1	3	3,257	885	4,146
Public Library Service		1	31		32
Public Safety		1	1,327	1	1,329
Public Service Commission	3	7	95	1	106
Real Estate Appraisers Board		1	7		8
Real Estate Commission	1	2	31		34
Rehabilitation Services	1	1	761	3	766
Retirement Systems	2	101	171	4	278
Revenue	1	3	1,164	6	1,174
Secretary of State	1	3	36		40
Securities Commission		2	51		53
Senior Services	1	2	40		43
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		64
State Port Authority/Docks	1	1	178	1	181
Surface Mining Commission	1	1	25		27
Tourism & Travel	1	1	58	2	62
Transportation			4,612	1	4,613
Treasurer	1	2	38		41
Veterinary Medical Examiners Board		1	1	1	3
Veterans Affairs	1	1	45		47
Women's Commission		1			1
Youth Services	68	1	532	6	607
Totals	1,121	358	30,247	1,891	33,617

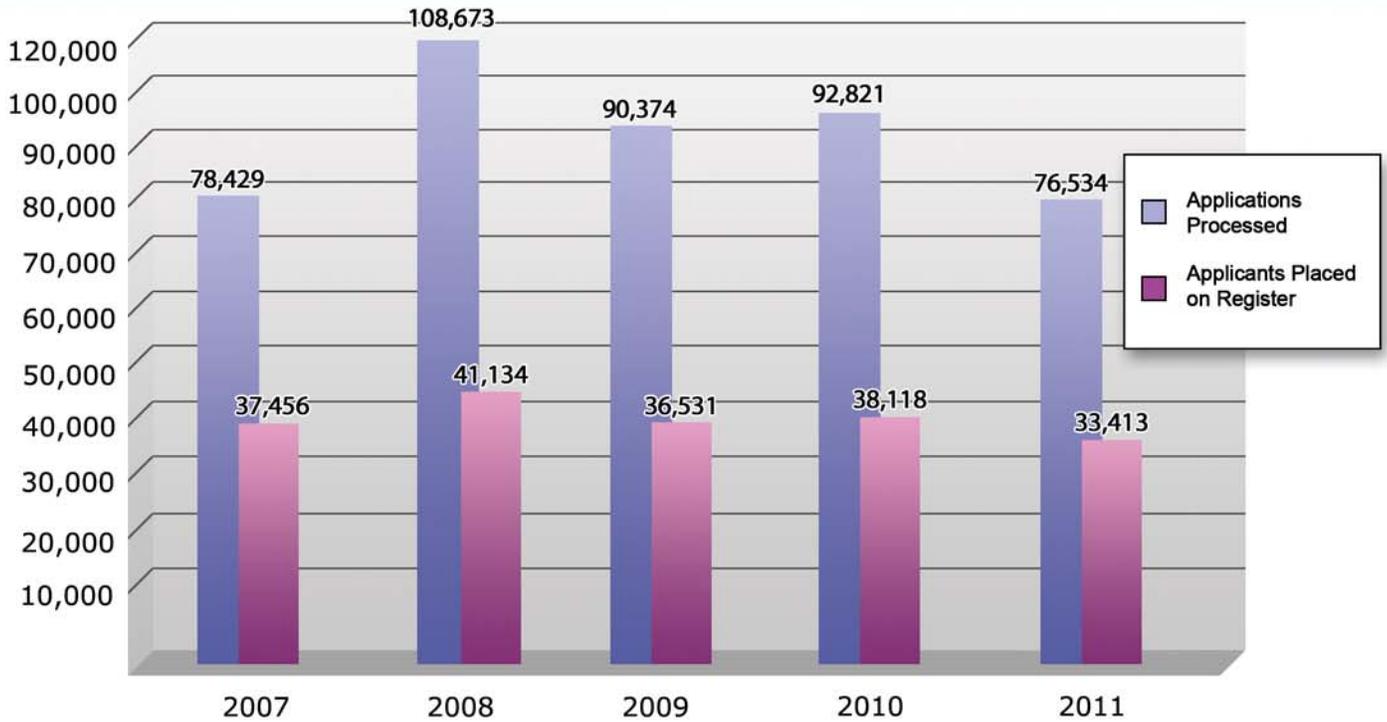
Distribution of Employees by Department

A Five Year Comparison

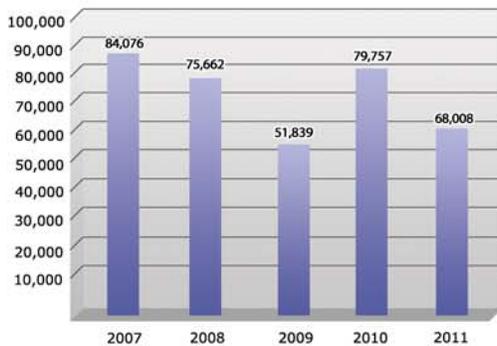
DEPARTMENT	2007	2008	2009	2010	2011
Ag & Conservation Development Commission	1	1	1	1	1
Agricultural Museum Board	1	1	1	1	
Agriculture & Industries	556	611	534	547	461
Agriculture Center Board	35	23	23	21	
Alcoholic Beverage Control Board	895	898	901	902	906
Architects Registration Board	2	3	3	4	4
Archives and History	51	53	44	39	34
Assisted Living Administrators Examiners Board		1	1	1	1
Attorney General	165	172	174	162	174
Auditor	10	11	11	10	10
Banking	99	95	102	100	102
Building Commission	18	18	19	20	18
Children's Affairs	15	28	28	28	27
Children's Trust Fund	19	18	19	17	14
Chiropractic Examiners Board	3	4	4	4	4
Choctawhatchee, Pea & Yellow Rivers Watershed	4	4	3	4	3
Conservation & Natural Resources	1,302	1,512	1,388	1,376	1,404
Corrections	3,748	3,951	4,066	4,277	4,128
Cosmetology Board	28	29	29	29	26
Council on the Arts	17	17	18	18	17
Counseling Examiners Board	1	1	2	2	2
Credit Union Administration	11	10	9	8	7
Crime Victims Compensation Commission	27	25	27	24	28
Criminal Justice Information Center	63	64	61	64	59
Development Office	29	33	28	27	25
Dietetics/Nutrition Practice Examiners	2	1	2	1	1
Economic & Community Affairs	222	215	214	218	207
Education	788	819	828	892	837
Educational Television Commission	48	46	42	40	34
Electrical Contractors Board	1	1			
Emergency Management Agency	104	99	100	99	95
Environmental Management	596	588	607	613	610
Ethics Commission	14	16	15	14	13
Examiners of Public Accounts	248	251	244	191	179
Farmers Market Authority	9	9	9	8	12
Finance	520	522	513	506	470
Forensic Sciences	210	217	211	202	206
Foresters Registration Board	1	1	1	1	1
Forestry Commission	324	317	333	270	255
Funeral Services Board	3	3	3	3	3
General Contractors Licensing Board	17	19	18	18	17
Geological Survey	40	45	43	44	45
Governor	100	89	87	66	60
Health Planning & Development	13	14	14	12	11
Heating, A/C and Refrigeration Contractors Board	8	8	9	10	9
Historical Commission	66	68	69	72	70
Home Builders Licensure Board	18	20	18	18	16
Homeland Security Office	13	16	15	14	20
Human Resources	4,491	4,353	4,280	4,405	4,261

DEPARTMENT	2007	2008	2009	2010	2011
Indian Affairs Commission	3	3	3	3	3
Industrial Relations	940	910	1,024	1,059	969
Insurance	151	156	153	150	147
Judicial Inquiry Commission	3	3	3	3	3
Labor	14	19	19	18	19
Liquefied Petroleum Gas Board	9	9	9	8	8
Manufactured Housing Commission	31	30	25	22	23
Medicaid Agency	671	695	640	689	639
Mental Health & Retardation	2,857	2,865	2,702	2,537	2,216
Military	211	217	213	226	239
Nursing Board	45	45	44	44	46
Nursing Home Admin Exam Board	1	1	1	1	1
Occupational Therapy Board	1	1	1	1	1
Oil & Gas Board	43	47	39	43	39
Onsite Wastewater Board	5	4	3	4	4
Pardons and Paroles	618	634	616	565	546
Peace Officers Standards & Training Commission	9	6	7	7	6
Peace Officers Annuity & Benefit Fund	4	4	4	4	4
Personnel	96	94	97	96	97
Physical Fitness Commission	3	3	3	3	3
Physical Therapy Board	2	2	2	2	2
Plumbers & Gas Fitters Exam Board	17	20	17	17	16
Polygraph Examiners	1	1	1	1	1
Professional Engineers Registration Board	11	11	11	10	10
Public Education Employees Health Insurance Bd.	26	27	25	29	24
Public Health	4,212	4,360	4,258	4,316	4,146
Public Library Service	43	45	36	33	32
Public Safety	1,407	1,443	1,448	1,415	1,329
Public Service Commission	118	121	114	114	106
Real Estate Appraisers Board	8	8	8	8	8
Real Estate Commission	34	36	33	36	34
Rehabilitation Services	819	808	772	771	766
Retirement Systems	267	276	275	273	278
Revenue	1,269	1,237	1,213	1,175	1,174
Secretary of State	40	42	42	40	40
Securities Commission	45	45	47	49	53
Senior Services	41	44	44	44	43
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	70	67	67	65	64
State Port Authority/Docks	184	200	193	185	181
Surface Mining Commission	25	26	25	28	27
Tourism & Travel	66	69	64	66	62
Transportation	4,665	4,759	4,746	4,792	4,613
Treasurer	48	49	44	44	41
Veterinary Medical Examiners Board	2	3	3	2	3
Veterans Affairs	54	51	53	47	47
Women's Commission		1	1	1	1
Youth Services	701	708	661	637	607
Totals	34,855	35,534	34,989	35,095	33,617

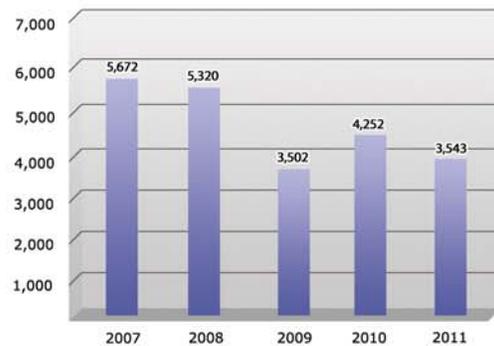
Applicant Information



Names Certified to Agencies



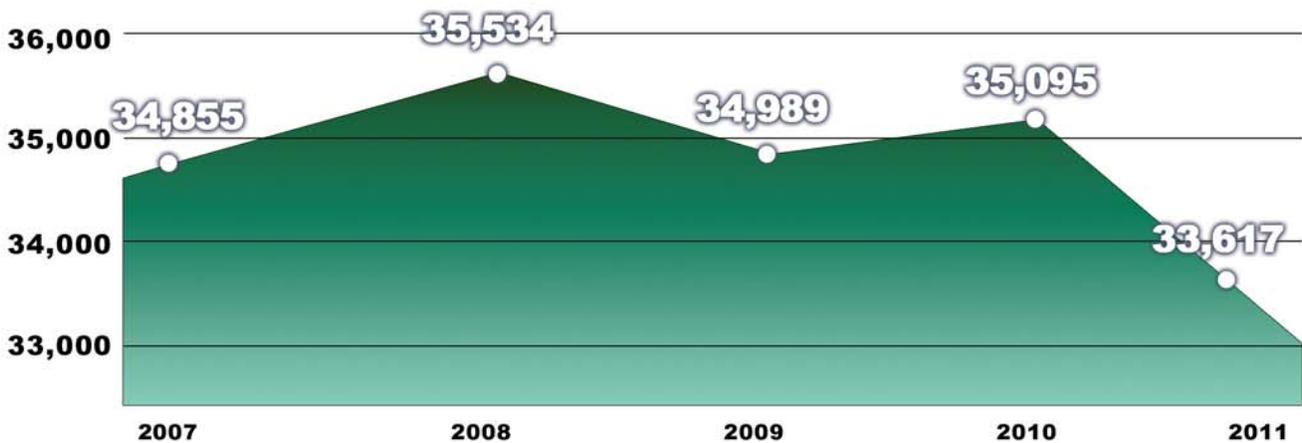
Applicants Appointed



Recruitment & Selection: This past fiscal year, over 74,000 applications for State jobs were submitted. The names of over 68,000 applicants were certified to State agencies to be considered for State jobs.

Workforce Demographics

Total Number of Employees

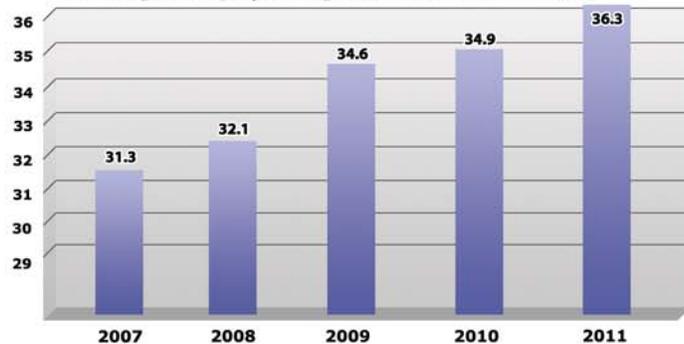


Aging Workforce

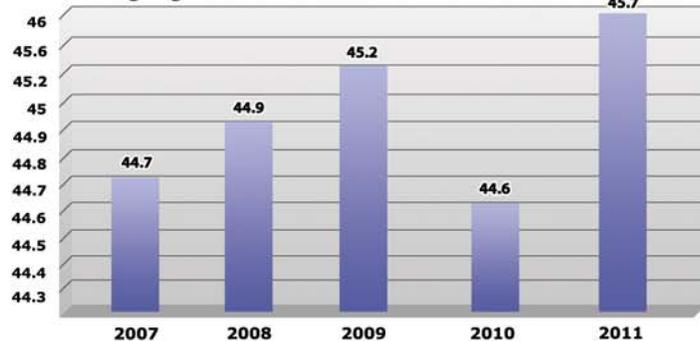
State workforce demographics reveal that more than 36 percent of employees are eligible to retire within the next five years. The average age of the State's workforce increased last year, continuing what was an 11 year trend prior to last year's dip. The average age of the State's workforce is now 45.7 years.

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

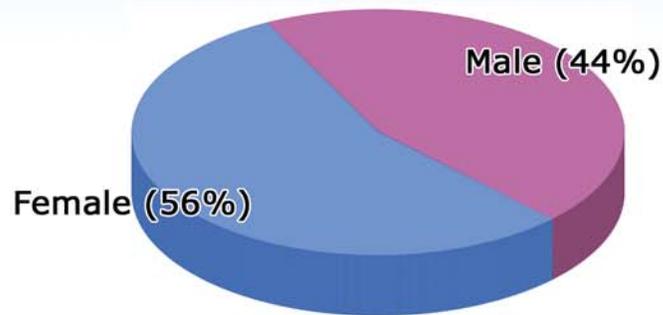
Percentage of Employees Eligible to Retire Within 5 Years



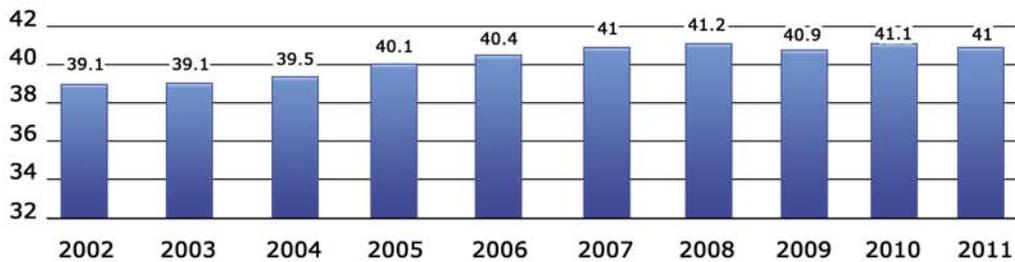
Average Age



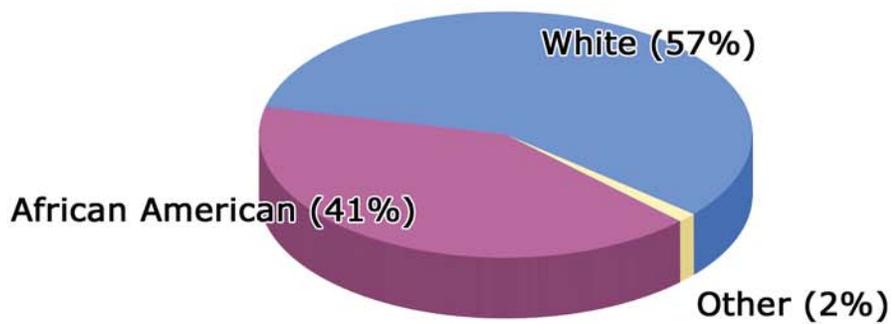
State Workforce By Gender



Percentage of African American Employees



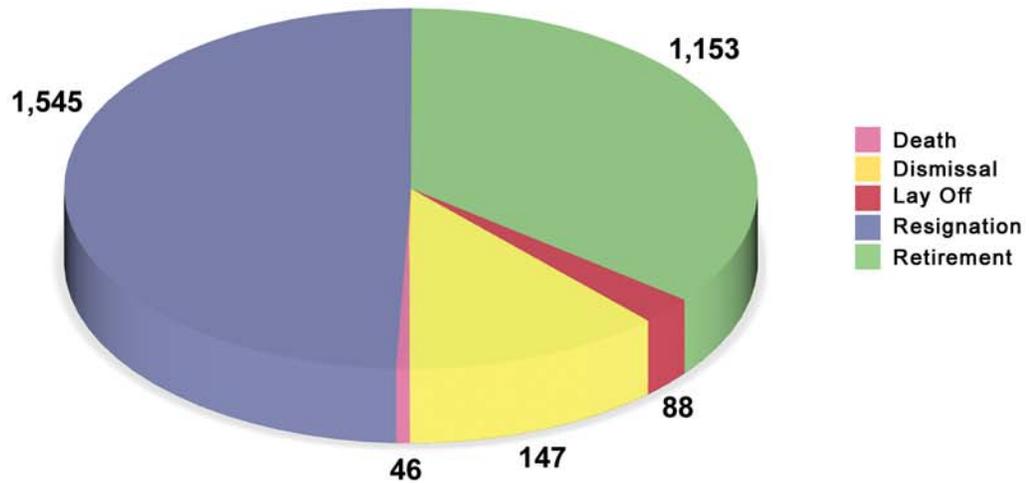
State Workforce By Race



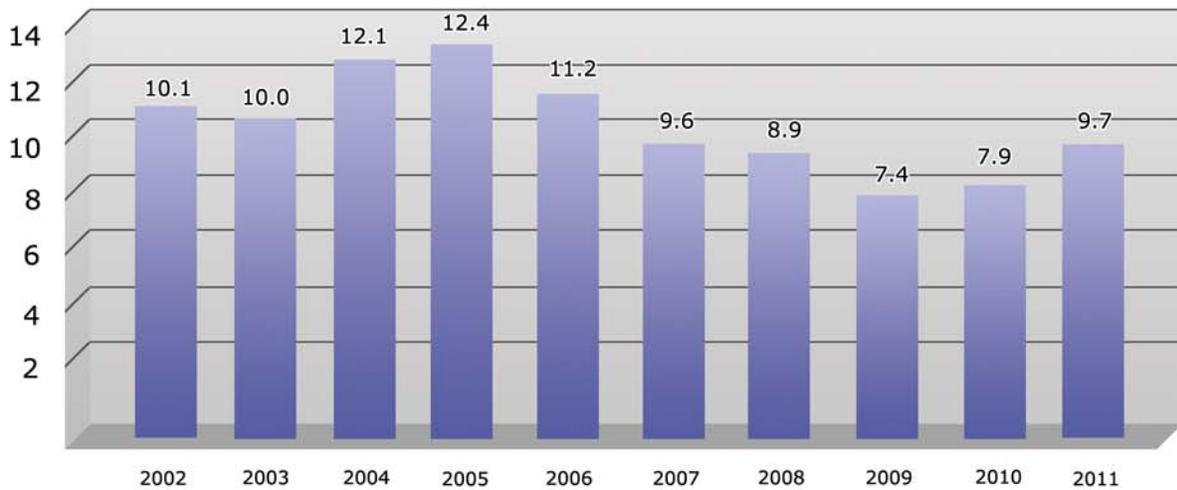
The data on this page reflects full-time classified employees.

Separations

Separations By Type

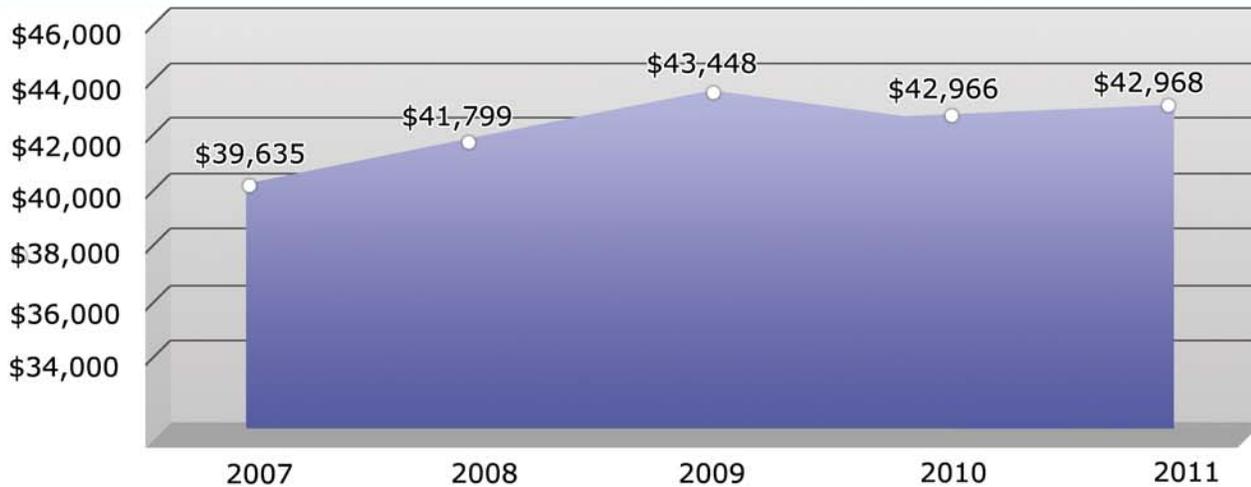


Turnover Rate - Total Separations (Percent)



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	\$45,438	34,449
Virginia	\$44,064	67,545
Alabama	\$42,966	31,027
North Carolina	\$41,662	67,082
Georgia	\$40,297	14,901
Arkansas	\$38,921	28,655
Kentucky	\$37,546	27,311
South Carolina	\$37,288	47,941
Tennessee	\$36,571	34,796
Oklahoma	\$35,245	24,516
Florida	\$34,119	83,476
Missouri*	\$32,557	34,598
Mississippi	\$32,150	26,597
West Virginia	\$31,545	19,504
Averages	\$37,884	38,743

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

Note: This data is reported as of July 2011, 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. The numbers for Georgia and Mississippi are as of July 2010.

Benefits Comparison

Holiday Rankings

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

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

² Additionally, up to 3 hours 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 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	Alabama ³	60
Virginia	27	Kentucky	60
North Carolina	26	Oklahoma	60
Oklahoma	25	Virginia ⁴	54
Kentucky	24	Arkansas	52.5
Louisiana	24	Florida ⁵	45
Tennessee	24	Georgia	45
West Virginia	24	South Carolina	45
Arkansas	22.5	Missouri	42
Georgia	21	Tennessee ⁵	42
Missouri	21	West Virginia ⁶	40
Florida	19.5	North Carolina ⁵	30

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

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

³ Accumulation throughout the year is unlimited; however, a maximum of 60 days may be carried over at the end of each calendar year.

⁴ Payment on separation is for a maximum of 42 days.

⁵ Annual days in excess of the maximum days permitted to accumulate are converted to sick leave.

⁶ Excess days may be used to purchase health insurance 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	180
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 of service, employees are paid for 1/4 of their unused sick leave, up to 60 days.

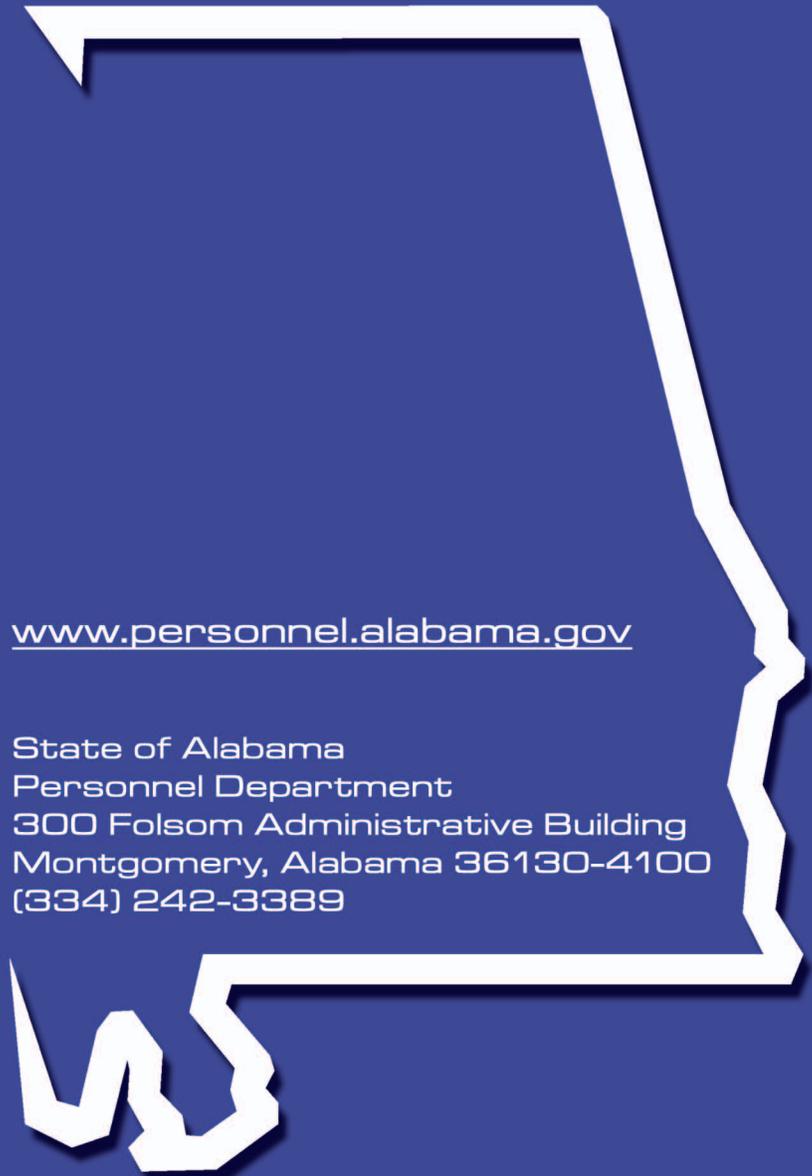
³ Unused sick leave has no cash value, but is credited towards retirement.

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

⁵ After 5 years service, employees are paid for 1/4 of their 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.



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