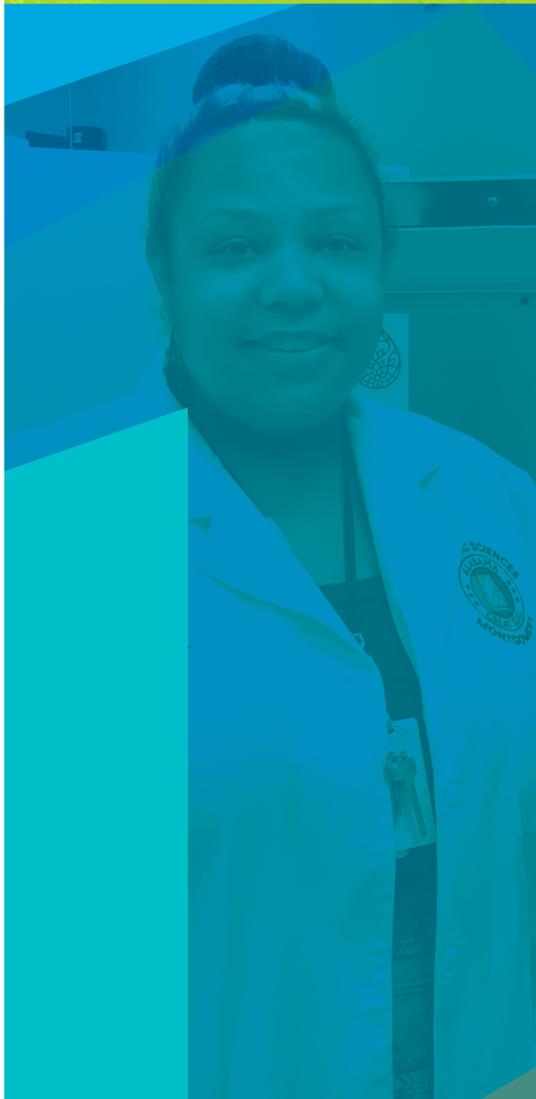
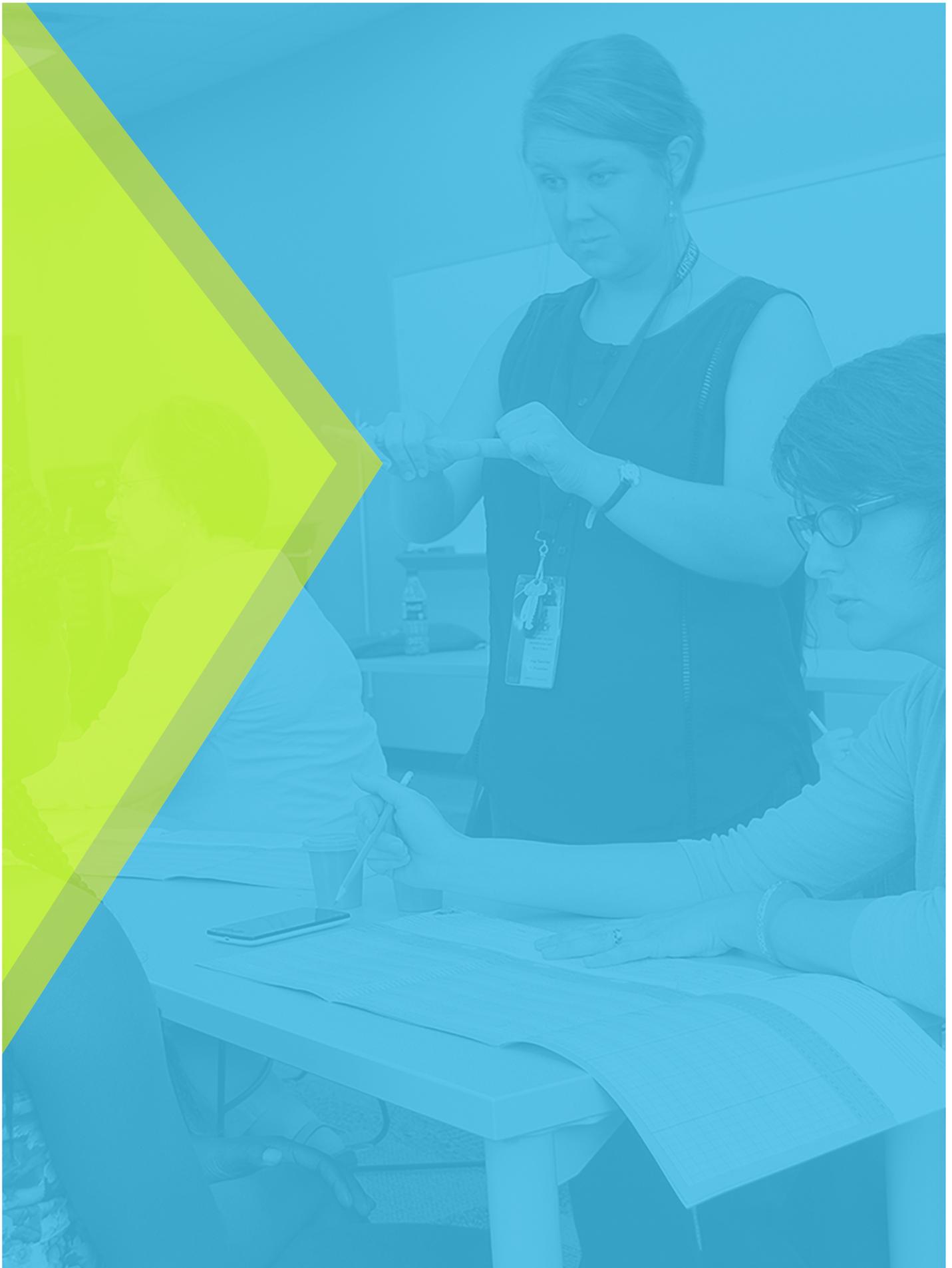




# State of Alabama Personnel Department

ANNUAL REPORT 2015





Dear Honorable Governor Robert Bentley and Members of the State Personnel Board,

I am pleased to report on the activities of the State Personnel Department for the Fiscal Year October 1, 2014, through September 30, 2015.

In June 2015, the State Personnel Board completed a thorough revision of its Rules. This is the first major revision of the Rules since the early 1980's.

I would like to personally thank Ms. Joanne Randolph for her service on the State Personnel Board. In her place, we welcomed Ms. Liane Kelly from Montgomery. She was appointed by Lieutenant Governor Kay Ivey. I would also like to personally thank Mr. Mark Williams for his service on the State Personnel Board. In his place, we welcomed Mr. Myron Penn from Union Springs. He was appointed by Speaker of the House of Representatives Mike Hubbard.

On behalf of the employees of the State Personnel Department, thank you for your support and I 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



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 majority vote of full-time State employees. Pursuant to the Code of Alabama 1975, no two appointed members of the State Personnel Board shall be appointed from any one congressional district of the State.

**Jackie Graham - Board Secretary**

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

**Joe N. Dickson - Board Chairman  
Congressional District 6**

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 and was reappointed by Governors Fob James, Jr. and Bob Riley.

**Faye Nelson  
Elected Member**

Ms. Nelson, of Montgomery, a career Merit System employee with the Alabama Department of Human Resources (DHR), was elected 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 Deputy Commissioner for Family Resources.

**John Carroll  
Congressional District 7**

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

**Liane Kelly  
Congressional District 3**

Ms. Kelly, of Montgomery, serves as Executive Director of the Alabama Retired State Employees' Association (ARSEA) and the Alabama Public Employees' Advocacy League (APEAL). She was appointed to the Board by Lieutenant Governor Kay Ivey.

**Myron Penn  
Congressional District 2**

Mr. Penn, of Union Springs, is a founding partner of Penn & Seaborn Attorneys at Law. He also previously served in the Alabama State Senate. He was appointed to the Board by Speaker of the House of Representatives Mike Hubbard.

**Joanne Randolph  
Congressional District 5**

Ms. Randolph, of Huntsville, is the President and CEO of the Women's Business Center of North Alabama. She was appointed to the Board by Lieutenant Governor Kay Ivey. Ms. Randolph resigned in November 2014.

**Mark J. Williams  
Congressional District 2**

Mr. Williams, of Montgomery, is an attorney and previously worked with several State agencies as General Counsel and as a Hearing Officer. He was appointed to the Board by Speaker of the House of Representatives Mike Hubbard. Mr. Williams resigned in September 2015.

# Financial Report Fiscal Year 2014-2015

## APPROPRIATIONS

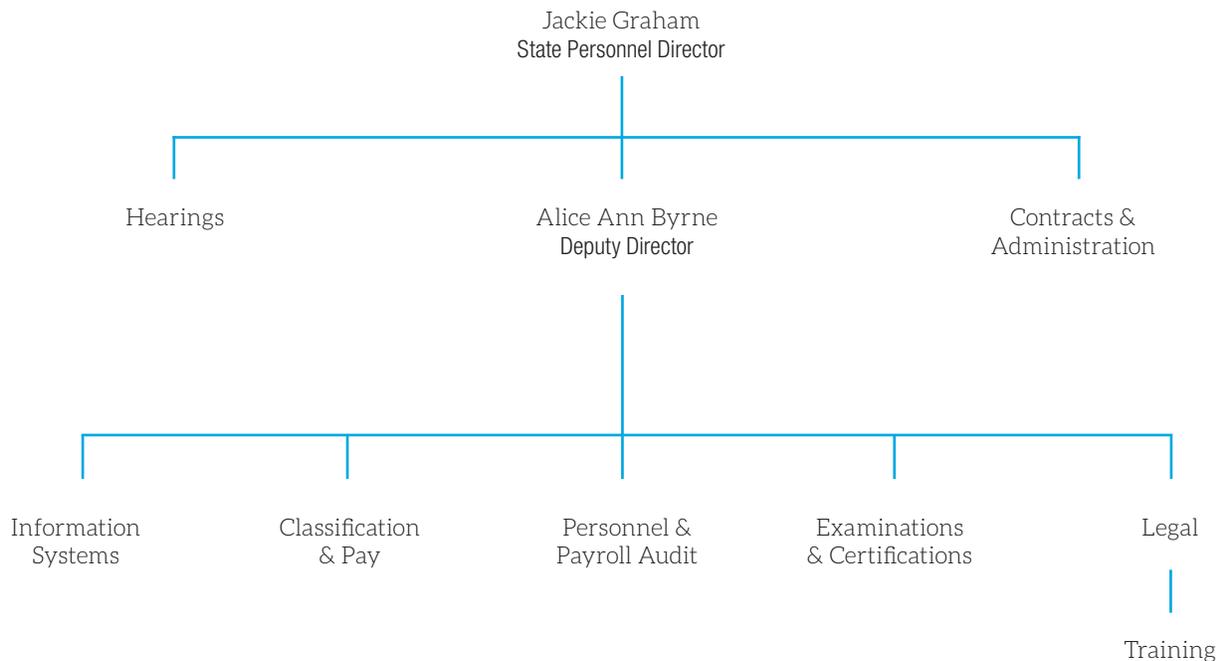
State Agency Collections	\$9,526,814
State Agency Collections (Team Contracts)	1,073,260
Miscellaneous Receipts	31,177
Unencumbered Funds Brought Forward	1,730,868
<b>Total Funds Available</b>	<b>\$12,362,119</b>

## EXPENDITURES

Personnel Costs	\$4,859,462
Employee Benefits	1,813,718
Travel, In-State	15,332
Travel, Out-of-State	19,000
Repairs and Maintenance	53,086
Rentals and Leases	575,094
Utilities and Communications	138,487
Professional Services	393,579
Supplies, Materials and Operating Expenses	310,907
Transportation Equipment Operations	3,372
Transportation Equipment Purchases	24,233
Grants and Benefits	44
Other Equipment Purchases	103,984
Transfer to Finance Department	2,000,000
<b>Total Expenditures</b>	<b>\$10,310,298</b>
<b>Unencumbered Balance as of September 30, 2015</b>	<b>\$2,051,821</b>

# Organization & Mission

The State Personnel Department was created by the State Merit System Act of 1939. A State Director of Personnel was designated to be the executive head of the Department.



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

# 2015 Year in Review

## Division Reports

### ADMINISTRATION

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

- Hosted State Employee Recognition Nights with minor-league baseball teams throughout the State, including the Montgomery Biscuits, Birmingham Barons, and Mobile Bay Bears.
- 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 3,172 position reviews.
- Abolished 12 job classifications and created 23 new classifications, bringing the number of job classifications in the State Classification Plan to 1,348.
- Conducted salary reviews of agency-specific classifications and those general classification series common to many agencies. These agencies included Department of Human Resources, Medicaid Agency, Commerce, and the Public Service Commission.
- Worked to develop a classification and compensation structure for the Banking Department to include the bank examiner and loan examiner series, which will aide with recruitment and retention of staff.

### 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.
- Maintained employee personnel files in both digital image and hard copy formats.

## TRAINING

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

- Provided training to 3,319 employees through 62 training programs. Staff also 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, Dealing With Difficult People, Performance Appraisal and Progressive Discipline Overview, a two-day Presentation Skills course, and a four-day Train-the-Trainer course.
- Worked with numerous State agencies to provide individualized and specific training to meet the respective needs of those agencies.

## LEGAL

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

- 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 managing and maintaining the State's 457 Deferred Compensation Plan.
- Reviewed and processed requests for donated leave.
- Revised the State Personnel Board Rules.

## ADMINISTRATIVE HEARINGS

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

- Resolved 43 appeals.
- Received 38 new appeals.
- Issued recommendations on appeals within an average of 2.2 months where no continuance was requested by the parties.

## 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.

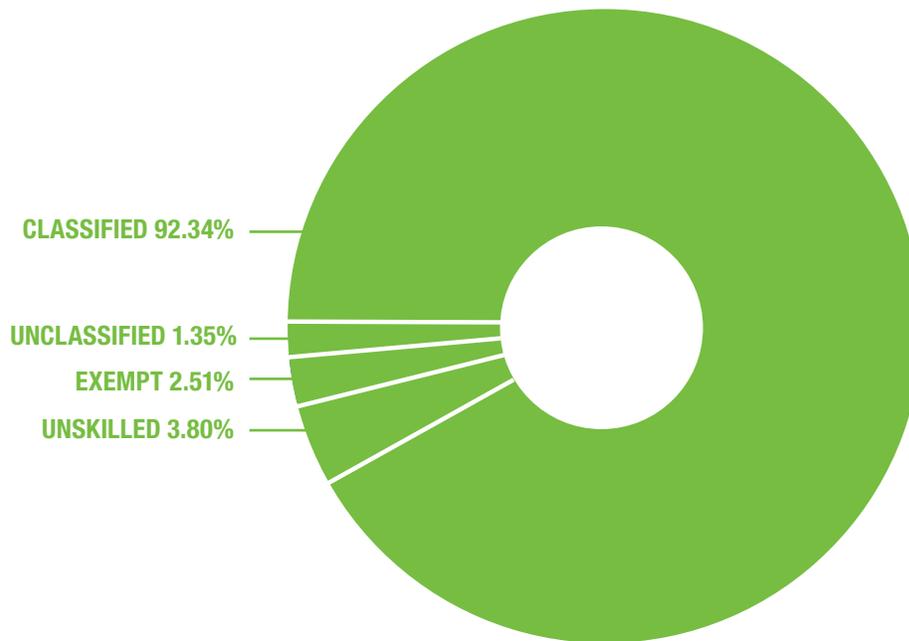
- Produced and distributed 173 distinct State job vacancy announcements.
- Reviewed 64,731 applications from individuals interested in State employment.
- Placed 27,979 eligible candidates on lists available to appointing authorities.
- Created and validated 7 new written examinations and administered 16 assessment centers.
- Tested approximately 570 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-serve, walk-in testing examinations to 1,196 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, 16 recruitment visits were made to colleges and universities in Alabama.
- Maintained 13 written examination centers throughout the State.
- Issued certifications containing the names of 135,903 applicants to operating agencies for employment consideration.
- Processed 5,778 appointments to fill positions within the Merit System.
- The State Personnel Board approved Exceptional Appointments for the Department of Finance Chief Information Officer and the Department of Forensic Sciences Medical Examiner, Senior Medical Examiner, and Chief Medical Examiner.

## INFORMATION SYSTEMS

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

- Supported and maintained the SPD Online Employment System (OES), which boasted a registered user base of 160,141 at the end of 2015 – an increase of 11.2% over the prior year. The OES system accounts for more than half of all applications submitted to SPD for processing.
- Added an option for State agencies to access Direct Appointment applications online. The implementation included a new web and imaging based platform that allows agencies to search and review applications with minimal State Personnel Department involvement.
- Installed and configured a new document management system that will help expedite applicant processing through the Examinations and Certifications divisions.
- Supported, implemented, and configured network equipment and security software to maintain a secure environment for sensitive applicant and government data.

# Distribution of the Types of State Employment for Merit System Agencies



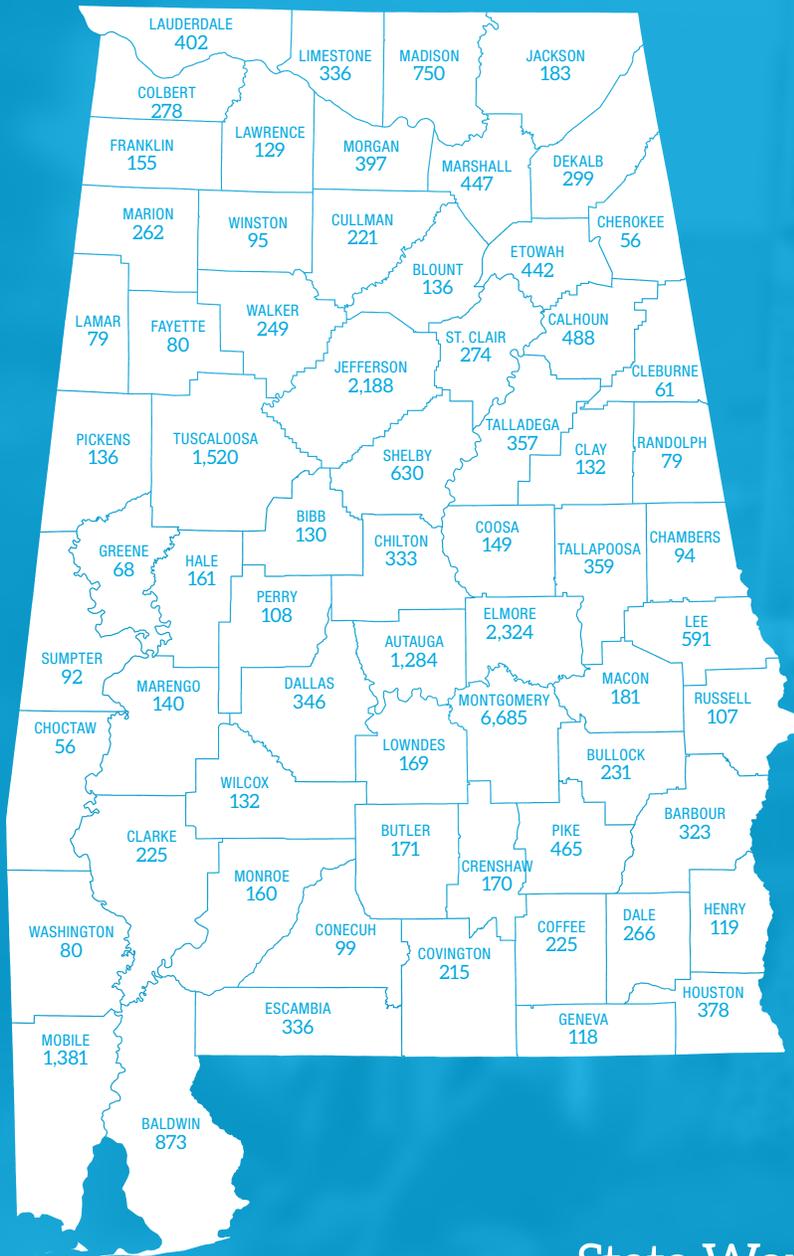
**CLASSIFIED** These employees are also referred to as “Merit System employees” because they are governed and afforded certain protections by the rules and regulations of the Merit System Act. Positions in the classified service are filled through the competitive process administered by the State Personnel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

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

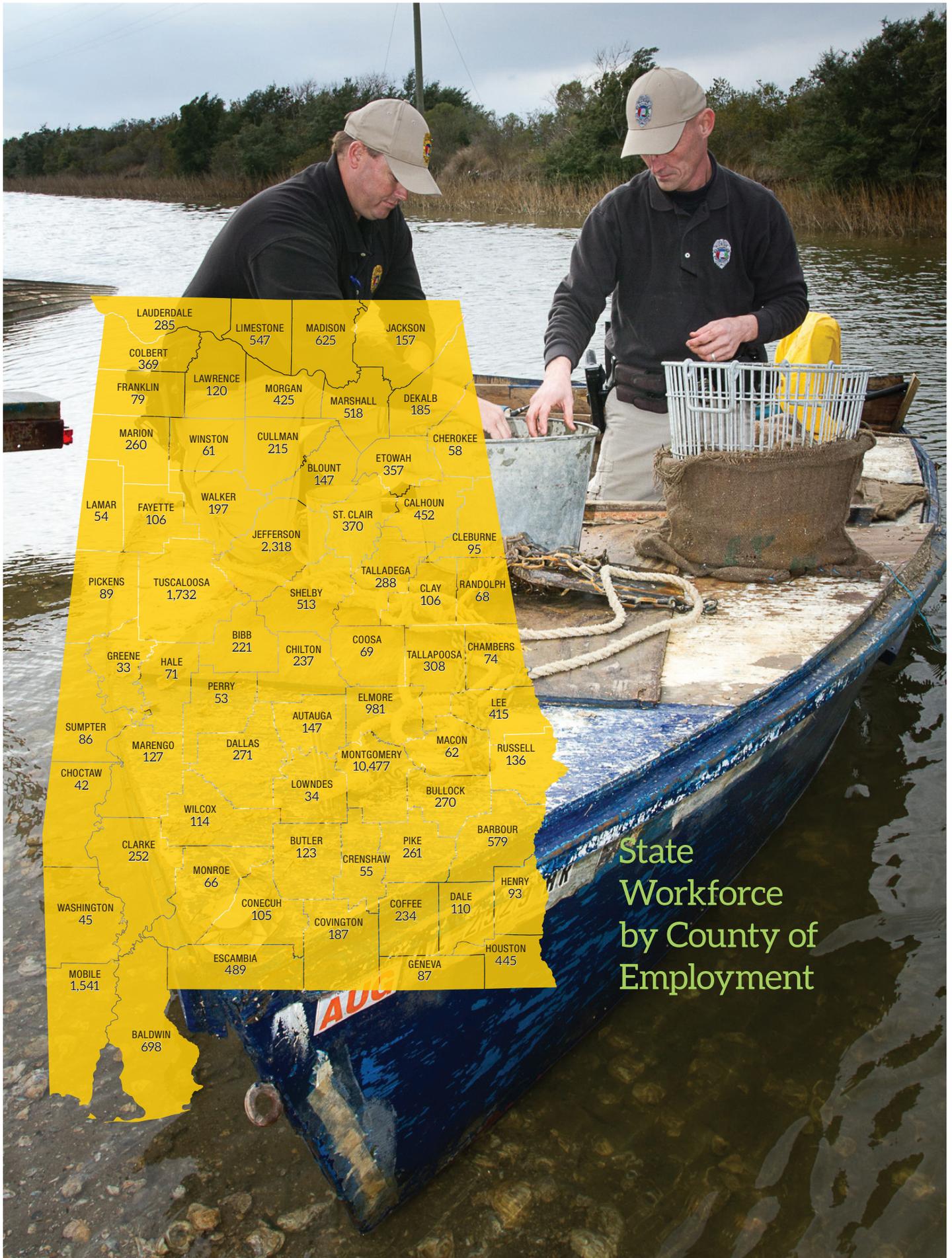
**UNCLASSIFIED** The law provides for one confidential assistant or secretary for each elected officer, one for each department head appointed by the Governor, and one such confidential employee for each board and each commission. Employees in the Office of the Governor are also unclassified, unless specifically designated as exempt. Employees in the unclassified service are subject to the same rules and regulations of employment that apply to employees in classified or Merit System positions, except those relating to appointment and dismissal.

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

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



## State Workforce by County of Residence



# State Workforce by County of Employment

## Distribution of Employees by Type

DEPARTMENT	EXEMPT	UNCLASSIFIED	CLASSIFIED	UNSKILLED	TOTAL
Ag & Conservation Development Commission	0	1	0	0	1
Agriculture & Industries	2	9	292	228	531
Alcoholic Beverage Control Board	1	1	791	1	794
Architects Registration Board	0	1	3	0	4
Archives and History	0	2	49	0	51
Assisted Living Administrators Examiners Board	0	1	0	0	1
Attorney General	1	22	146	1	170
Auditor	1	1	9	0	11
Banking	1	0	104	0	105
Building Commission	0	1	16	1	18
Children's Trust Fund	1	1	9	0	11
Chiropractic Examiners Board	0	1	5	0	6
Choctawhatchee, Pea & Yellow Rivers Watershed	0	1	2	0	3
Commerce <i>(formerly Development Office)</i>	1	5	22	0	28
Conservation & Natural Resources	0	2	587	756	1,345
Corrections	4	17	3,884	0	3,905
Cosmetology Board	0	1	27	0	28
Council on the Arts	0	2	15	0	17
Counseling Examiners Board	0	1	1	0	2
Credit Union Administration	1	0	9	0	10
Crime Victims Compensation Commission	0	2	28	0	30
Dietetics/Nutrition Practice Examiners	0	1	0	0	1
Early Childhood Education <i>(formerly Children's Affairs)</i>	1	3	108	0	112
Economic & Community Affairs	1	2	196	0	199
Education	38	3	804	3	848
Educational Television Commission	1	1	29	0	31
Emergency Management Agency	0	1	76	2	79
Environmental Management	0	2	587	0	589
Ethics Commission	1	1	14	1	17
Examiners of Public Accounts	1	1	168	1	171
Finance	1	4	433	36	474
Forensic Sciences	1	1	200	6	208
Foresters Registration Board	0	1	0	0	1
Forestry Commission	1	2	244	5	252
Funeral Services Board	3	0	0	0	3
General Contractors Licensing Board	0	1	16	0	17
Geological Survey	1	0	44	0	45
Governor	1	57	0	0	58
Governor's Mansion Authority	0	4	0	0	4
Health Planning & Development	0	1	6	0	7
Heating & A/C Contractors Board	0	2	9	0	11
Historical Commission	0	3	43	15	61
Home Builders Licensure Board	0	2	14	0	16
Human Resources	1	1	4,136	1	4,139
Indian Affairs Commission	0	0	1	0	1
Insurance	2	1	133	0	136
Judicial Inquiry Commission	0	2	1	0	3
Labor <i>(includes former Industrial Relations)</i>	1	1	962	12	976
Liquefied Petroleum Gas Board	0	2	8	0	10

DEPARTMENT	EXEMPT	UNCLASSIFIED	CLASSIFIED	UNSKILLED	TOTAL
Manufactured Housing Commission	1	1	21	0	23
Medicaid Agency	0	2	567	3	572
Mental Health	587	0	531	2	1,120
Military	1	1	286	25	313
Nursing Board	0	2	49	0	51
Nursing Home Admin Exam Board	0	1	0	0	1
Occupational Therapy Board	0	1	1	0	2
Office of Information Technology	0	3	0	0	3
Oil & Gas Board	3	0	35	0	38
Onsite Wastewater Board	0	1	4	0	5
Pardons and Paroles	3	2	489	0	494
Peace Officers Annuity & Benefit Fund	0	1	2	0	3
Peace Officers Standards & Training Comm	1	1	3	0	5
Personnel	0	3	94	1	98
Physical Fitness Commission	0	1	2	0	3
Physical Therapy Board	0	2	1	0	3
Plumbers & Gas Fitters Exam Board	0	3	13	0	16
Polygraph Examiners	0	0	1	0	1
Professional Engineers Registration Board	0	2	8	0	10
Psychology Examiners Board	0	1	0	0	1
Public Education Employees Health Insurance Board	0	16	20	0	36
Public Health	1	4	2,921	17	2,943
Public Library Service	0	1	31	0	32
Public Service Commission	3	7	66	0	76
Real Estate Appraisers Board	0	1	6	0	7
Real Estate Commission	0	2	31	0	33
Rehabilitation Services	1	0	783	1	785
Retirement Systems	2	131	164	3	300
Revenue	1	3	1,131	8	1,143
Secretary of State	1	2	37	0	40
Securities Commission	0	2	49	0	51
Senior Services	0	0	44	1	45
Social Work Examiners Board	0	1	2	0	3
Soil & Water Conservation Commission	0	1	3	0	4
Speech Pathology & Audiology Exam Board	0	1	1	0	2
State Employees' Insurance Board	0	19	43	1	63
State Law Enforcement Agency	26	4	1,345	3	1,378
State Port Authority/Docks	1	1	185	1	188
Surface Mining Commission	1	1	22	0	24
Tax Tribunal	0	2	1	0	3
Tourism & Travel	1	1	44	14	60
Transportation	4	2	4,372	0	4,378
Treasurer	1	3	26	0	30
Veterinary Medical Examiners Board	0	2	2	0	4
Veterans Affairs	1	1	34	0	36
Women's Commission	0	1	0	0	1
Youth Services	56	0	373	6	435
<b>Totals</b>	<b>764</b>	<b>409</b>	<b>28,074</b>	<b>1,155</b>	<b>30,402</b>

# Distribution of Employees by Department 2011-2015

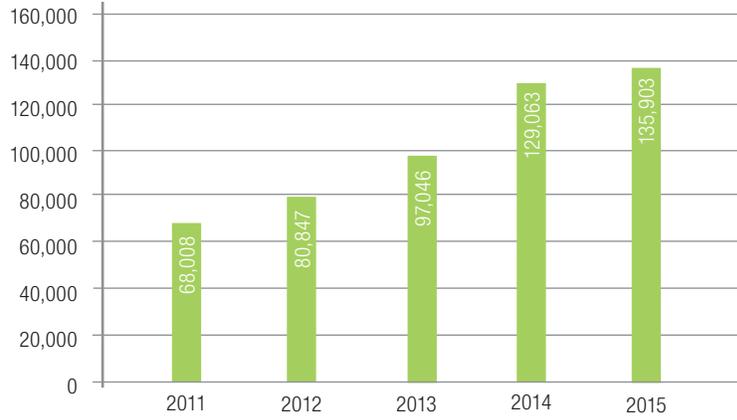
DEPARTMENT	2011	2012	2013	2014	2015
Ag & Conservation Development Commission	1	1	1	1	1
Agriculture & Industries	461	508	490	511	531
Alcoholic Beverage Control Board	906	899	896	879	794
Architects Registration Board	4	4	4	4	4
Archives and History	34	33	41	45	51
Assisted Living Administrators Examiners Board	1	1	2	1	1
Attorney General	174	174	179	178	170
Auditor	10	9	10	12	11
Banking	102	104	102	106	105
Building Commission	18	18	18	18	18
Children's Trust Fund	14	12	11	11	11
Chiropractic Examiners Board	4	4	4	6	6
Choctawhatchee, Pea & Yellow Rivers Watershed	3	4	3	3	3
Commerce	25	31	32	31	28
Conservation & Natural Resources	1,404	1,402	1,385	1,399	1,345
Corrections	4,128	4,025	3,929	3,944	3,905
Cosmetology Board	26	28	27	31	28
Council on the Arts	17	16	17	17	17
Counseling Examiners Board	2	2	2	2	2
Credit Union Administration	7	8	8	9	10
Crime Victims Compensation Commission	28	26	27	29	30
Criminal Justice Information Center <i>(under State Law Enforcement Agency)</i>	59	49	49	53	0
Dietetics/Nutrition Practice Examiners	1	1	1	1	1
Early Childhood Education <i>(formerly Children's Affairs)</i>	27	23	35	73	112
Economic & Community Affairs	207	201	198	198	199
Education	837	782	773	879	848
Educational Television Commission	34	32	30	28	31
Emergency Management Agency	95	93	88	86	79
Environmental Management	610	603	586	586	589
Ethics Commission	13	17	17	17	17
Examiners of Public Accounts	179	166	182	187	171
Farmers' Market Authority	12	12	0	0	0
Finance	470	466	473	474	474
Forensic Sciences	206	184	190	190	208
Foresters Registration Board	1	1	1	1	1
Forestry Commission	255	265	253	246	252
Funeral Services Board	3	3	3	3	3
General Contractors Licensing Board	17	17	17	17	17
Geological Survey	45	42	45	45	45
Governor	60	69	59	57	58
Governor's Mansion Authority	0	0	4	4	4
Health Planning & Development	11	10	8	8	7
Heating & A/C Contractors Board	9	9	11	10	11
Historical Commission	70	70	72	67	61
Home Builders Licensure Board	16	17	17	17	16
Homeland Security Office <i>(under State Law Enforcement Agency)</i>	20	18	0	0	0
Human Resources	4,261	3,992	4,018	4,185	4,139
Indian Affairs Commission	3	2	2	2	1
Insurance	147	142	141	138	136
Judicial Inquiry Commission	3	4	4	3	3
Labor <i>(includes former Industrial Relations)</i>	969	1,010	994	968	976

DEPARTMENT	2011	2012	2013	2014	2015
Labor <i>(prior to merger with Industrial Relations)</i>	19	0	0	0	0
Liquefied Petroleum Gas Board	8	9	10	10	10
Manufactured Housing Commission	23	22	24	22	23
Medicaid Agency	639	581	578	592	572
Mental Health	2,216	1,440	1,244	1,272	1,120
Military	239	292	308	307	313
Nursing Board	46	45	48	48	51
Nursing Home Admin Exam Board	1	1	1	1	1
Occupational Therapy Board	1	1	2	1	2
Office of Information Technology	0	0	2	3	3
Oil & Gas Board	39	34	37	34	38
Onsite Wastewater Board	4	4	4	5	5
Pardons and Paroles	546	552	522	518	494
Peace Officers Annuity & Benefit Fund	4	4	3	3	3
Peace Officers Standards & Training Comm	6	8	6	5	5
Personnel	97	95	90	94	98
Physical Fitness Commission	3	3	3	3	3
Physical Therapy Board	2	2	2	3	3
Plumbers & Gas Fitters Exam Board	16	14	15	20	16
Polygraph Examiners	1	1	1	1	1
Professional Engineers Registration Board	10	9	8	8	10
Psychology Examiners Board	0	0	0	0	1
Public Education Employees Health Insurance Board	24	29	30	35	36
Public Health	4,146	3,893	3,159	2,983	2,943
Public Library Service	32	30	28	31	32
Public Safety <i>(under State Law Enforcement Agency)</i>	1,329	1,230	1,189	1,167	0
Public Service Commission	106	98	94	79	76
Real Estate Appraisers Board	8	8	8	8	7
Real Estate Commission	34	34	33	35	33
Rehabilitation Services	766	771	780	781	785
Retirement Systems	278	286	291	285	300
Revenue	1,174	1,163	1,174	1,139	1,143
Secretary of State	40	42	44	43	40
Securities Commission	53	52	51	50	51
Senior Services	43	42	40	42	45
Social Work Examiners Board	3	2	4	3	3
Soil & Water Conservation Commission	4	4	5	3	4
Speech Pathology & Audiology Exam Board	2	2	2	2	2
State Employees' Insurance Board	64	64	64	64	63
State Law Enforcement Agency	0	0	24	34	1,378
State Port Authority/Docks	181	188	187	187	188
Surface Mining Commission	27	28	27	28	24
Tax Tribunal	0	0	0	0	3
Tourism & Travel	62	54	57	57	60
Transportation	4,613	4,355	4,271	4,320	4,378
Treasurer	41	30	30	31	30
Veterinary Medical Examiners Board	3	4	4	5	4
Veterans Affairs	47	39	43	36	36
Women's Commission	1	1	1	1	1
Youth Services	607	532	464	432	435
<b>Totals</b>	<b>33,617</b>	<b>31,707</b>	<b>30,471</b>	<b>30,611</b>	<b>30,402</b>

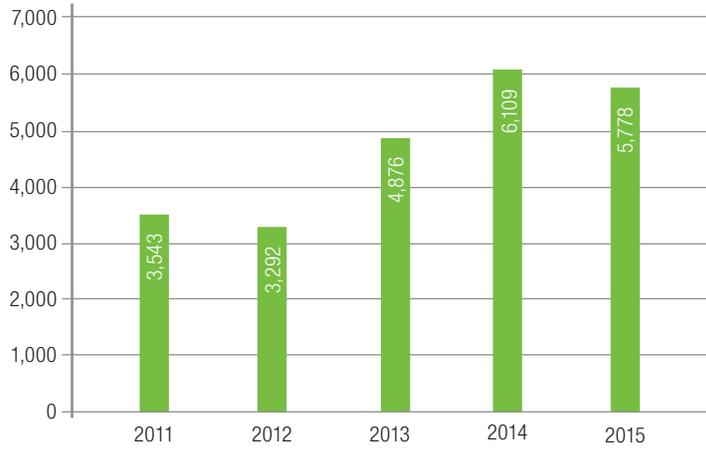
# Recruitment & Selection

This past fiscal year, over 64,000 applications for State jobs were submitted. The names of over 135,000 applicants were certified to State agencies to be considered for State jobs.

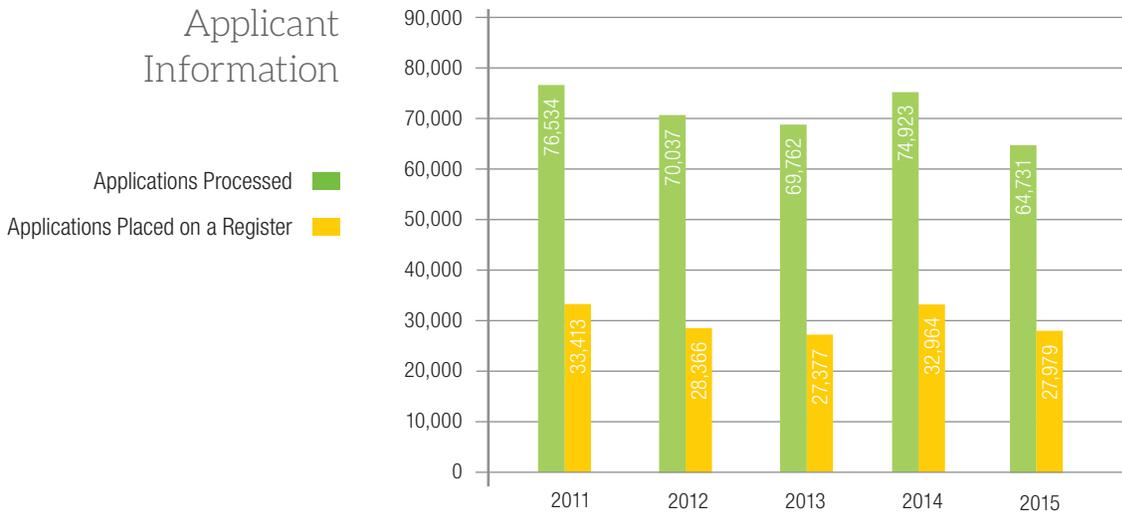
Names Certified to Agencies



Applicants Appointed



Applicant Information





Total Number of Employees

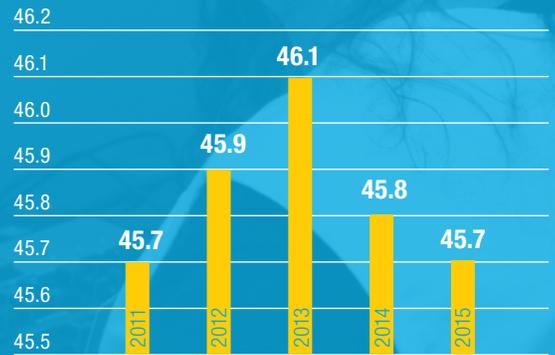
## Number of Employees 2015

# 30,402

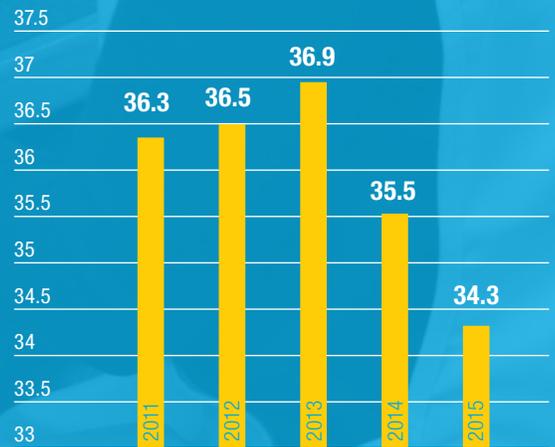
Average Age of a State Employee in 2015

# 45.7

**AGING WORKFORCE** State workforce demographics reveal that over 34 percent of employees are eligible to retire within the next five years. The average age of the State's workforce decreased again last year and the average age of a State employee is now 45.7 years old. The average years of service for all State employees is 12.62 years.



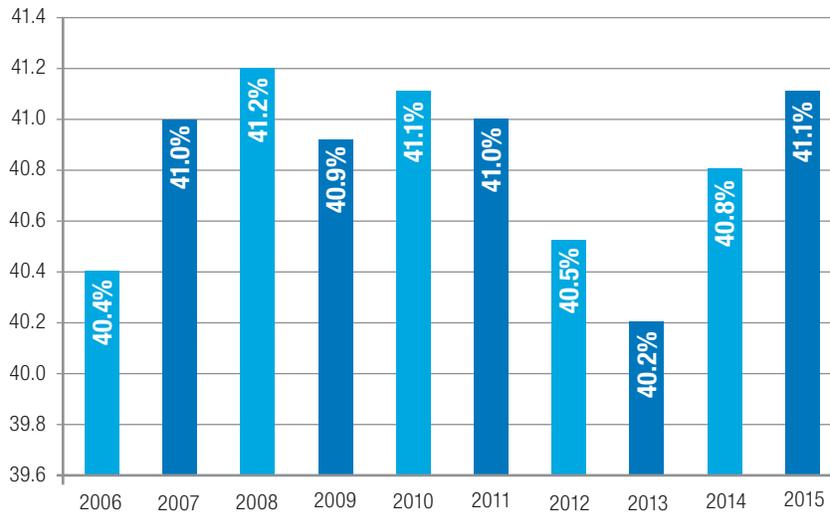
Average Age of Employees\*



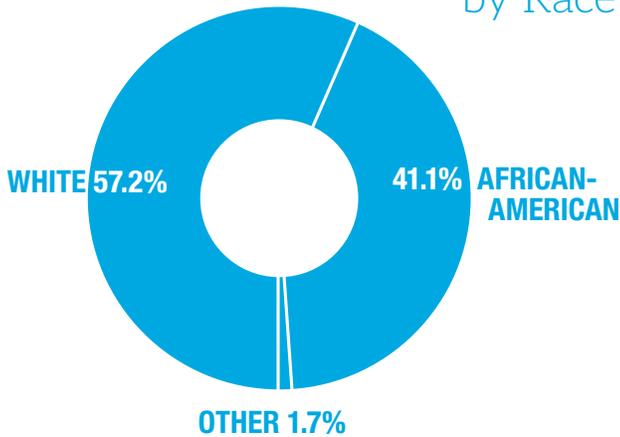
Percentage of Employees Eligible to Retire Within 5 Years\*

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

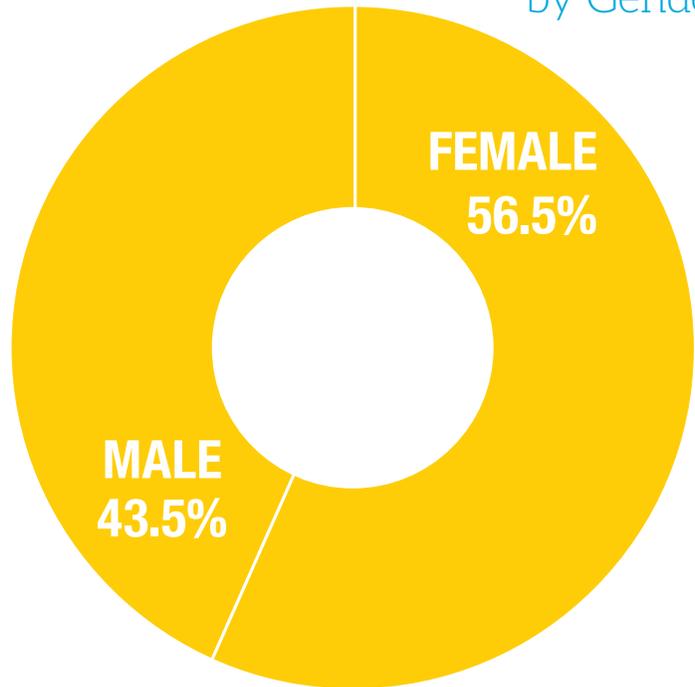
## Percentage of African-American Employees



State Workforce  
by Race

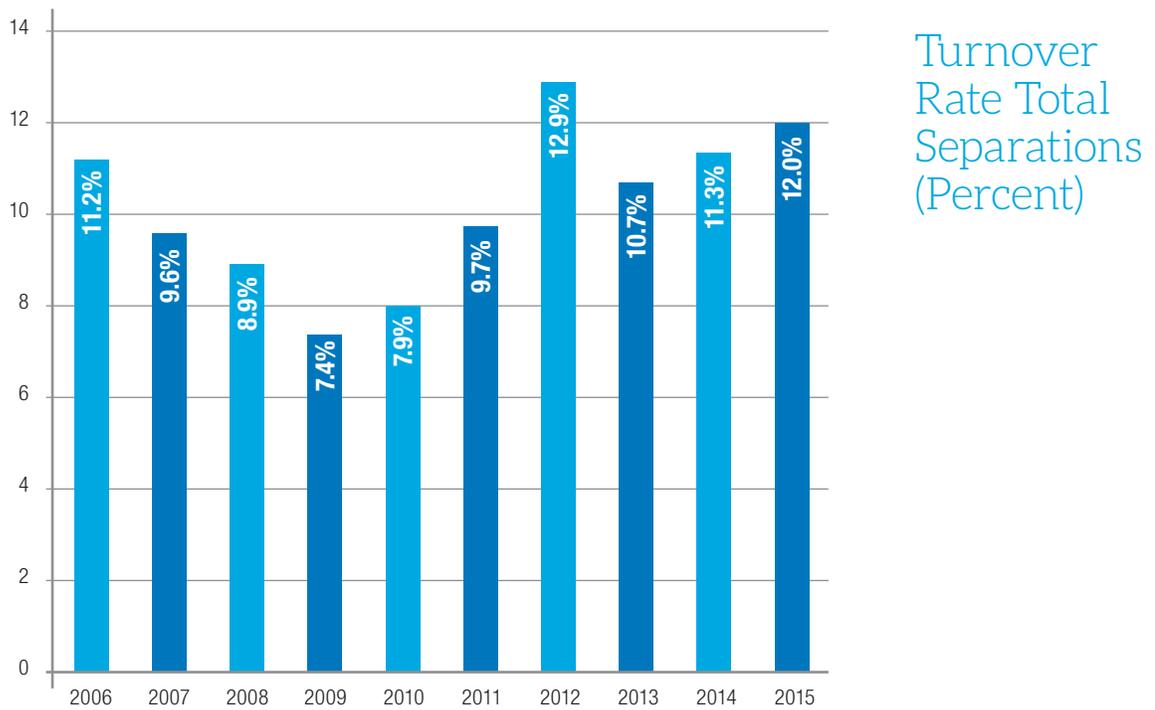
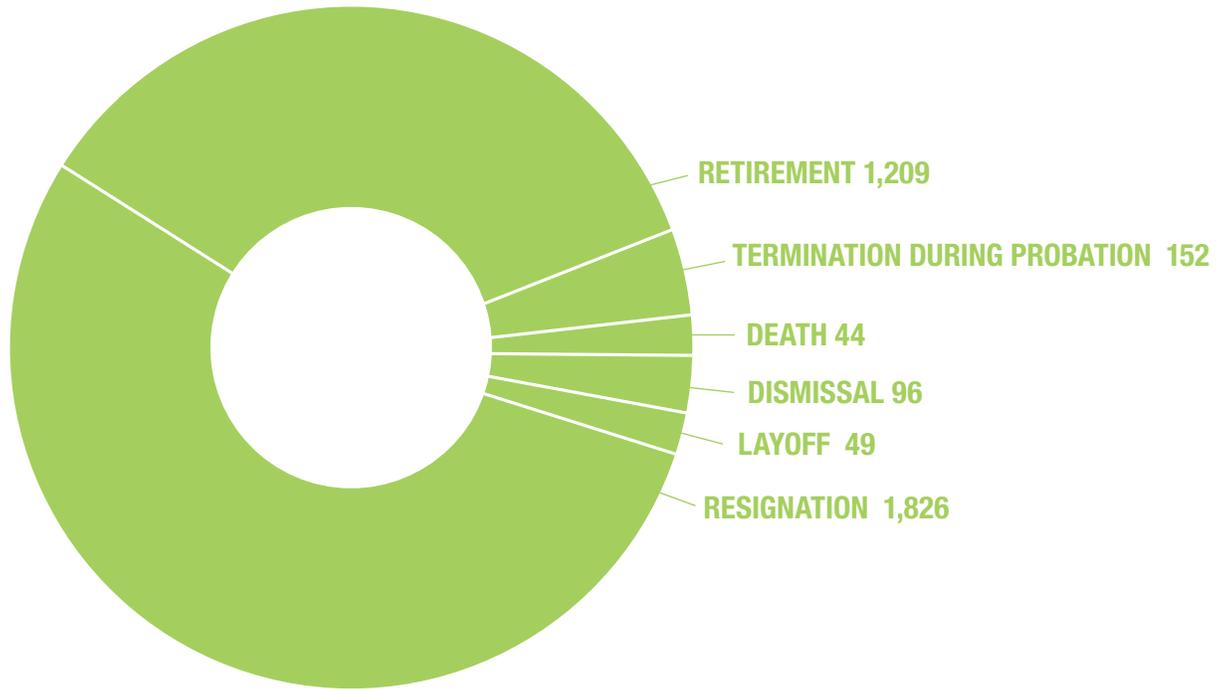


State Workforce  
by Gender



The data in these charts reflects full-time classified employees.

## Separations by Type



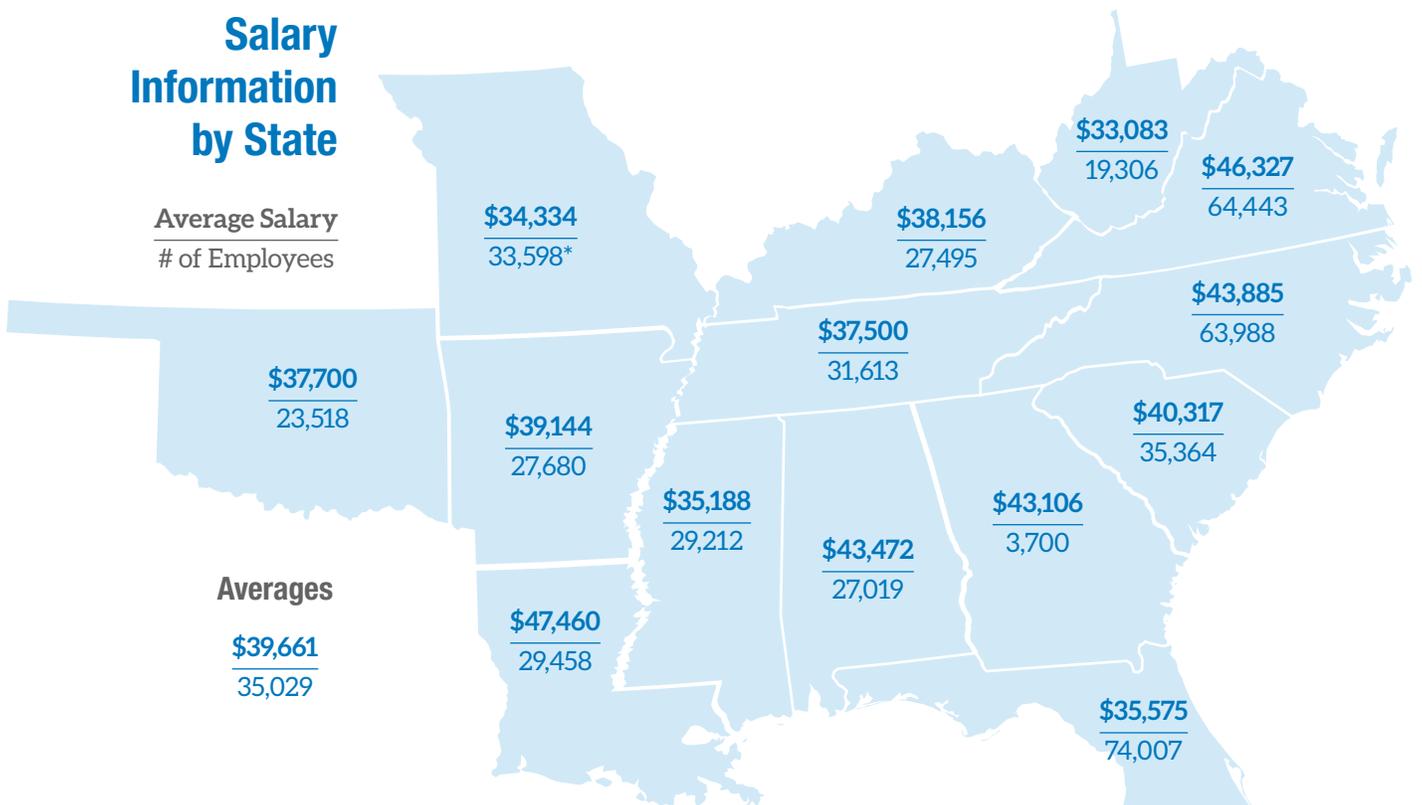
*The data in this chart excludes part-time, temporary, unclassified, exempt (except Mental Health exempt), and hourly Form 8 employees.*

## Salary Information



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

### Salary Information by State



Note: This data is reported as of July 2015, a different time period than that used for other charts in this publication. This data reflects full-time classified employees. It excludes unclassified employees, higher education employees, K-12 employees, medical hospital employees, and skilled and semi-skilled employees. \*Excludes employees in Transportation, Conservation, uniformed officers in Public Safety, elected officials, and Legislative and Judicial Branch employees.

## Annual Leave Rankings

Maximum Days Granted Per Year		Maximum Accumulation Allowed	
State	Days	State	Days
South Carolina	30	Louisiana <sup>1</sup>	Unlimited
Alabama	29.25	Mississippi <sup>2</sup>	Unlimited
Mississippi	27	Alabama	60
Virginia	27	Kentucky <sup>3</sup>	60
North Carolina	26	Oklahoma	60
Oklahoma	25	Virginia <sup>4</sup>	54
Kentucky	24	Florida <sup>3</sup>	45
Louisiana	24	Georgia	45
Tennessee	24	South Carolina	45
West Virginia	24	Missouri	42
Georgia	22.75	Tennessee <sup>3</sup>	42
Arkansas	22.5	West Virginia <sup>5</sup>	40
Missouri	21	Arkansas	30
Florida	19.5	North Carolina <sup>3</sup>	30

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

## Holiday Rankings

### Official Holidays Granted

State	Days	State	Days
Virginia <sup>1</sup>	17	North Carolina	12
Alabama	13	Kentucky <sup>5</sup>	11.5
South Carolina	13	Arkansas	11
West Virginia <sup>2</sup>	12	Tennessee	11
Georgia <sup>3</sup>	12	Oklahoma	11
Missouri	12	Mississippi	10
Louisiana <sup>4</sup>	12	Florida	10

(Includes Personal Leave Days)

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

## Sick Leave Rankings

Maximum Days Granted Per Year		Maximum Accumulation Allowed	
State	Days	State	Days
Kentucky	32	Florida <sup>2</sup>	Unlimited
Louisiana	24	Kentucky <sup>3</sup>	Unlimited
West Virginia	18	Louisiana <sup>4</sup>	Unlimited
Georgia	16.25	Mississippi <sup>3</sup>	Unlimited
Missouri	15	Missouri <sup>3</sup>	Unlimited
Oklahoma	15	North Carolina	Unlimited
South Carolina	15	Oklahoma <sup>3</sup>	Unlimited
Alabama	13	Tennessee	Unlimited
Florida	13	Virginia <sup>5</sup>	Unlimited
Arkansas	12	West Virginia <sup>3</sup>	Unlimited
Mississippi	12	South Carolina <sup>3</sup>	180
North Carolina	12	Alabama <sup>6</sup>	150
Tennessee	12	Arkansas <sup>7</sup>	120
Virginia <sup>1</sup>	10	Georgia <sup>3</sup>	90

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



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# State of Alabama Personnel Department

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