

2018 ANNUAL REPORT







Honorable Kay Ivey, Governor of Alabama,

I am pleased to report to you on the activities of the State Personnel Department for the Fiscal Year October 1, 2017, through September 30, 2018.

The State workforce once again declined in size, with 29,625 employees at the end of the fiscal year. These employees embody the true spirit of public service and have taken on additional responsibilities to maintain service levels for the State and its citizens. I am thankful for their service and dedication.

I would also like to thank the Alabama Legislature for approving a much-deserved 3% Cost of Living Adjustment for State employees this year. Their continued support for our hardworking State employees is sincerely appreciated.

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,

A handwritten signature in black ink that reads 'Jackie Graham'. The signature is written in a cursive, flowing style.

Jackie Graham
State Personnel Director

STATE PERSONNEL BOARD

Ms. Faye Nelson, Chair

Ms. Liane Kelly

Mr. Myron Penn

Mr. Evan M. Thornton

Mr. David R. Mellon

STATE PERSONNEL DIRECTOR

Jackie Graham

DEPUTY DIRECTOR

Alice Ann Byrne



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

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

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

Mr. Dickson, of Birmingham, retired as Editor/Publisher of The Birmingham World newspaper and subsequently worked as a consultant. He was initially appointed to the Board by Governor Guy Hunt and was reappointed by Governors Fob James, Jr., Bob Riley, and Robert Bentley. Mr. Dickson served as Board Chairman until his death on July 21, 2018. He was a faithful member of the State Personnel Board for over 26 years, having first been appointed in 1992.

**Faye Nelson – Board Chair, Effective August 2018
Elected Member**

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

**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 Law Firm. He also previously served in the Alabama State Senate. He was appointed to the Board by Speakers of the House of Representatives Mike Hubbard and Mac McCutcheon.

**Evan M. Thornton
Congressional District 5**

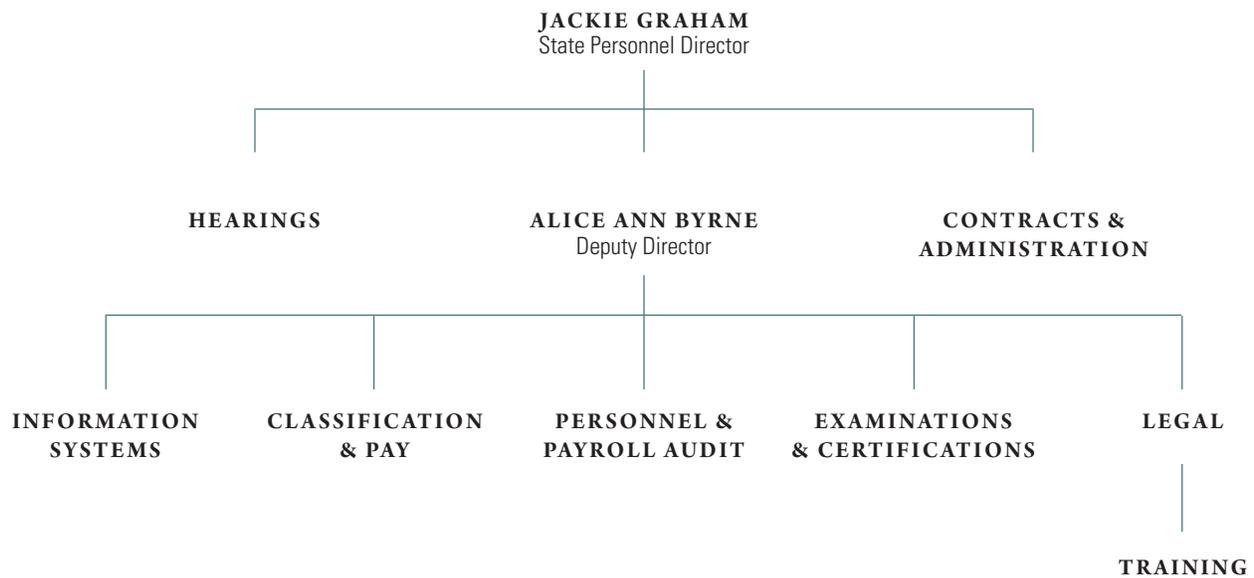
Mr. Thornton, of Florence, serves as Vice President for Business and Financial Affairs at the University of North Alabama. He was appointed to the Board by Governor Robert Bentley.

**David R. Mellon
Congressional District 6**

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



State Personnel Department Organizational Chart



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

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

2018

Year in Review Division Reports

ADMINISTRATION

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

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

CLASSIFICATION AND PAY

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

- Conducted 1,956 position reviews.
- Abolished 7 job classifications and created 35 new job classifications, bringing the number of job classifications in the State Classification Plan to 1,407.
- Conducted salary reviews of agency-specific classifications as well as general classification series common to many agencies. These agencies included the Department of Human Resources, Department of Conservation and Natural Resources, Alabama Board of Pardons and Paroles, and the Alabama Law Enforcement Agency.

PERSONNEL AND PAYROLL AUDIT

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

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

TRAINING

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

- Provided training to 5,255 employees through 98 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.
- Partnered with the Alabama Law Enforcement Agency to offer Active Shooter Training to all State employees.
- 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.
- Managed various contracts.
- Provided training and assistance to agencies and employees concerning Employment Law, the Family and Medical Leave Act, Fair Labor Standards Act, Sexual Harassment Prevention, and various Alabama State Personnel Board Rules.
- Visited various State agencies to provide a forum for State employees to ask questions and express concerns.
- 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.
- Enacted Board Rules to allow agencies to provide Special Merit and Retention bonuses to their employees, allow agencies greater latitude in offering starting salaries to new State employees, and allow employees who are reemploying to be paid at their previous rate of pay, including any COLA adjustments.

ADMINISTRATIVE HEARINGS

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

- Resolved 35 appeals.
- Received 36 new appeals.
- Issued recommendations on appeals within an average of 2.51 months where no continuance was requested by the parties.
- Conducted 96 hearings for various State agencies and regulatory boards.

EXAMINATIONS AND RECRUITMENT AND CERTIFICATIONS

Develops and administers tests and creates employment registers to identify the best qualified, available applicants to fill job vacancies. Maintains employment registers and certifies qualified persons to facilitate the filling of job vacancies.

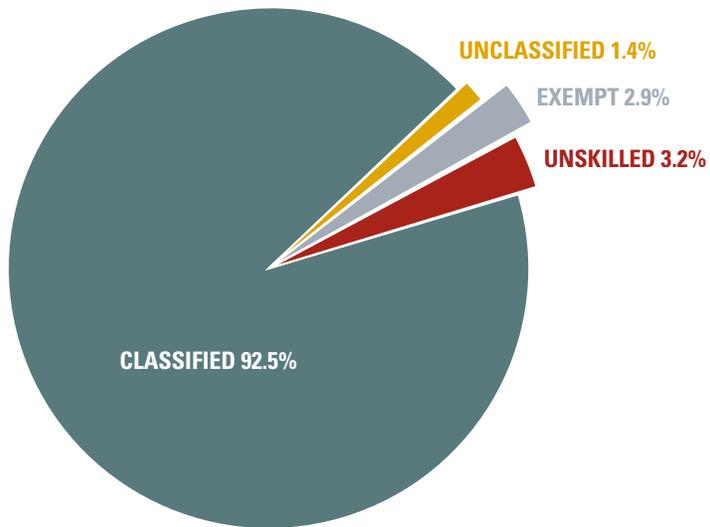
- Produced and distributed 179 State job vacancy announcements.
- Reviewed 55,742 applications from individuals interested in State employment.

- Placed 24,774 eligible candidates on lists available to appointing authorities.
- Created and validated 7 new written examinations and administered 8 assessment centers.
- Administered assembled examinations to 8,258 applicants and administered first-come, first-serve, walk-in testing examinations to 780 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, 17 recruitment visits were made to colleges and universities in Alabama.
- Maintained 14 written examination centers throughout the State.
- Issued certifications containing the names of 97,912 applicants to operating agencies for employment consideration.
- Processed 5,234 appointments to fill positions within the Merit System.

INFORMATION SYSTEMS

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

- Conducted a comprehensive review of Information Technology (IT) operations, and multiple enhancements were identified. Once these recommended enhancements are implemented, IT will be better prepared to more efficiently address the technology needs of State Personnel.
- Developed and implemented a Service Request tracking system to better identify and track the types and number of requests being handled monthly. Currently, the IT staff is handling over 500 requests per month received from both internal and external clients.
- Prepared and executed IT applications and reports to accommodate the 2018 COLA pay increase for all State employees.
- Supported and maintained the State Personnel Department's Online Employment System (OES), which boasted a registered user base of 222,374 at the end of 2018. The OES system accounts for more than half of all applications submitted to the State Personnel Department for processing.
- Developed a complete rewrite of the State Personnel Department's website, with implementation expected during the first quarter of 2019. This rewrite will refresh the look and feel of the website and increase efficiency of potential employees' interaction with the site.
- Created an electronic submittal system that securely returns certificates of eligible applicants from other State agencies to State Personnel.



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.

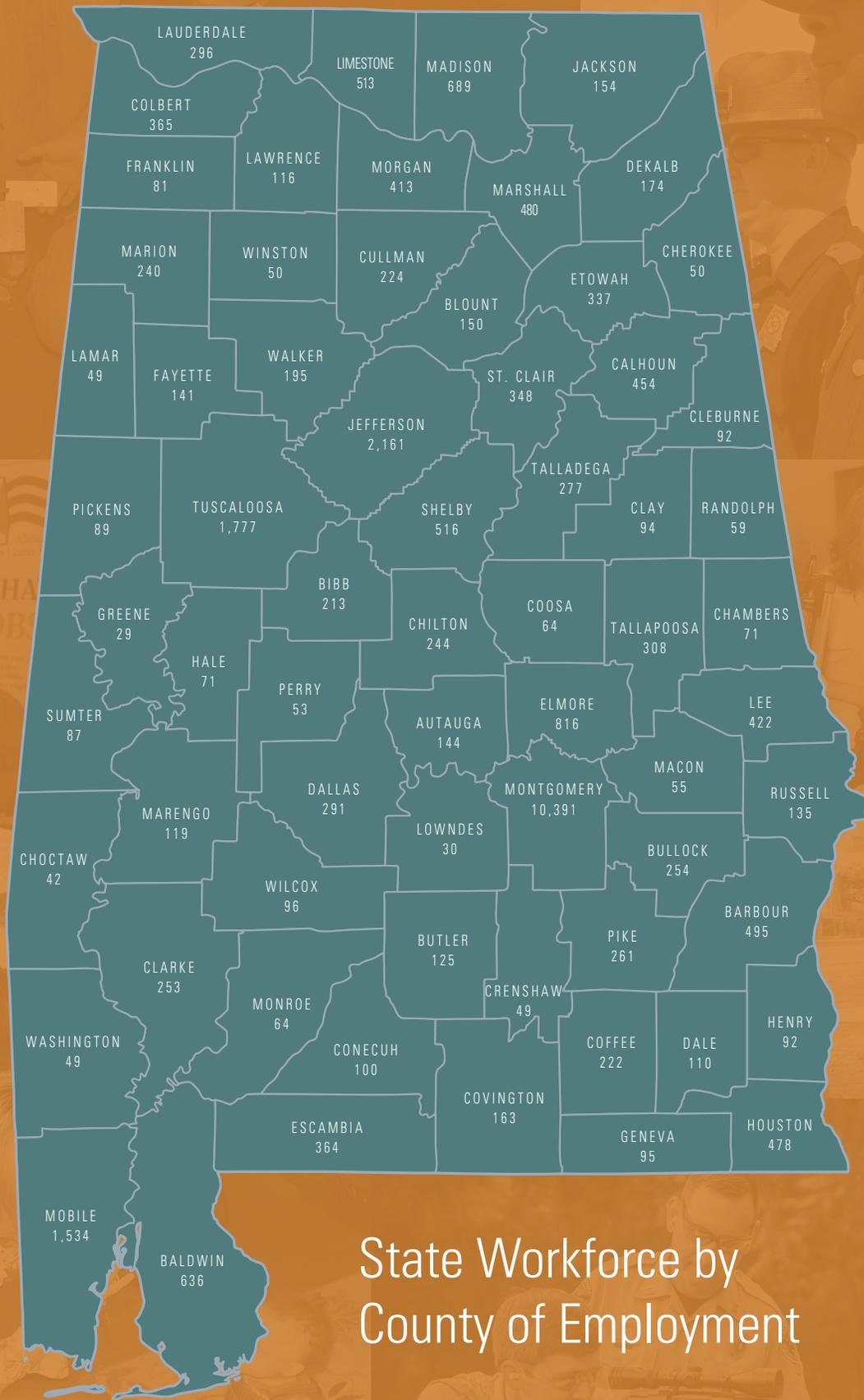


UNSKILLED: These limited assignments are restricted to such classes as Laborer, Resort Worker, and Forestry Worker. Employees in these classes have no status in the classified service, receive only limited entitlements to certain fringe benefits, and have no right of appeal should they be separated from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



State Workforce by County of Residence

*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 Employment

Distribution of Employees by Type

DEPARTMENT	Classified	Unclassified	Exempt	Unskilled	Total
Ag & Conservation Development Commission	0	1	2	0	3
Agricultural Museum Board	2	0	2	0	4
Agriculture & Industries	307	7	4	217	535
Alabama Law Enforcement Agency (ALEA)	1,296	4	6	1	1,307
Alcoholic Beverage Control Board	860	1	3	0	864
Architects Registration Board	2	1	1	0	4
Archives & History	59	2	1	0	62
Assisted Living Administrators Examiners Board	0	1	0	0	1
Attorney General	127	22	3	0	152
Auditor	7	1	1	0	9
Banking	104	0	1	0	105
Child Abuse & Neglect Prevention	13	1	3	0	17
Chiropractic Examiners Board	4	1	0	0	5
Choctawhatchee, Pea & Yellow Rivers Watershed	1	1	0	0	2
Commerce	56	6	3	0	65
Conservation & Natural Resources	598	2	2	600	1,202
Corrections	3,361	14	8	0	3,383
Cosmetology & Barbering Board	24	0	0	1	25
Council on the Arts	14	2	0	0	16
Counseling Examiners Board	2	1	1	0	4
Credit Union Administration	9	2	1	0	12
Crime Victims Compensation Commission	29	2	0	0	31
Dietetics/Nutrition Practice Examiners Board	0	1	0	0	1
Early Childhood Education	148	2	3	0	153
Economic & Community Affairs	153	1	2	0	156
Education	752	2	22	1	777
Educational Television Commission	27	1	1	0	29
Emergency Management Agency	89	0	1	1	91
Environmental Management	582	1	0	0	583
Ethics Commission	12	1	3	0	16
Examiners of Public Accounts	144	1	2	0	147
Finance	337	3	3	38	381
Forensic Sciences	208	2	0	2	212
Foresters Registration Board	0	1	0	0	1
Forestry Commission	221	2	2	2	227
Funeral Services Board	0	0	4	0	4
General Contractors Licensing Board	14	1	0	0	15
Geological Survey	50	0	3	0	53
Governor	0	52	1	0	53
Governor's Mansion Authority	0	4	0	0	4
Health Planning & Development	10	1	1	0	12
Heating, A/C & Refrigeration Contractors Board	9	2	1	0	12
Historical Commission	49	4	0	12	65
Home Builders Licensure Board	13	2	1	0	16
Human Resources	4,177	2	1	2	4,182
Indian Affairs Commission	4	0	0	0	4
Insurance	147	1	4	0	152
Judicial Inquiry Commission	1	2	1	0	4

DEPARTMENT	Classified	Unclassified	Exempt	Unskilled	Total
Labor	827	1	2	14	844
Liquefied Petroleum Gas Board	8	2	0	0	10
Manufactured Housing Commission	21	2	1	0	24
Medicaid Agency	590	1	2	2	595
Mental Health	578	0	637	2	1,217
Military	295	0	3	26	324
Nursing Board	55	3	1	0	59
Nursing Home Administrators Exam Board	0	1	0	0	1
Occupational Therapy Board	1	1	0	0	2
Office of Information Technology	115	2	10	0	127
Oil & Gas Board	24	0	3	0	27
Onsite Wastewater Board	5	1	0	0	6
Pardons & Paroles	600	2	4	0	606
Peace Officers Annuity & Benefit Fund	2	1	0	0	3
Peace Officers Standards & Training Commission	3	1	1	0	5
Personnel	87	3	2	0	92
Physical Fitness Commission	1	1	1	0	3
Physical Therapy Board	1	2	0	0	3
Plumbers & Gas Fitters Exam Board	14	3	1	0	18
Polygraph Examiners	1	0	0	0	1
Professional Engineers Registration Board	5	2	0	0	7
Psychology Examiners Board	0	1	0	0	1
Public Education Employees' Health Insurance Board	13	26	0	0	39
Public Health	2,743	4	3	6	2,756
Public Library Service	33	1	0	0	34
Public Service Commission	58	5	3	0	66
Real Estate Appraisers Board	6	1	0	0	7
Real Estate Commission	29	3	1	0	33
Rehabilitation Services	792	1	0	1	794
Retirement Systems	174	145	2	1	322
Revenue	1,115	3	2	6	1,126
Secretary of State	35	3	3	0	41
Securities Commission	57	1	2	0	60
Senior Services	40	1	1	1	43
Social Work Examiners Board	2	1	1	0	4
Soil & Water Conservation Commission	3	1	2	0	6
Speech Pathology & Audiology Exam Board	1	1	0	0	2
State Employees' Insurance Board	40	13	2	0	55
State Port Authority/Docks	159	1	1	0	161
Surface Mining Commission	17	3	1	0	21
Tax Tribunal	0	4	1	0	5
Tourism	63	1	3	6	73
Transportation	4,316	4	3	0	4,323
Treasurer	29	2	1	0	32
Veterinary Medical Examiners Board	3	2	0	0	5
Veterans Affairs	34	1	1	1	37
Women's Commission	0	1	0	0	1
Youth Services	384	1	56	5	446
Totals	27,401	421	855	948	29,625

Distribution of Employees by Department — A Five Year Comparison

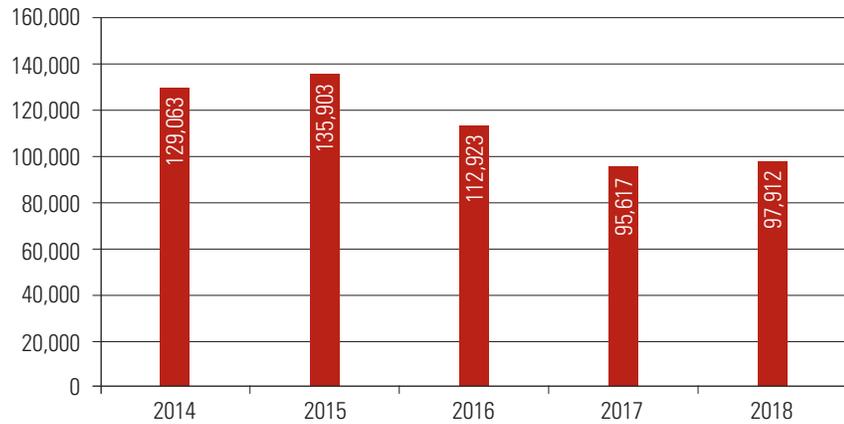
DEPARTMENT	2014	2015	2016	2017	2018
Ag & Conservation Development Commission	1	1	0	2	3
Agriculture Museum Board	0	0	2	3	4
Agriculture & Industries	511	531	558	582	535
Alabama Law Enforcement Agency (ALEA)	34	1,378	1,327	1,265	1,307
Alcoholic Beverage Control Board	879	794	818	840	864
Architects Registration Board	4	4	4	4	4
Archives & History	45	51	54	57	62
Assisted Living Administrators Examiners Board	1	1	2	1	1
Attorney General	178	170	153	155	152
Auditor	12	11	9	9	9
Banking	106	105	110	109	105
Building Commission	18	18	0	0	0
Child Abuse & Neglect Prevention	11	11	13	16	17
Chiropractic Examiners Board	6	6	5	6	5
Choctawhatchee, Pea & Yellow Rivers Watershed	3	3	3	2	2
Commerce	31	28	64	65	65
Conservation & Natural Resources	1,399	1,345	1,249	1,262	1,202
Corrections	3,944	3,905	3,532	3,421	3,383
Cosmetology & Barbering Board	31	28	26	26	25
Council on the Arts	17	17	17	17	16
Counseling Examiners Board	2	2	2	3	4
Credit Union Administration	9	10	10	12	12
Crime Victims Compensation Commission	29	30	30	32	31
Criminal Justice Information Center	53	0	0	0	0
Dietetics/Nutrition Practice Examiners Board	1	1	1	1	1
Early Childhood Education	73	112	123	132	153
Economic & Community Affairs	198	199	167	161	156
Education	879	848	857	800	777
Educational Television Commission	28	31	34	33	29
Emergency Management Agency	86	79	87	85	91
Environmental Management	586	589	586	580	583
Ethics Commission	17	17	16	15	16
Examiners of Public Accounts	187	171	158	148	147
Finance	474	474	496	481	381
Forensic Sciences	190	208	213	217	212
Foresters Registration Board	1	1	1	2	1
Forestry Commission	246	252	243	222	227
Funeral Services Board	3	3	4	4	4
General Contractors Licensing Board	17	17	15	16	15
Geological Survey	45	45	51	55	53
Governor	57	58	57	52	53
Governor's Mansion Authority	4	4	4	4	4
Health Planning & Development	8	7	9	11	12
Heating, A/C & Refrigeration Contractors Board	10	11	12	11	12
Historical Commission	67	61	63	63	65
Home Builders Licensure Board	17	16	17	15	16
Human Resources	4,185	4,139	4,141	4,148	4,182
Indian Affairs Commission	2	1	3	3	4
Insurance	138	136	141	151	152
Judicial Inquiry Commission	3	3	5	5	4

DEPARTMENT	2014	2015	2016	2017	2018
Labor	968	976	911	865	844
Liquefied Petroleum Gas Board	10	10	10	10	10
Manufactured Housing Commission	22	23	23	24	24
Medicaid Agency	592	572	578	572	595
Mental Health	1,272	1,120	1,165	1,226	1,217
Military	307	313	319	331	324
Nursing Board	48	51	52	52	59
Nursing Home Administrators Exam Board	1	1	1	1	1
Occupational Therapy Board	1	2	2	1	2
Office of Information Technology	3	3	6	13	127
Oil & Gas Board	34	38	28	29	27
Onsite Wastewater Board	5	5	6	7	6
Pardons & Paroles	518	494	525	591	606
Peace Officers Annuity & Benefit Fund	3	3	3	3	3
Peace Officers Standards & Training Commission	5	5	5	6	5
Personnel	94	98	93	90	92
Physical Fitness Commission	3	3	3	4	3
Physical Therapy Board	3	3	2	3	3
Plumbers & Gas Fitters Exam Board	20	16	17	18	18
Polygraph Examiners	1	1	1	1	1
Professional Engineers Registration Board	8	10	9	7	7
Psychology Examiners Board	0	1	1	1	1
Public Education Employees' Health Insurance Board	35	36	34	35	39
Public Health	2,983	2,943	2,974	2,836	2,756
Public Library Service	31	32	30	30	34
Public Safety (under ALEA)	1,167	0	0	0	0
Public Service Commission	79	76	73	71	66
Real Estate Appraisers Board	8	7	7	7	7
Real Estate Commission	35	33	36	35	33
Rehabilitation Services	781	785	781	785	794
Retirement Systems	285	300	300	304	322
Revenue	1,139	1,143	1,140	1,119	1,126
Secretary of State	43	40	36	40	41
Securities Commission	50	51	55	58	60
Senior Services	42	45	44	42	43
Social Work Examiners Board	3	3	4	3	4
Soil & Water Conservation Commission	3	4	6	6	6
Speech Pathology & Audiology Exam Board	2	2	2	2	2
State Employees' Insurance Board	64	63	58	57	55
State Port Authority/Docks	187	188	176	167	161
Surface Mining Commission	28	24	23	21	21
Tax Tribunal	0	3	4	4	5
Tourism	57	60	70	70	73
Transportation	4,320	4,378	4,313	4,327	4,323
Treasurer	31	30	30	31	32
Veterinary Medical Examiners Board	5	4	5	5	5
Veterans Affairs	36	36	38	39	37
Women's Commission	1	1	1	1	1
Youth Services	432	435	432	434	446
Totals	30,611	30,402	29,924	29,688	29,625

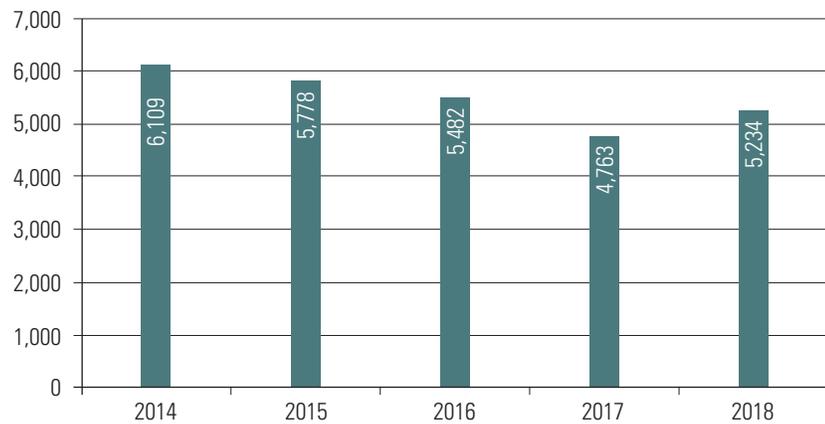
Recruitment & Selection

This past fiscal year, nearly 56,000 applications for State jobs were submitted. The names of almost 98,000 applicants were certified to State agencies to be considered for State jobs.

Names Certified to Agencies

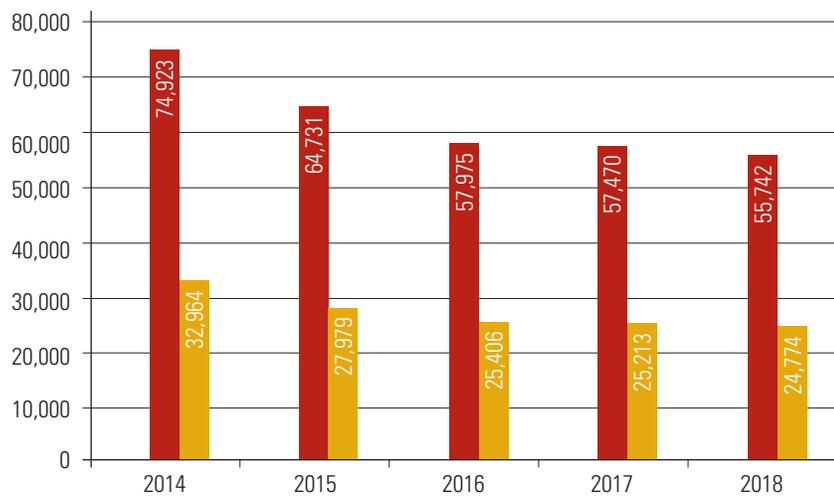


Applicants Appointed



Applicant Information

Applications Processed ■
Applicants Placed on a Register ■



Number of Employees FY 2018 **29,625**



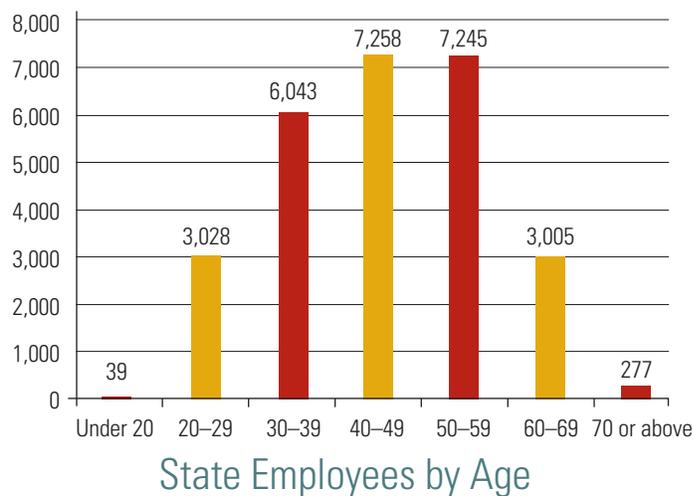
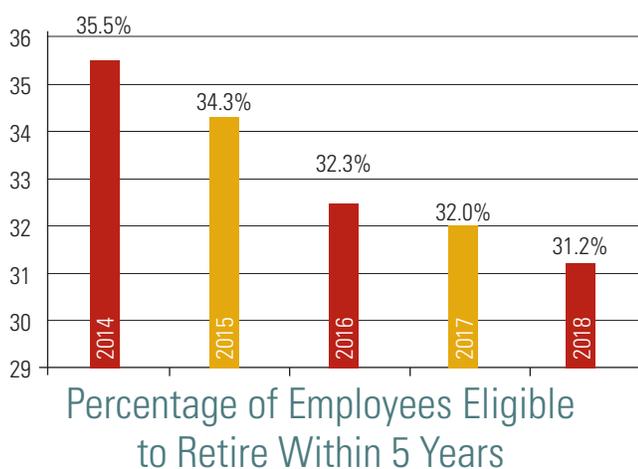
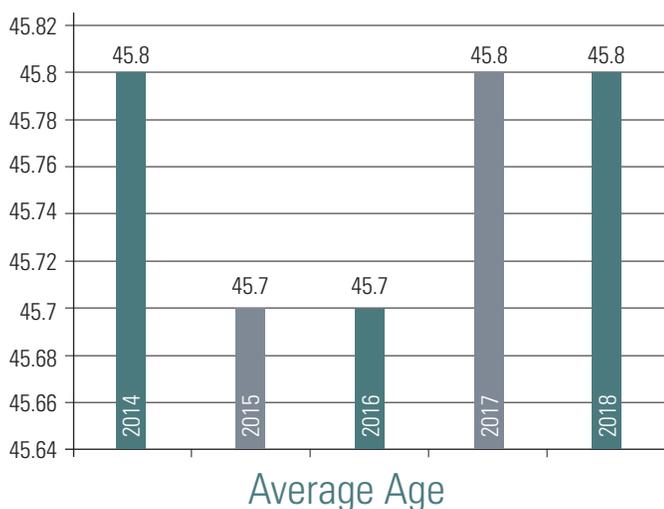
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Average Age of a State Employee in FY 2018

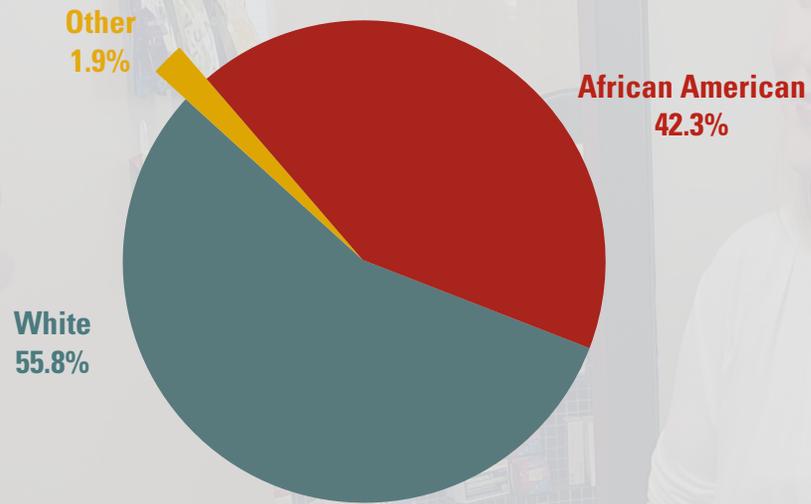
AGING WORKFORCE

State workforce demographics reveal that approximately 31 percent of employees are eligible to retire within the next five years. The average age of the State's workforce remained the same at 45.8 years old. The average years of service for all State employees is 12.2 years.

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

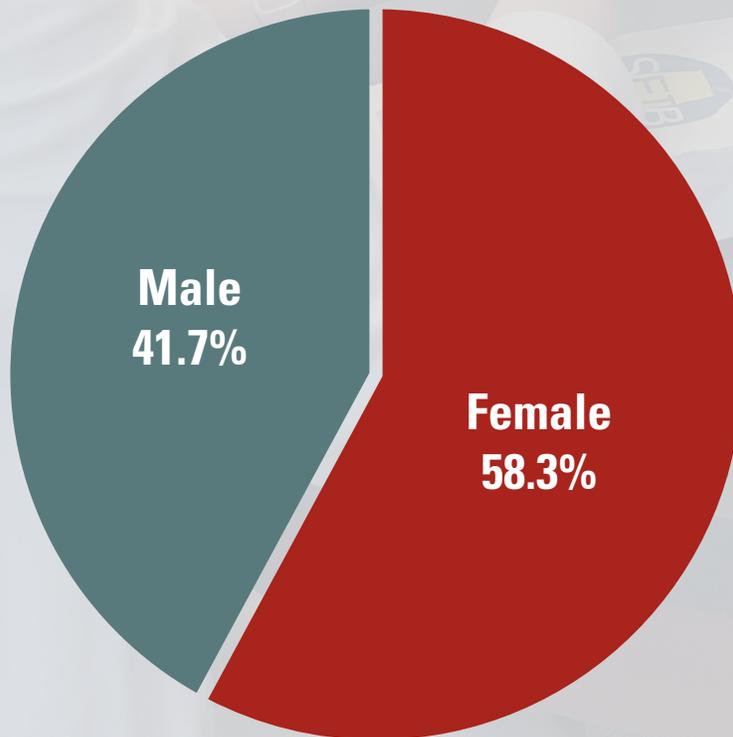


State Workforce by Race

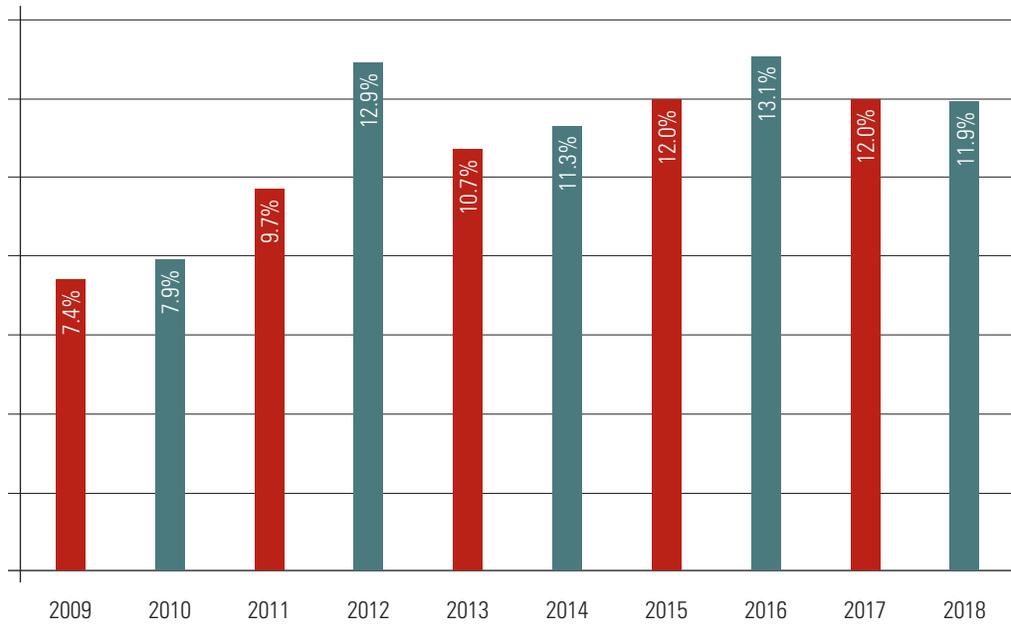


The data in this chart reflects full-time classified employees.

State Workforce by Gender

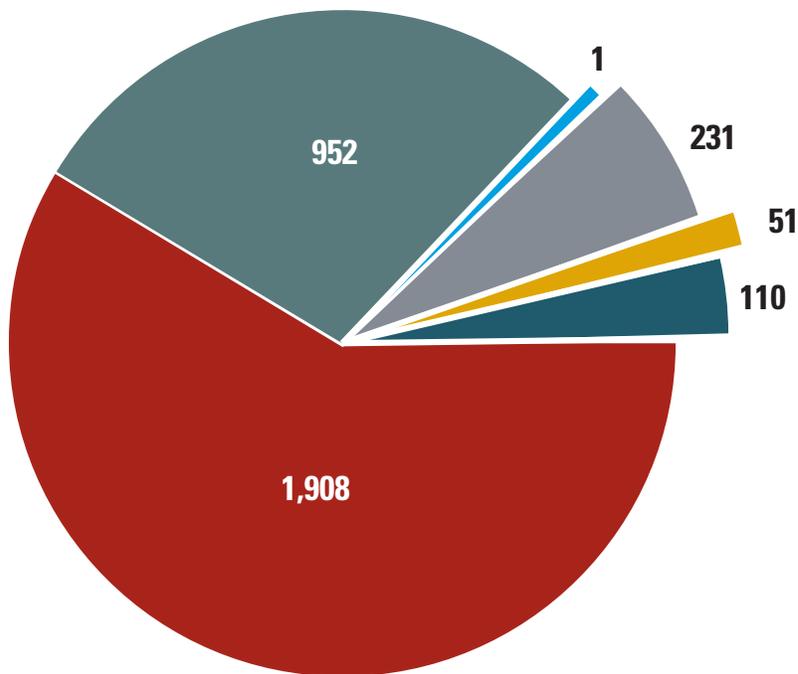


The data in this chart reflects full-time classified employees.



Turnover Rate – Total Separations (Percent)

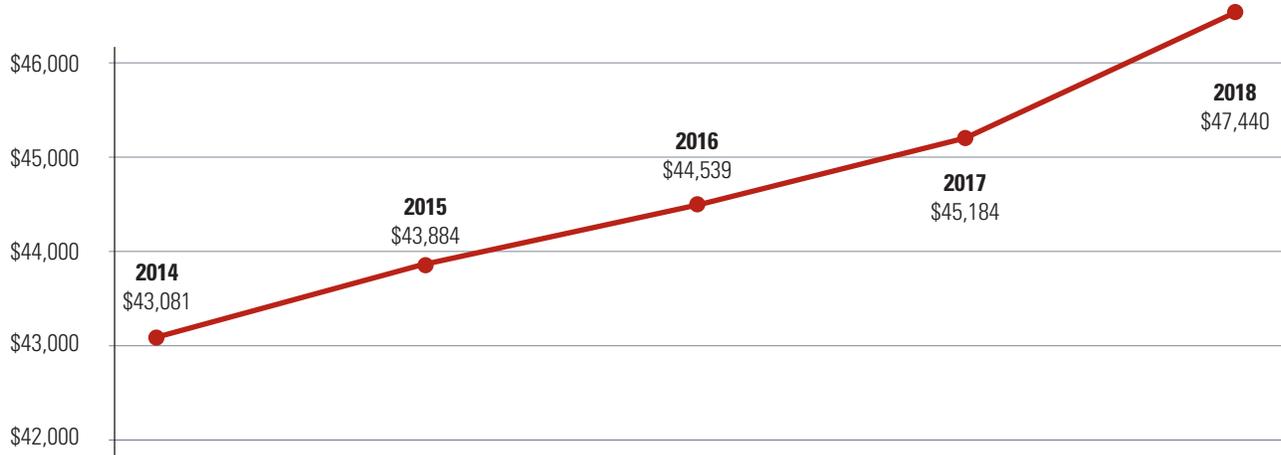
The data in this chart excludes part-time, temporary, unclassified, exempt (except Mental Health exempt), and hourly Form 8 employees.



Separations by Type

- Death
- Dismissal
- Resignation
- Retirement
- Layoff
- Termination During Probation

Salary Information (Alabama)



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

Annual Leave Ranking by State

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

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

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

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

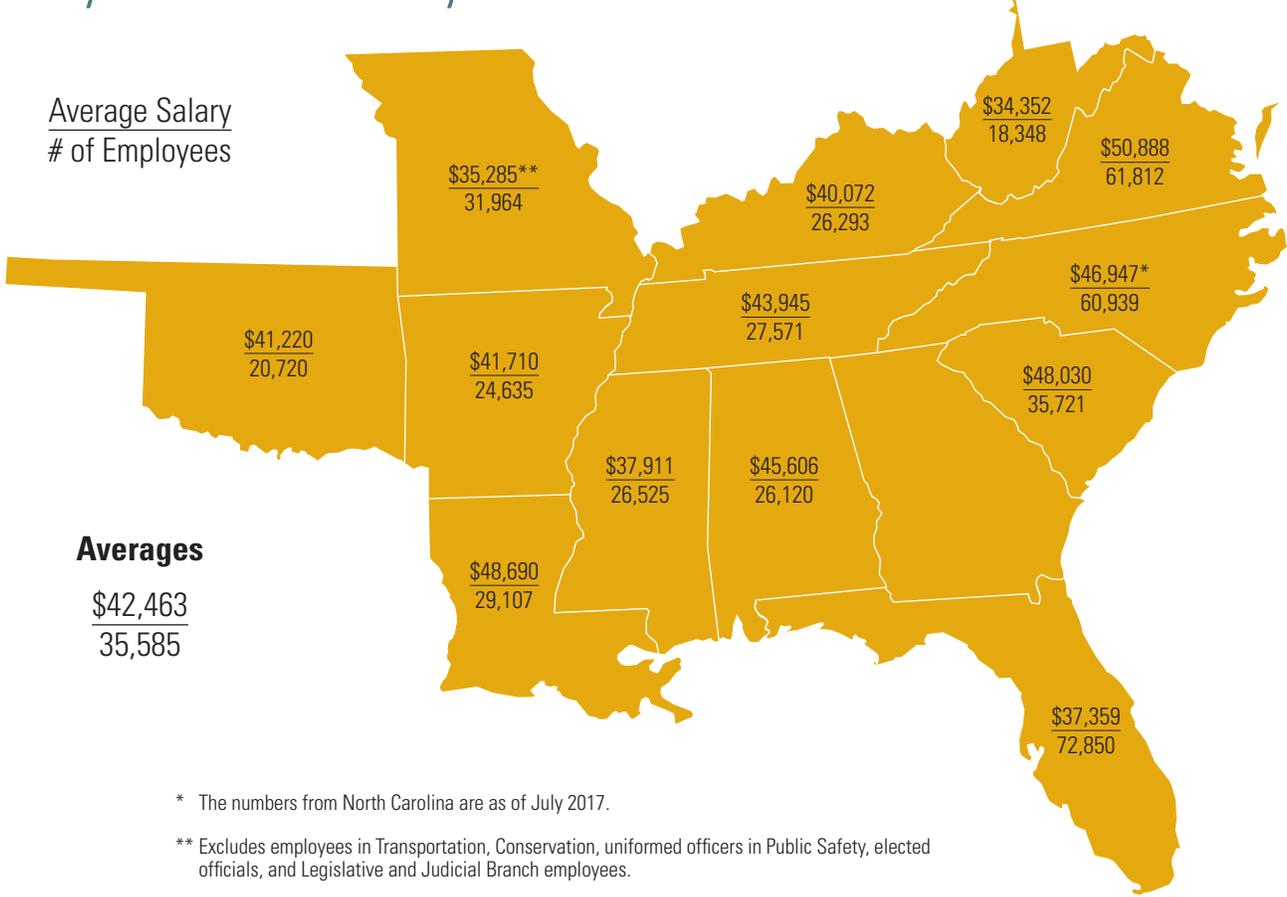
⁴Annual days in excess of the maximum days permitted to accumulate are converted to sick leave.

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

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



Salary Information by State



* The numbers from North Carolina are as of July 2017.

** 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 2018, a different time period than that used for other charts in this publication. This data reflects full-time classified employees. It excludes unclassified employees, higher education employees, K-12 employees, medical hospital employees, and unskilled and semi-skilled employees.

Sick Leave Ranking by State

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

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

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

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

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

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

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

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

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

Holiday Rankings by State

(Includes Personal Leave Days)

Official Holidays Granted

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

¹ Additionally, sick leave in excess of 15 days, up to 3 days, may be converted to personal leave days.

² Additionally, a holiday is granted for Presidential election days.

³ Employees receive Inauguration Day every 4 years and General Election Day every 2 years.

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



PHOTO CREDITS:

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- Department of Finance
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