

# 2019 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, 2018, through September 30, 2019.

I would like to personally thank Ms. Liane Kelly for her service on the State Personnel Board. In her place, we welcomed Ms. Rachel Adams from Pike Road. She was appointed by Lieutenant Governor Will Ainsworth.

I would also like to thank the Alabama Legislature for approving a much-deserved 2% 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,



Jackie Graham  
State Personnel Director



**STATE PERSONNEL BOARD**

Ms. Faye Nelson, Chair

Mr. Myron Penn

Mr. Evan M. Thornton

Mr. David R. Mellon

Ms. Rachel Adams

**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 a 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.

**Faye Nelson – Board Chair  
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.

**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 Speaker of the House 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.

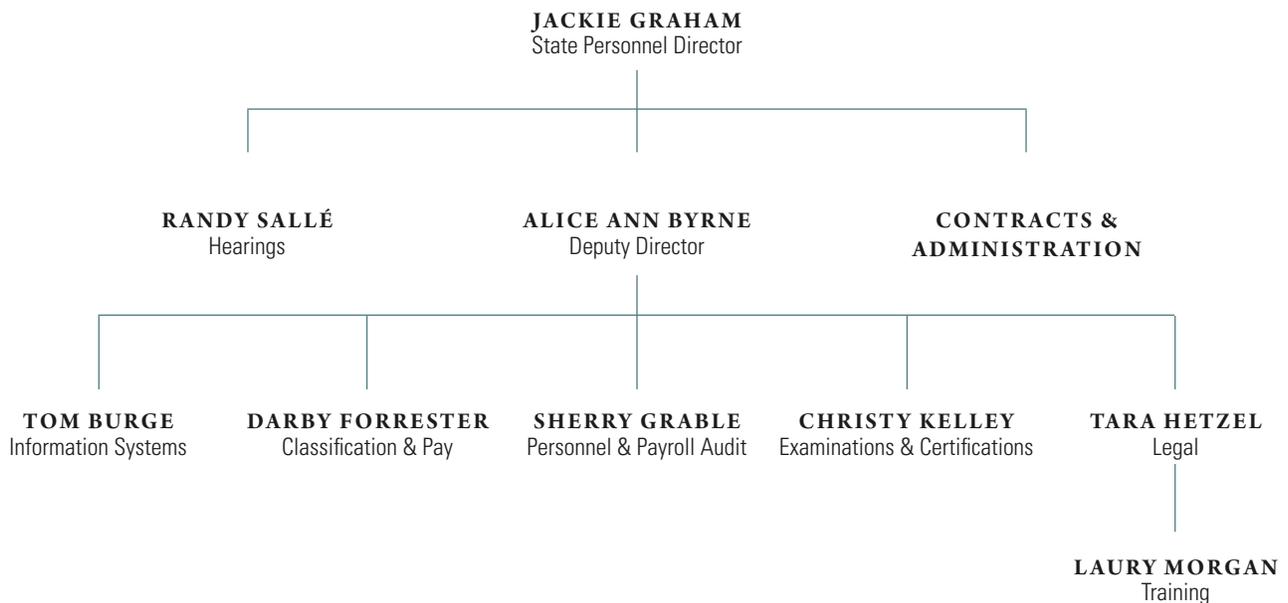
**Rachel Adams  
Congressional District 3**

Ms. Adams, of Pike Road, serves as the Communications and Marketing Administrator at the Alabama Community College System. She was appointed to the Board by Lieutenant Governor Will Ainsworth.





# 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.

# 2019

## 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.
- Worked with Board members and coordinate monthly meetings.

### CLASSIFICATION AND PAY

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

- Conducted 1,374 position reviews.
- Abolished 7 job classifications and created 21 new job classifications, bringing the number of job classifications in the State Classification Plan to 1,421.
- Conducted salary reviews of agency-specific classifications series. These agencies included the Department of Corrections, Department of Transportation, Department of Rehabilitation Services, and the Alabama Department of Forensic Sciences.
- Updated the State's pay plan to reflect the 2019 COLA enacted by the Legislature.

### 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 4,007 employees through 80 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 coordinated 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 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.
- Amended three State Personnel Board Rules.

## ADMINISTRATIVE HEARINGS

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

- Resolved 38 appeals.
- Received 36 new appeals.
- Issued recommendations on appeals within an average of 1.94 months where no continuance was requested by the parties.
- Conducted 137 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.

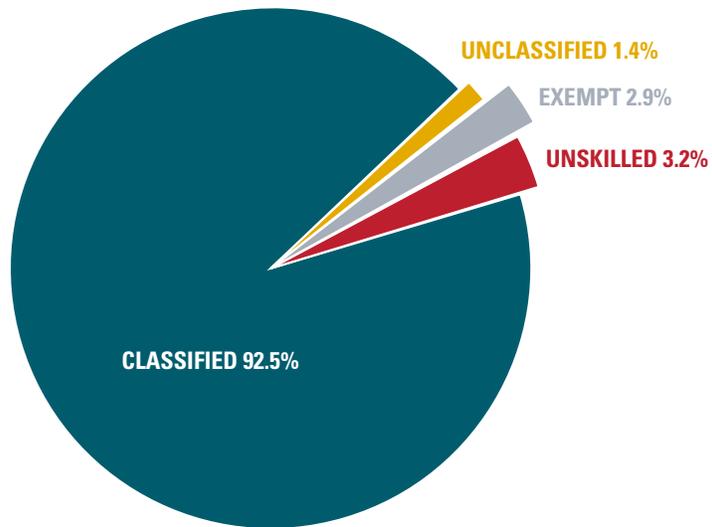
- Produced and distributed 156 State job vacancy announcements.
- Reviewed 59,714 applications from individuals interested in State employment.

- Placed 27,034 eligible candidates on lists available to appointing authorities.
- Created and validated 4 new written examinations and administered 8 assessment centers.
- Administered assembled examinations to 7,119 applicants and administered first-come, first-serve, walk-in testing examinations to 793 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 in Alabama.
- Maintained 13 written examination centers throughout the State.
- Issued certifications containing the names of 114,782 applicants to operating agencies for employment consideration.
- Processed 6,750 appointments to fill positions within the Merit System.

## INFORMATION SYSTEMS

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

- Prepared and executed IT applications and reports to accommodate the 2019 COLA pay increase for all State employees.
- Supported and maintained the Department's Online Employment System (OES), which boasted a registered user base of 236,738 at the end of 2019. The OES system accounts for more than half of all applications submitted to the Department for processing.
- Implemented a complete rewrite of the Department's website. The rewrite introduced a fresh new look and simplified the process for potential employees.
- Implemented a new state-of-the-art VSAN server platform. This has resulted in the consolidation of 26 physical servers and 3 tape drives systems into a single, highly efficient environment while increasing both performance and storage.
- Implemented a new appliance-based backup solution to meet the needs of the Department over the next five years without depending on the creation of physical tapes that can deteriorate over time.
- Relocated the primary server processing environment from the Folsom Administration Building to the RSA Datacenter to provide a more stable and secure environment.



## 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.





# Distribution of Employees by Type

DEPARTMENT	Classified	Unclassified	Exempt	Unskilled	Total
Ag & Conservation Development Commission	0	1	1	0	2
Agricultural Museum Board	0	0	2	0	2
Agriculture & Industries	320	7	4	198	529
Alabama Law Enforcement Agency (ALEA)	1,327	3	6	1	1,337
Alcoholic Beverage Control Board	869	1	3	1	874
Architects Registration Board	2	0	1	0	3
Archives & History	71	2	1	0	74
Assisted Living Administrators Examiners Board	0	1	0	0	1
Attorney General	121	28	2	0	151
Auditor	7	1	1	0	9
Banking	99	2	1	0	102
Child Abuse & Neglect Prevention	10	1	3	0	14
Chiropractic Examiners Board	3	1	1	0	5
Choctawhatchee, Pea & Yellow Rivers Watershed	1	1	0	0	2
Commerce	57	8	3	0	68
Conservation & Natural Resources	596	1	2	633	1,232
Corrections	3,586	15	18	1	3,620
Cosmetology & Barbering Board	25	1	0	1	27
Council on the Arts	15	2	0	0	17
Counseling Examiners Board	3	1	0	0	4
Credit Union Administration	8	1	2	0	11
Crime Victims Compensation Commission	26	2	0	0	28
Dietetics/Nutrition Practice Examiners Board	0	1	0	0	1
Early Childhood Education	171	3	2	0	176
Economic & Community Affairs	148	1	2	0	151
Education	830	2	20	1	853
Educational Television Commission	34	1	2	0	37
Electrical Contractors Board	1	0	0	0	1
Emergency Management Agency	86	1	2	2	91
Environmental Management	569	1	0	0	570
Ethics Commission	10	1	3	0	14
Examiners of Public Accounts	158	3	1	0	162
Finance	340	3	4	35	382
Forensic Sciences	207	2	0	1	210
Foresters Registration Board	0	1	0	0	1
Forestry Commission	218	2	1	3	224
Funeral Services Board	0	0	5	0	5
General Contractors Licensing Board	14	1	0	0	15
Geological Survey	50	0	2	0	52
Governor	0	56	1	0	57
Governor's Mansion Authority	0	6	0	0	6
Health Planning & Development	9	1	1	0	11
Heating, A/C & Refrigeration Contractors Board	9	1	1	0	11
Historical Commission	43	4	1	14	62
Home Builders Licensure Board	16	1	1	0	18
Human Resources	4,143	2	3	1	4,149
Indian Affairs Commission	4	0	0	0	4
Insurance	147	1	4	0	152
Judicial Inquiry Commission	1	2	2	0	5

DEPARTMENT	Classified	Unclassified	Exempt	Unskilled	Total
Labor	812	1	2	15	830
Liquefied Petroleum Gas Board	8	2	0	0	10
Manufactured Housing Commission	21	2	1	0	24
Massage Therapy Board	1	0	0	0	1
Medicaid Agency	608	1	2	2	613
Mental Health	617	0	649	2	1,268
Military	282	0	3	21	306
Nursing Board	57	3	1	0	61
Nursing Home Administrators Exam Board	0	1	0	0	1
Occupational Therapy Board	0	1	1	0	2
Office of Information Technology	124	1	6	0	131
Oil & Gas Board	23	0	3	0	26
Onsite Wastewater Board	3	1	0	0	4
Pardons & Paroles	667	2	6	0	675
Peace Officers Annuity & Benefit Fund	1	1	1	0	3
Peace Officers Standards & Training Commission	2	1	2	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	13	3	1	0	17
Polygraph Examiners	1	0	0	0	1
Professional Engineers Registration Board	7	2	0	0	9
Psychology Examiners Board	0	1	1	0	2
Public Education Employees' Health Insurance Board	14	24	0	0	38
Public Health	2,669	4	3	4	2,680
Public Library Service	33	1	0	0	34
Public Service Commission	57	6	3	0	66
Real Estate Appraisers Board	5	1	0	0	6
Real Estate Commission	31	3	1	0	35
Rehabilitation Services	810	1	1	1	813
Retirement Systems	177	142	2	0	321
Revenue	1,153	3	3	6	1,165
Secretary of State	37	1	3	0	41
Securities Commission	57	2	2	0	61
Senior Services	42	2	3	1	48
Social Work Examiners Board	2	1	1	0	4
Soil & Water Conservation Commission	4	1	1	0	6
Speech Pathology & Audiology Exam Board	1	1	0	0	2
State Employees' Insurance Board	38	13	2	0	53
State Port Authority/Docks	166	1	1	0	168
Surface Mining Commission	21	2	1	0	24
Tax Tribunal	0	2	2	0	4
Tourism	62	1	3	7	73
Transportation	4,385	4	4	0	4,393
Treasurer	27	4	2	0	33
Veterinary Medical Examiners Board	3	2	0	0	5
Veterans Affairs	37	1	1	0	39
Women's Commission	0	1	0	0	1
Youth Services	364	1	55	1	421
<b>Totals</b>	<b>27,885</b>	<b>431</b>	<b>885</b>	<b>952</b>	<b>30,153</b>

## Distribution of Employees by Department — A Five Year Comparison

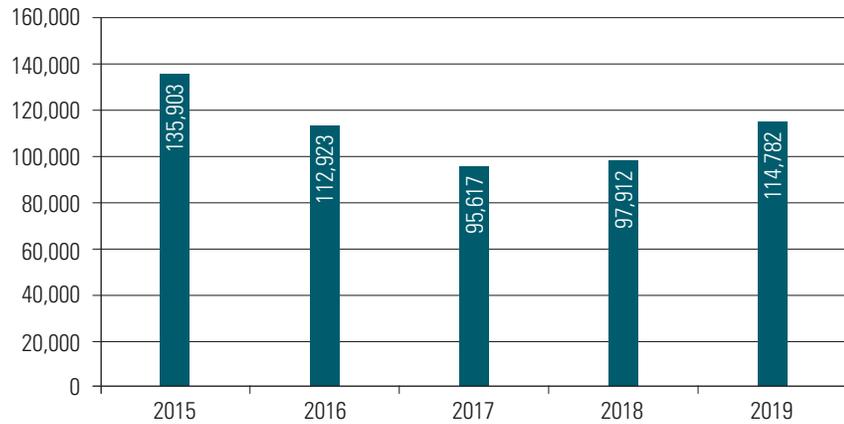
DEPARTMENT	2015	2016	2017	2018	2019
Ag & Conservation Development Commission	1	0	2	3	2
Agriculture Museum Board	0	2	3	4	2
Agriculture & Industries	531	558	582	535	529
Alabama Law Enforcement Agency (ALEA)	1,378	1,327	1,265	1,307	1,337
Alcoholic Beverage Control Board	794	818	840	864	874
Architects Registration Board	4	4	4	4	3
Archives & History	51	54	57	62	74
Assisted Living Administrators Examiners Board	1	2	1	1	1
Attorney General	170	153	155	152	151
Auditor	11	9	9	9	9
Banking	105	110	109	105	102
Building Commission	18	0	0	0	0
Child Abuse & Neglect Prevention	11	13	16	17	14
Chiropractic Examiners Board	6	5	6	5	5
Choctawhatchee, Pea & Yellow Rivers Watershed	3	3	2	2	2
Commerce	28	64	65	65	68
Conservation & Natural Resources	1,345	1,249	1,262	1,202	1,232
Corrections	3,905	3,532	3,421	3,383	3,620
Cosmetology & Barbering Board	28	26	26	25	27
Council on the Arts	17	17	17	16	17
Counseling Examiners Board	2	2	3	4	4
Credit Union Administration	10	10	12	12	11
Crime Victims Compensation Commission	30	30	32	31	28
Dietetics/Nutrition Practice Examiners Board	1	1	1	1	1
Early Childhood Education	112	123	132	153	176
Economic & Community Affairs	199	167	161	156	151
Education	848	857	800	777	853
Educational Television Commission	31	34	33	29	37
Electrical Contractors Board	0	0	0	0	1
Emergency Management Agency	79	87	85	91	91
Environmental Management	589	586	580	583	570
Ethics Commission	17	16	15	16	14
Examiners of Public Accounts	171	158	148	147	162
Finance	474	496	481	381	382
Forensic Sciences	208	213	217	212	210
Foresters Registration Board	1	1	2	1	1
Forestry Commission	252	243	222	227	224
Funeral Services Board	3	4	4	4	5
General Contractors Licensing Board	17	15	16	15	15
Geological Survey	45	51	55	53	52
Governor	58	57	52	53	57
Governor's Mansion Authority	4	4	4	4	6
Health Planning & Development	7	9	11	12	11
Heating, A/C & Refrigeration Contractors Board	11	12	11	12	11
Historical Commission	61	63	63	65	62
Home Builders Licensure Board	16	17	15	16	18
Human Resources	4,139	4,141	4,148	4,182	4,149
Indian Affairs Commission	1	3	3	4	4
Insurance	136	141	151	152	152
Judicial Inquiry Commission	3	5	5	4	5

DEPARTMENT	2015	2016	2017	2018	2019
Labor	976	911	865	844	830
Liquefied Petroleum Gas Board	10	10	10	10	10
Manufactured Housing Commission	23	23	24	24	24
Massage Therapy Board	0	0	0	0	1
Medicaid Agency	572	578	572	595	613
Mental Health	1,120	1,165	1,226	1,217	1,268
Military	313	319	331	324	306
Nursing Board	51	52	52	59	61
Nursing Home Administrators Exam Board	1	1	1	1	1
Occupational Therapy Board	2	2	1	2	2
Office of Information Technology	3	6	13	127	131
Oil & Gas Board	38	28	29	27	26
Onsite Wastewater Board	5	6	7	6	4
Pardons & Paroles	494	525	591	606	675
Peace Officers Annuity & Benefit Fund	3	3	3	3	3
Peace Officers Standards & Training Commission	5	5	6	5	5
Personnel	98	93	90	92	92
Physical Fitness Commission	3	3	4	3	3
Physical Therapy Board	3	2	3	3	3
Plumbers & Gas Fitters Exam Board	16	17	18	18	17
Polygraph Examiners	1	1	1	1	1
Professional Engineers Registration Board	10	9	7	7	9
Psychology Examiners Board	1	1	1	1	2
Public Education Employees' Health Insurance Board	36	34	35	39	38
Public Health	2,943	2,974	2,836	2,756	2,680
Public Library Service	32	30	30	34	34
Public Service Commission	76	73	71	66	66
Real Estate Appraisers Board	7	7	7	7	6
Real Estate Commission	33	36	35	33	35
Rehabilitation Services	785	781	785	794	813
Retirement Systems	300	300	304	322	321
Revenue	1,143	1,140	1,119	1,126	1,165
Secretary of State	40	36	40	41	41
Securities Commission	51	55	58	60	61
Senior Services	45	44	42	43	48
Social Work Examiners Board	3	4	3	4	4
Soil & Water Conservation Commission	4	6	6	6	6
Speech Pathology & Audiology Exam Board	2	2	2	2	2
State Employees' Insurance Board	63	58	57	55	53
State Port Authority/Docks	188	176	167	161	168
Surface Mining Commission	24	23	21	21	24
Tax Tribunal	3	4	4	5	4
Tourism	60	70	70	73	73
Transportation	4,378	4,313	4,327	4,323	4,393
Treasurer	30	30	31	32	33
Veterinary Medical Examiners Board	4	5	5	5	5
Veterans Affairs	36	38	39	37	39
Women's Commission	1	1	1	1	1
Youth Services	435	432	434	446	421
<b>Totals</b>	<b>30,402</b>	<b>29,924</b>	<b>29,688</b>	<b>29,625</b>	<b>30,153</b>

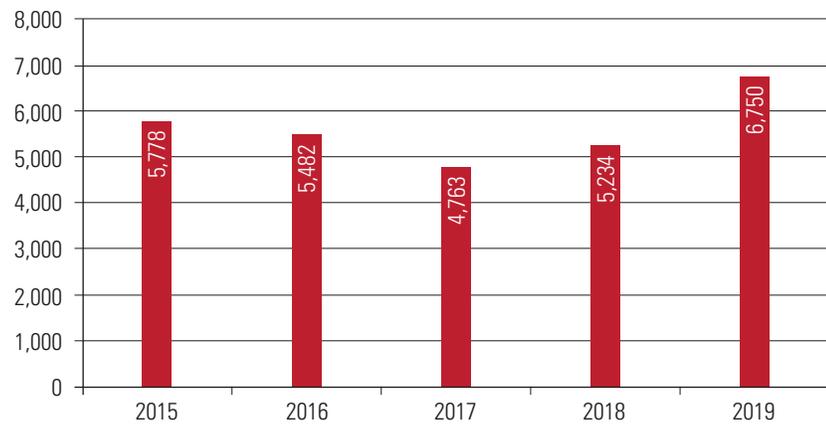
# Recruitment & Selection

This past fiscal year, nearly 60,000 applications for State jobs were submitted. The names of almost 115,000 applicants were certified to State agencies to be considered for State jobs.

Names Certified to Agencies

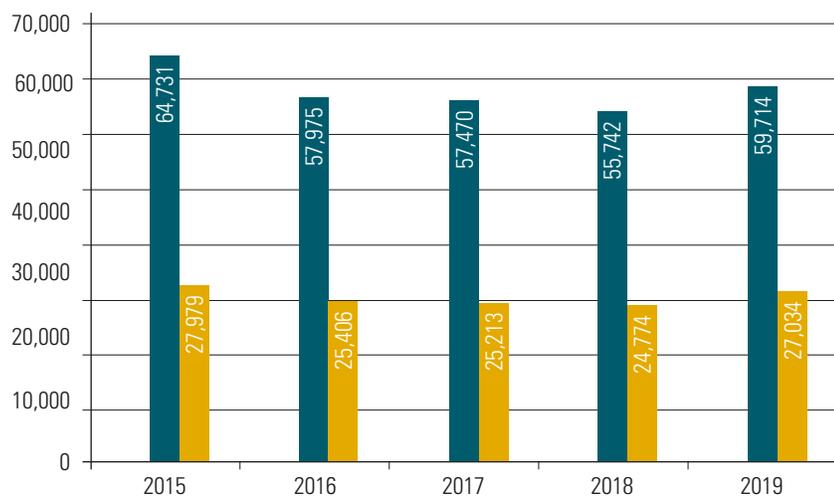


Applicants Appointed

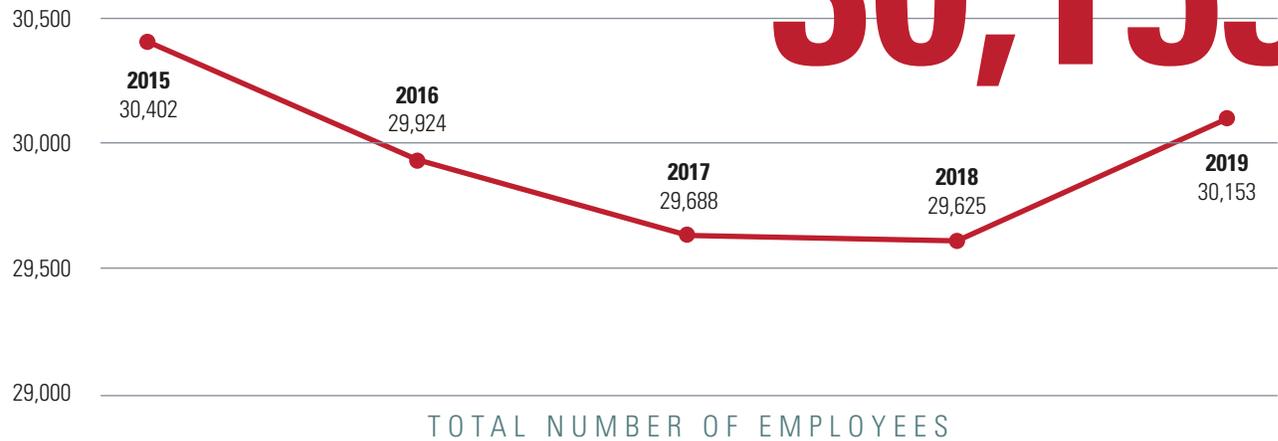


Applicant Information

Applications Processed ■  
Applicants Placed on a Register ■



# Number of Employees FY 2019 **30,153**



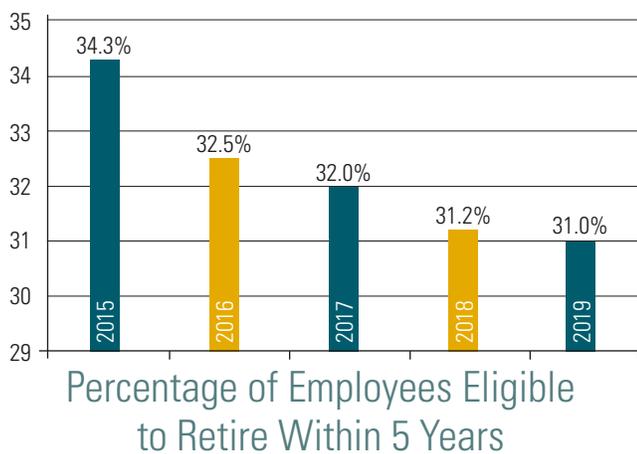
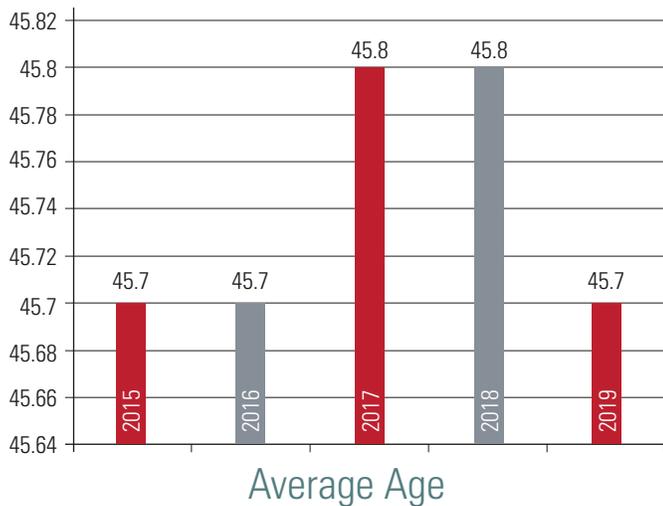
# 45.7

Average Age of a State Employee in FY 2019

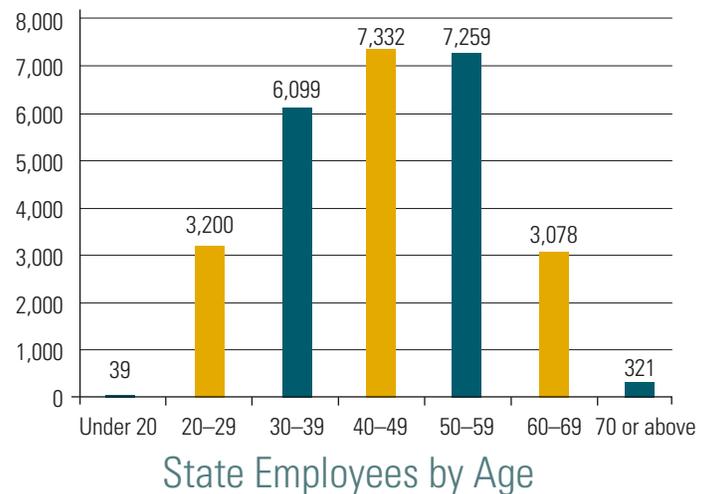
## AGING WORKFORCE

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 fell slightly and is now 45.7 years old. The average years of service for all State employees is 11.97 years.

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

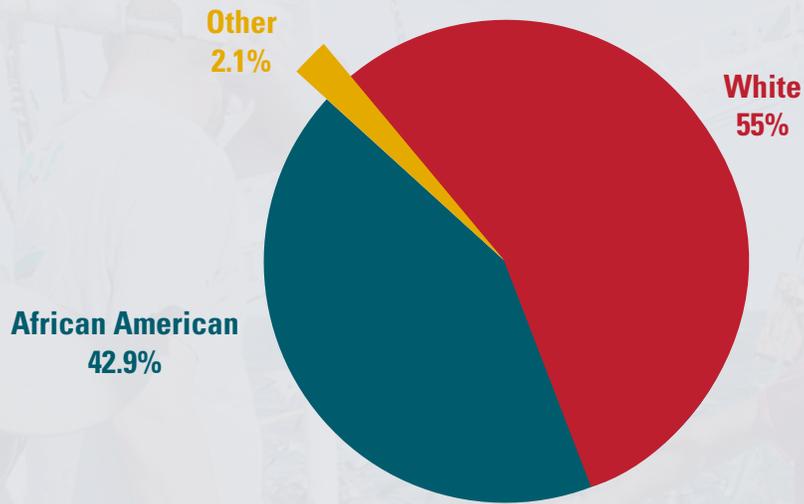


The data in this chart excludes part-time, temporary, unclassified, exempt (except Mental Health exempt), and hourly Form 8 employees.



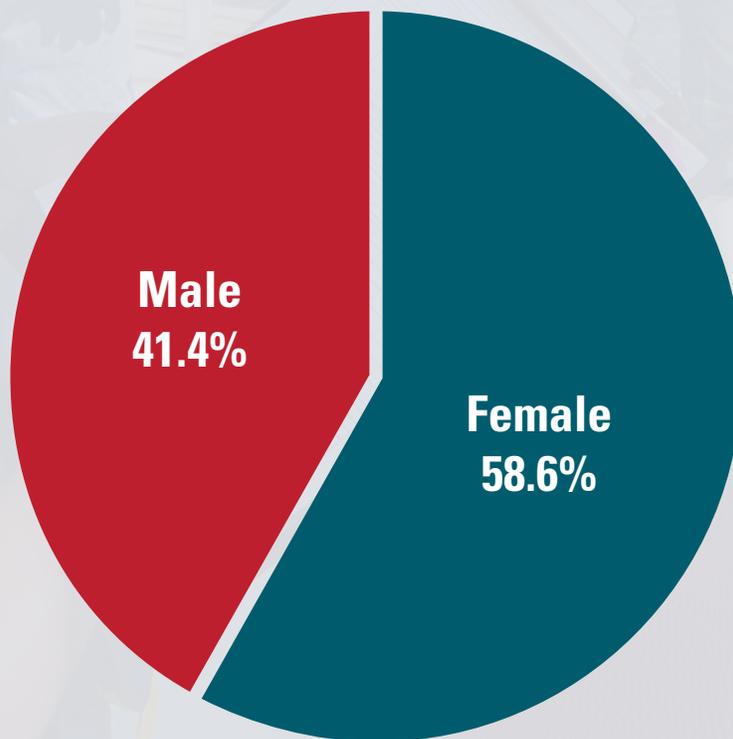
The data in this chart excludes part-time, temporary, unclassified, exempt (except Mental Health exempt), and hourly Form 8 employees.

## State Workforce by Race

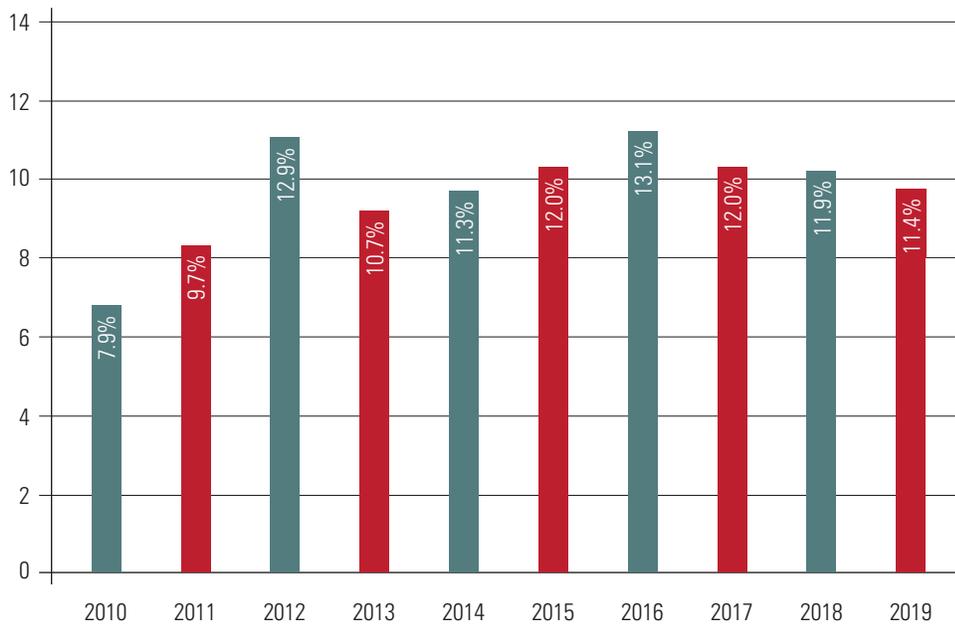


The data in this chart reflects full-time classified employees.

## State Workforce by Gender

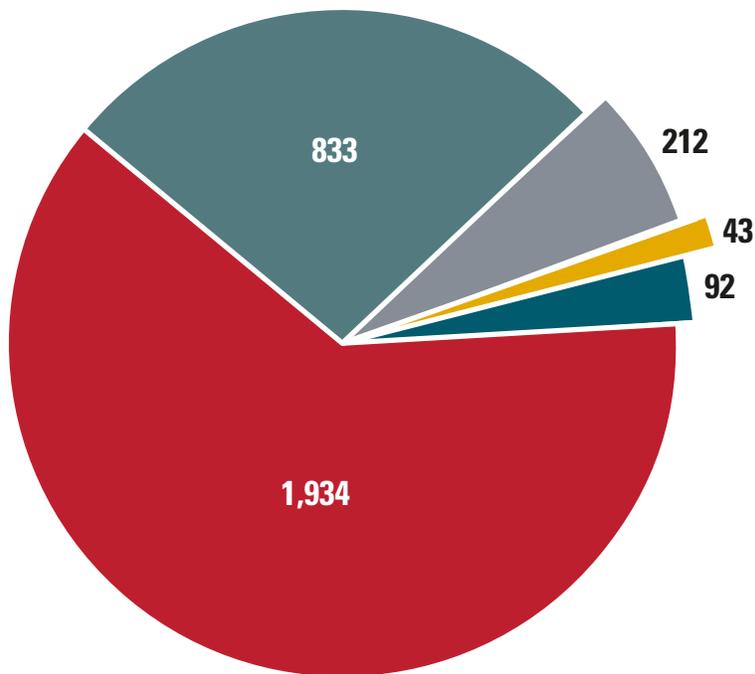


The data in this chart reflects full-time classified employees.



### Turnover Rate – Total Separations (Percent)

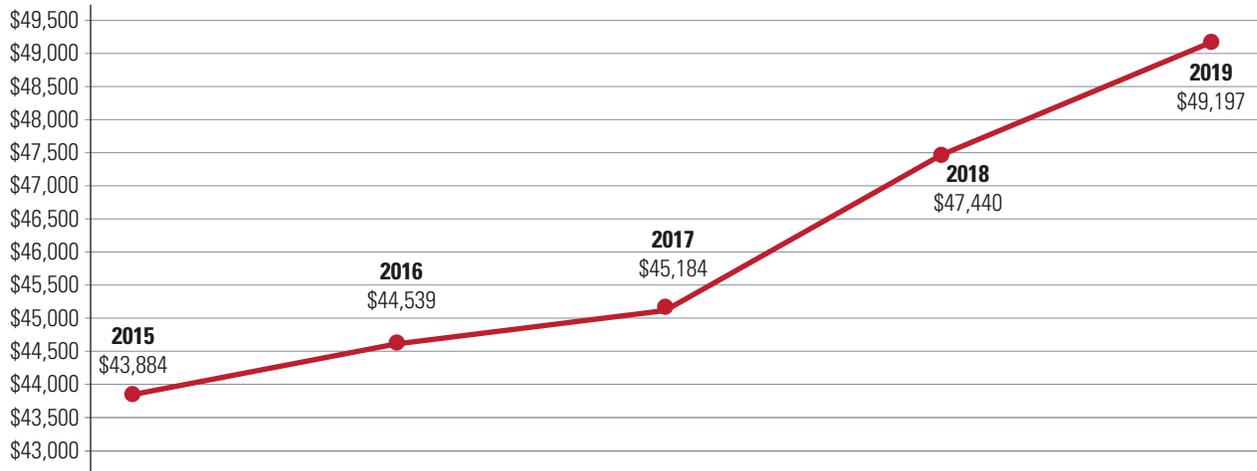
The data in this chart excludes part-time, temporary, unclassified, exempt (except Mental Health exempt), and hourly Form 8 employees.



### Separations by Type

- Death
- Dismissal
- Resignation
- Retirement
- 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 <sup>2</sup>	Unlimited
Alabama <sup>1</sup>	29.25	Mississippi <sup>3</sup>	Unlimited
Mississippi	27	Alabama	60
Virginia	27	Kentucky <sup>4</sup>	60
North Carolina	26	Oklahoma	60
Oklahoma	25	Virginia <sup>5</sup>	54
Kentucky	24	Florida <sup>4</sup>	45
Louisiana	24	Georgia	45
Tennessee	24	South Carolina	45
West Virginia	24	Missouri	42
Arkansas	22.5	Tennessee <sup>4</sup>	42
Georgia	21	West Virginia <sup>6</sup>	40
Missouri	21	Arkansas	30
Florida	19.5	North Carolina <sup>4</sup>	30

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

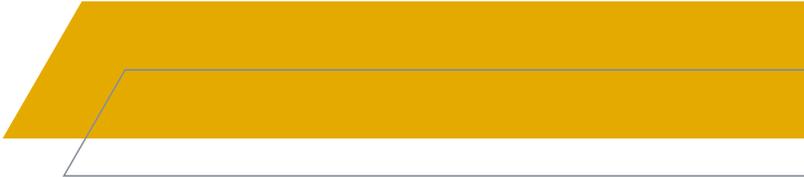
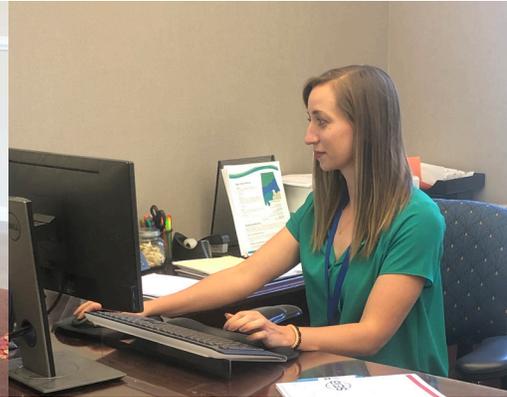
<sup>2</sup>Though accumulation is unlimited, upon separation employees are paid only for a maximum of 37.5 days.

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

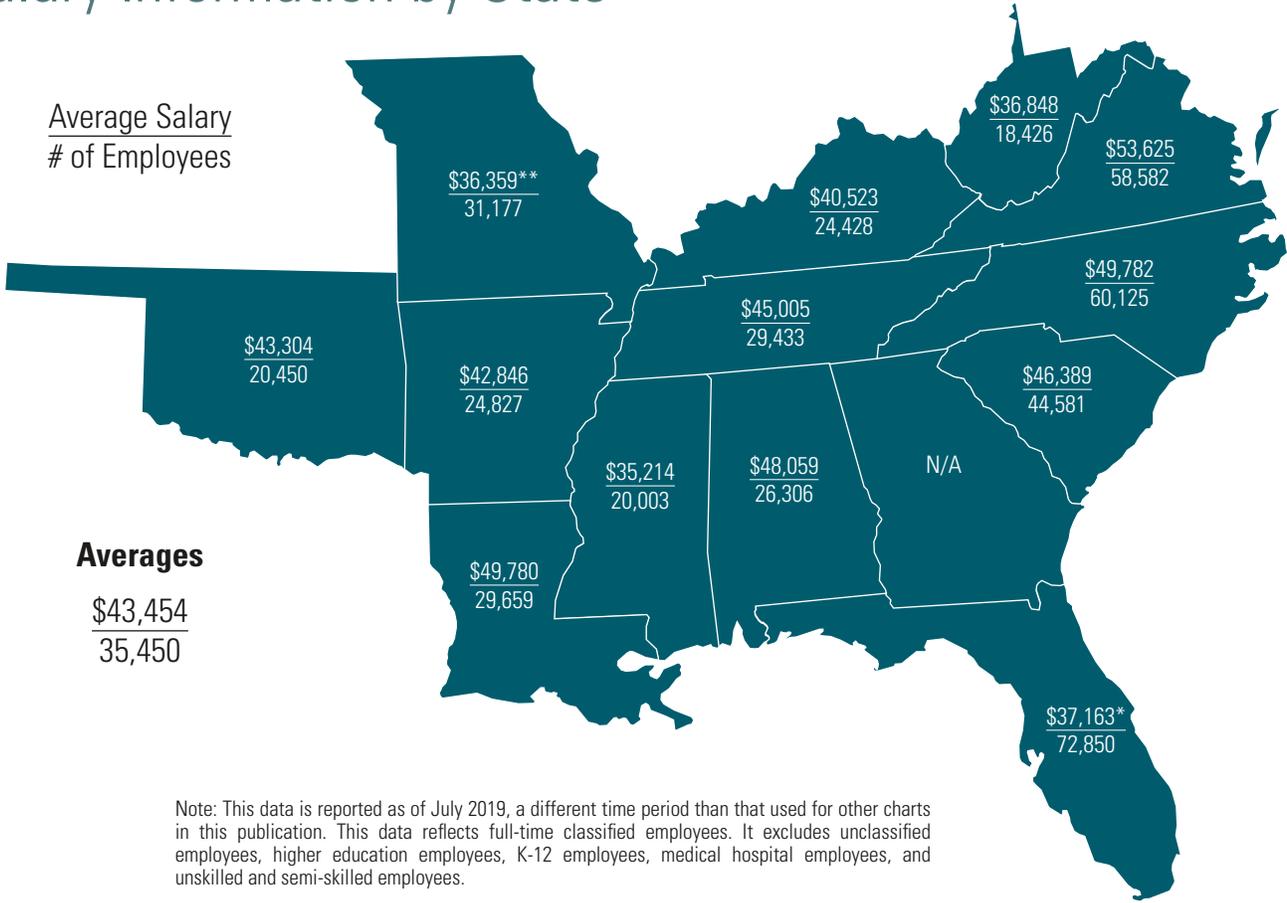
<sup>4</sup>Annual days in excess of the maximum days permitted to accumulate are converted to sick leave.

<sup>5</sup>Payment upon separation is for a maximum of 42 days.

<sup>6</sup>Excess days may be used to purchase health insurance if separation is for retirement.



# Salary Information by State



Note: This data is reported as of July 2019, 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.

\* The numbers are as of July 2018.

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

# Sick Leave Ranking by State

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

<sup>1</sup> 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.

<sup>2</sup> All employees hired before January 1, 1999, receive 15 days.

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

<sup>4</sup> Unused sick leave has no cash value but may be credited towards retirement.

<sup>5</sup> Partial payment of excess sick leave is based on actuarial computation.

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

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

<sup>8</sup> 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
Virginia <sup>1</sup>	17	West Virginia	12
Alabama	13	Kentucky <sup>3</sup>	11.5
South Carolina	13	Louisiana <sup>4</sup>	11
Arkansas	12	Oklahoma	11
Georgia <sup>2</sup>	12	Tennessee	11
Missouri	12	Florida	10
North Carolina	12	Mississippi	10

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

<sup>2</sup> Additionally, sick leave in excess of 15 days, up to 3 days, may be converted to personal leave days.

<sup>3</sup> Additionally, a holiday is granted for Presidential election days.

<sup>4</sup> Employees receive Inauguration Day every 4 years and General Election day every 2 years.



PHOTO CREDITS:

- Department of Rehabilitation Services
- Alabama Law Enforcement Agency
- Alabama Community College System
- Department of Labor
- Department of Conservation and Natural Resources
- Alabama Department of Mental Health
- Department of Finance
- State Employees' Insurance Board
- Alabama Department of Insurance



State of Alabama  
**Personnel Department**

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