

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, 2020, through September 30, 2021.

While the COVID-19 public health emergency impacted our state and nation last year, state employees met the challenge by continuing to render essential services and support to fellow Alabamians to keep the State of Alabama running efficiently and effectively. 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.

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 Bunning

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 Kay Ivey.

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.

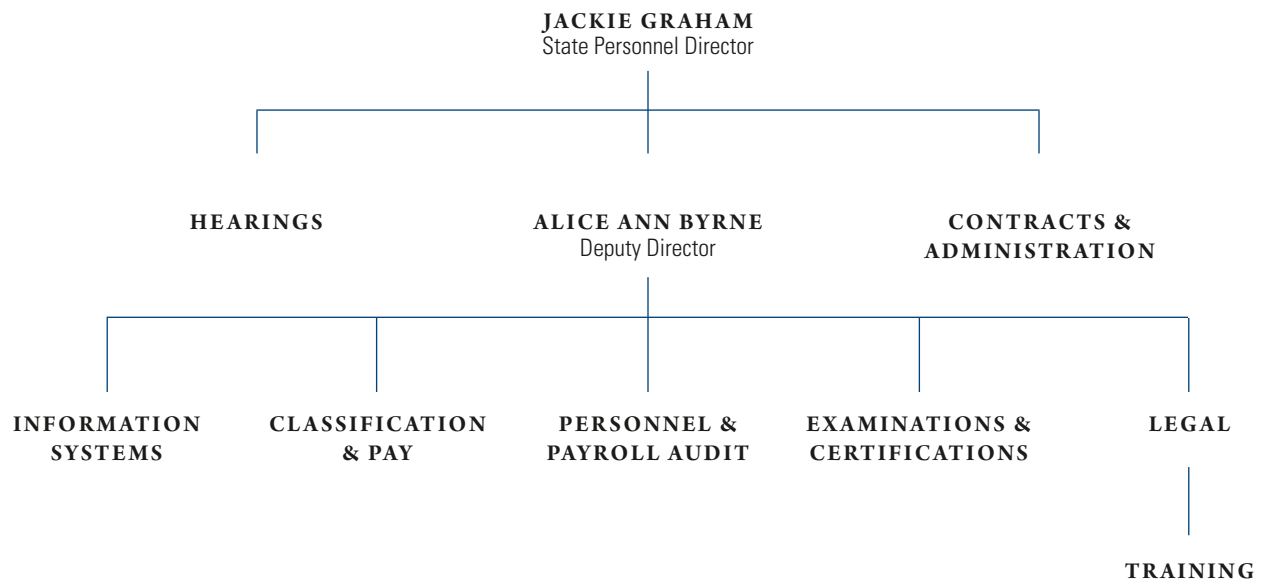
Rachel Bunning Congressional District 3

Ms. Bunning, of Pike Road, serves as the Vice President of External Affairs for the Women's Foundation of Alabama. She was appointed to the Board by Lieutenant Governor Will Ainsworth.





State Personnel Department Organizational Chart



THE STATE MERIT SYSTEM ACT OF 1939 CREATED THE STATE PERSONNEL DEPARTMENT. THE ACT DESIGNATES A STATE DIRECTOR OF PERSONNEL 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 that 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.

2021

Year in Review Division Reports

ADMINISTRATION

Prepared and recommended 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 coordinated monthly meetings.

CLASSIFICATION AND PAY

Administered and maintained the classification and pay plan for the State service.

- Conducted 2,103 position reviews.
- Abolished 11 job classifications and created 11 new job classifications, bringing the number of job classifications in the State Classification Plan to 1,433.
- Conducted salary reviews of agency-specific classifications series. These agencies included the Department of Public Health, Retirement Systems of Alabama, and the Department of Revenue.
- Conducted salary reviews of agency-wide classification series such as Geographic Information Specialist and Installation Management Specialist series.

PERSONNEL AND PAYROLL AUDIT

Assured 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 digital image and hard copy formats.

TRAINING

Identified, created, and offered to State employees training programs in the area of human resource management.

- Continued to offer virtual training programs as well as in-person training.
- Provided training to 4,301 employees through 106 training programs.
- 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, Dealing With Difficult People, and Performance Appraisal and Progressive Discipline Overview.
- Worked with numerous State agencies to provide individualized and specific training to meet the respective needs of those agencies.

LEGAL

Assisted and coordinated the legal activities of the Department and the Board.

- Managed and participated in lawsuits in State and Federal Courts.
- Managed various contracts.
- Provided training and assistance to agencies and employees concerning Employment Law, 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.
- Provided guidance to agencies and employees pertaining to the Families First Coronavirus Relief Act.

ADMINISTRATIVE HEARINGS

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

- Resolved 26 appeals.
- Received 26 new appeals.
- Issued recommendations on appeals within an average of 1.68 months where no continuance was requested by the parties.
- Conducted 81 hearings for various State agencies and regulatory boards.

EXAMINATIONS AND RECRUITMENT AND CERTIFICATIONS

Developed and administered tests and created employment registers to identify the best qualified, available applicants to fill job vacancies. Maintained employment registers and certified qualified persons to facilitate the filling of job vacancies.

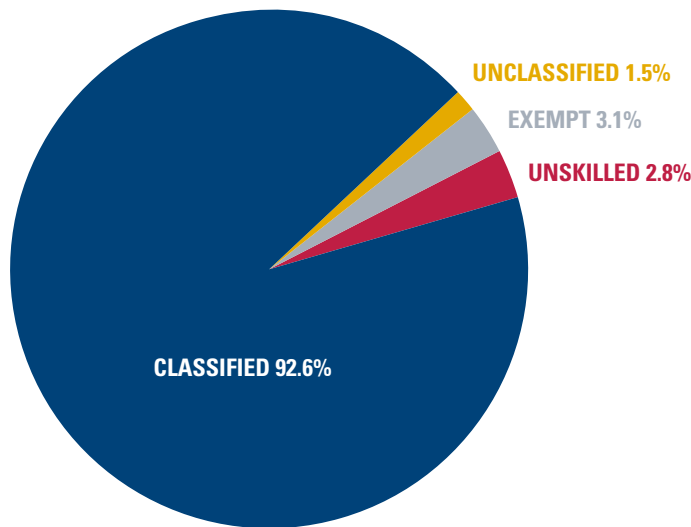
- Produced and distributed 170 State job vacancy announcements.
- Reviewed 71,340 applications from individuals interested in State employment.
- Placed 26,700 eligible candidates on lists available to appointing authorities.
- Created and validated 5 new written examinations and administered 15 assessment centers.
- Administered assembled examinations to 6,472 applicants and administered weekday examinations to 1,264 applicants.

- Continued the implementation of temporary procedures for applicants to submit reservations for all written examinations. Examinations were administered as part of the Friday Testing Program at the State Personnel Testing Facility in Montgomery in order to increase testing capacity as a result of closed statewide facilities during the pandemic.
- 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, 9 recruitment visits were made to colleges and universities in Alabama.
- Maintained 14 written examination centers throughout the State.
- Issued certifications containing the names of 154,109 applicants to operating agencies for employment consideration.
- Processed 6,209 appointments to fill positions within the Merit System.
- Issued registers to agencies on average within 8.5 hours of receipt of the Request for Candidates form.
- Processed appointments on average within 9.9 hours of the return of the Certification of Eligibles form.

INFORMATION SYSTEMS

Created, researched, and implemented technological advances to further the needs of the Department.

- Supported and maintained the Department's Online Employment System (OES), which saw an increase in users of 12,726 during 2021 to a total user base of 265,779. Responded to 2,331 web user support requests during the year.
- Responded to 2,605 internal user Support Requests during 2021 for a grand total, including web users, of 4,936 requests.
- Completed the refresh of all workstations within State Personnel using a combination of Desktop and Laptop computers.
- Automated our nightly batch processing with the CA-7 job scheduler. CA-7 completely removed the human intervention formerly used to schedule the daily batch job cycle. The jobs are now initiated based on date and time, job dependencies, and available resources.
- In conjunction with State Business Systems, facilitated the implementation of the 2021 COLA increases for all employees.
- Moved SPD's mainframe file backup process to after midnight to reduce the monthly charges from OIT by approximately \$2,000 per month.



Distribution of the Types of State Employment for Merit System Agencies

CLASSIFIED: Classified 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 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 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.

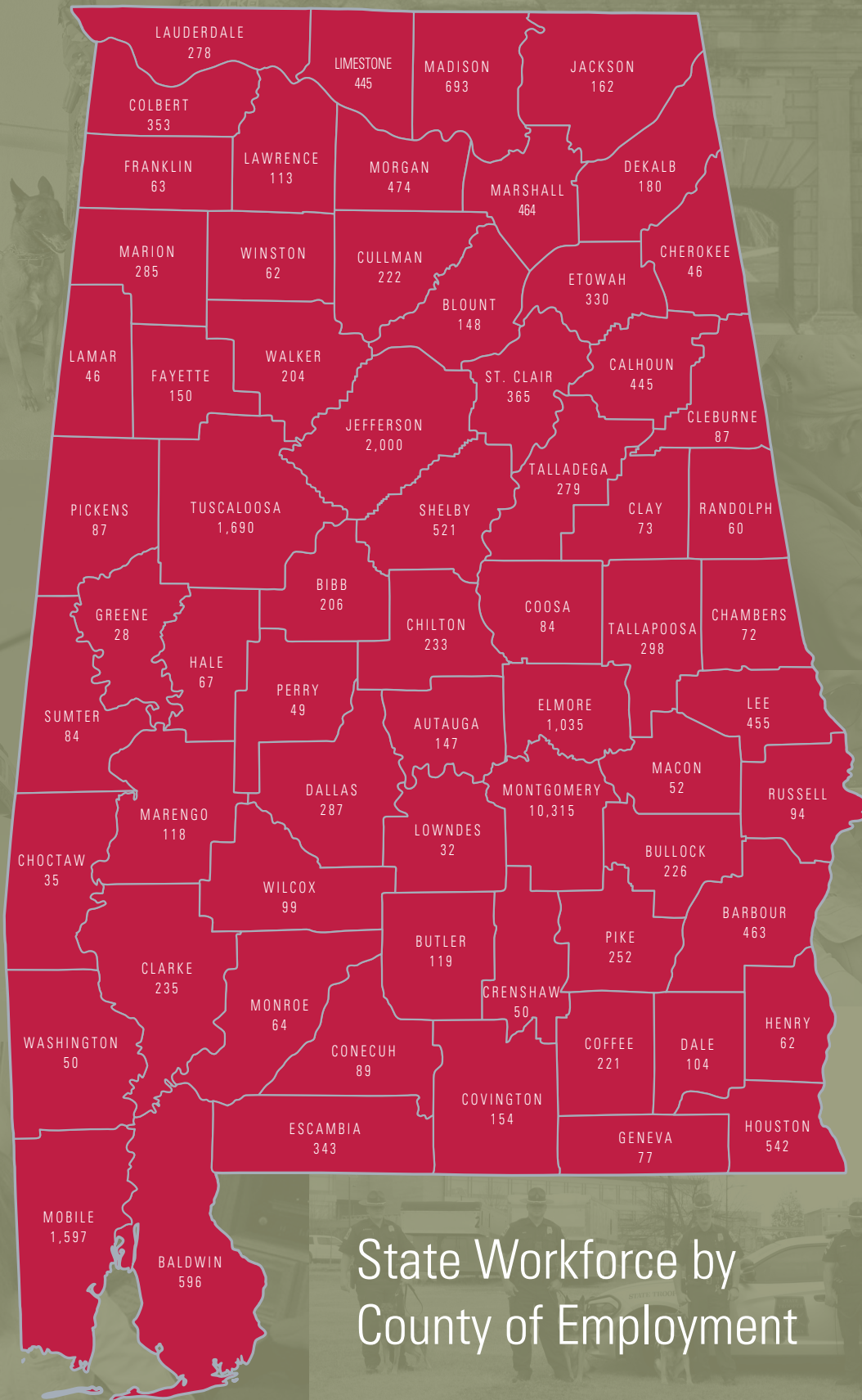
UNSKILLED: These limited assignments are restricted to such classes as Laborer, Resort Worker, and Forestry Worker. Employees in these classes have no status in the classified service, receive only limited entitlements to certain fringe benefits, and have no right of appeal should they be separated from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

*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	1	1	1	0	3
Agricultural Museum Board	0	0	2	0	2
Agriculture & Industries	319	7	4	215	545
Alabama Law Enforcement Agency (ALEA)	1,474	4	16	1	1,495
Alcoholic Beverage Control Board	873	1	3	1	878
Architects Registration Board	2	1	1	0	4
Archives & History	66	2	0	0	68
Assisted Living Administrators Examiners Board	0	0	0	0	0
Attorney General	118	32	3	0	153
Auditor	6	0	2	0	8
Banking	94	2	1	0	97
Child Abuse & Neglect Prevention	17	1	2	0	20
Chiropractic Examiners Board	5	1	0	0	6
Choctawhatchee, Pea & Yellow Rivers Watershed	1	1	1	0	3
Commerce	63	7	3	0	73
Conservation & Natural Resources	619	1	2	501	1,123
Corrections	3,447	13	21	0	3,481
Cosmetology & Barbering Board	24	1	2	1	28
Council on the Arts	15	2	0	0	17
Counseling Examiners Board	2	1	0	0	3
Credit Union Administration	8	1	2	0	11
Crime Victims Compensation Commission	21	2	0	0	23
Dietetics/Nutrition Practice Examiners Board	0	2	0	0	2
Early Childhood Education	210	1	3	0	214
Economic & Community Affairs	142	1	2	0	145
Education	787	2	17	1	807
Educational Television Commission	35	0	3	0	38
Electrical Contractors Board	1	0	0	0	1
Emergency Management Agency	87	1	2	2	92
Environmental Management	579	1	0	0	580
Ethics Commission	12	1	3	0	16
Examiners of Public Accounts	176	2	2	0	180
Finance	344	4	4	26	378
Forensic Sciences	209	2	0	0	211
Foresters Registration Board	0	1	0	0	1
Forestry Commission	227	2	1	5	235
Funeral Services Board	0	0	4	0	4
General Contractors Licensing Board	14	1	0	0	15
Geological Survey	49	0	2	0	51
Governor	0	56	1	0	57
Governor's Mansion Authority	0	6	0	0	6
Health Planning & Development	9	1	1	0	11
Hearing Instrument Dealers Board	1	0	0	0	1
Heating, A/C & Refrigeration Contractors Board	8	2	1	0	11
Historical Commission	48	3	1	12	64
Home Builders Licensure Board	17	2	1	0	20
Human Resources	3,845	2	3	0	3,850
Indian Affairs Commission	3	0	0	0	3
Insurance	150	1	4	0	155
Judicial Inquiry Commission	3	2	2	0	7
Labor	720	1	1	5	727

DEPARTMENT	Classified	Unclassified	Exempt	Unskilled	Total
Liquefied Petroleum Gas Board	8	2	0	0	10
Manufactured Housing Commission	22	2	1	0	25
Massage Therapy Board	1	0	0	0	1
Medicaid Agency	587	1	2	3	593
Mental Health	463	0	665	2	1,130
Military	260	0	3	20	283
Nursing Board	56	2	2	0	60
Nursing Home Administrators Exam Board	0	1	0	0	1
Occupational Therapy Board	0	1	1	0	2
Office of Information Technology	110	2	4	0	116
Oil & Gas Board	25	0	3	0	28
Onsite Wastewater Board	3	1	0	0	4
Pardons & Paroles	799	2	6	0	807
Peace Officers Annuity & Benefit Fund	1	1	1	0	3
Peace Officers Standards & Training Commission	3	0	2	0	5
Personnel	95	2	2	0	99
Physical Fitness Commission	1	1	1	0	3
Physical Therapy Board	0	2	0	0	2
Plumbers & Gas Fitters Exam Board	12	3	1	0	16
Polygraph Examiners	2	0	0	0	2
Professional Bail Bonding Board	1	0	0	0	1
Professional Engineers Registration Board	6	1	1	0	8
Psychology Examiners Board	0	1	1	0	2
Public Education Employees' Health Insurance Board	10	23	0	0	33
Public Health	2,583	4	3	3	2,593
Public Library Service	36	1	0	0	37
Public Service Commission	54	6	3	0	63
Real Estate Appraisers Board	8	1	0	0	9
Real Estate Commission	32	4	1	0	37
Rehabilitation Services	792	2	1	0	795
Retirement Systems	154	148	2	4	308
Revenue	1,135	3	3	6	1,147
Secretary of State	34	2	3	0	39
Securities Commission	56	2	2	0	60
Senior Services	41	3	3	1	48
Social Work Examiners Board	2	1	1	0	4
Soil & Water Conservation Commission	5	1	0	0	6
Speech Pathology & Audiology Exam Board	1	1	0	0	2
State Employees' Insurance Board	39	13	2	0	54
State Port Authority/Docks	151	2	0	0	153
Surface Mining Commission	21	2	1	0	24
Tax Tribunal	0	3	1	0	4
Tourism	64	1	2	4	71
Transportation	4,289	5	3	11	4,308
Treasurer	27	3	2	0	32
Veterinary Medical Examiners Board	3	2	0	0	5
Veterans Affairs	31	2	1	0	34
Women's Commission	0	1	0	0	1
Youth Services	319	1	57	5	382
Totals	27,193	440	911	829	29,373

Distribution of Employees by Department — A Five Year Comparison

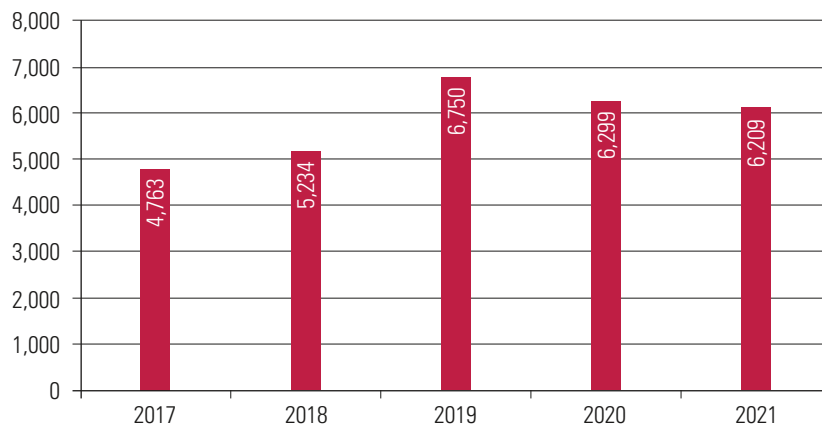
DEPARTMENT	2017	2018	2019	2020	2021
Ag & Conservation Development Commission	2	3	2	3	3
Agriculture Museum Board	3	4	2	2	2
Agriculture & Industries	582	535	529	548	545
Alabama Law Enforcement Agency (ALEA)	1,265	1,307	1,337	1,536	1,495
Alcoholic Beverage Control Board	840	864	874	889	878
Architects Registration Board	4	4	3	4	4
Archives & History	57	62	74	69	68
Assisted Living Administrators Examiners Board	1	1	1	0	0
Attorney General	155	152	151	158	153
Auditor	9	9	9	8	8
Banking	109	105	102	100	97
Child Abuse & Neglect Prevention	16	17	14	16	20
Chiropractic Examiners Board	6	5	5	6	6
Choctawhatchee, Pea & Yellow Rivers Watershed	2	2	2	3	3
Commerce	65	65	68	72	73
Conservation & Natural Resources	1,262	1,202	1,232	1,231	1,123
Corrections	3,421	3,383	3,620	3,757	3,481
Cosmetology & Barbering Board	26	25	27	27	28
Council on the Arts	17	16	17	17	17
Counseling Examiners Board	3	4	4	3	3
Credit Union Administration	12	12	11	11	11
Crime Victims Compensation Commission	32	31	28	25	23
Dietetics/Nutrition Practice Examiners Board	1	1	1	2	2
Early Childhood Education	132	153	176	195	214
Economic & Community Affairs	161	156	151	146	145
Education	800	777	853	821	807
Educational Television Commission	33	29	37	37	38
Electrical Contractors Board	0	0	1	1	1
Emergency Management Agency	85	91	91	90	92
Environmental Management	580	583	570	576	580
Ethics Commission	15	16	14	14	16
Examiners of Public Accounts	148	147	162	173	180
Finance	481	381	382	384	378
Forensic Sciences	217	212	210	217	211
Foresters Registration Board	2	1	1	1	1
Forestry Commission	222	227	224	232	235
Funeral Services Board	4	4	5	5	4
General Contractors Licensing Board	16	15	15	14	15
Geological Survey	55	53	52	44	51
Governor	52	53	57	58	57
Governor's Mansion Authority	4	4	6	6	6
Health Planning & Development	11	12	11	10	11
Hearing Instrument Dealers Board	0	0	0	0	1
Heating, A/C & Refrigeration Contractors Board	11	12	11	12	11
Historical Commission	63	65	62	63	64
Home Builders Licensure Board	15	16	18	21	20
Human Resources	4,148	4,182	4,149	4,107	3,850
Indian Affairs Commission	3	4	4	4	3
Insurance	151	152	152	160	155
Judicial Inquiry Commission	5	4	5	4	7
Labor	865	844	830	758	727

DEPARTMENT	2017	2018	2019	2020	2021
Liquefied Petroleum Gas Board	10	10	10	10	10
Manufactured Housing Commission	24	24	24	25	25
Massage Therapy Board	0	0	1	1	1
Medicaid Agency	572	595	613	603	593
Mental Health	1,226	1,217	1,268	1,202	1,130
Military	331	324	306	302	283
Nursing Board	52	59	61	61	60
Nursing Home Administrators Exam Board	1	1	1	1	1
Occupational Therapy Board	1	2	2	2	2
Office of Information Technology	13	127	131	122	116
Oil & Gas Board	29	27	26	28	28
Onsite Wastewater Board	7	6	4	4	4
Pardons & Paroles	591	606	675	776	807
Peace Officers Annuity & Benefit Fund	3	3	3	3	3
Peace Officers Standards & Training Commission	6	5	5	5	5
Personnel	90	92	92	97	99
Physical Fitness Commission	4	3	3	3	3
Physical Therapy Board	3	3	3	2	2
Plumbers & Gas Fitters Exam Board	18	18	17	16	16
Polygraph Examiners	1	1	1	2	2
Professional Bail Bonding Board	0	0	0	1	1
Professional Engineers Registration Board	7	7	9	8	8
Psychology Examiners Board	1	1	2	2	2
Public Education Employees' Health Insurance Board	35	39	38	35	33
Public Health	2,836	2,756	2,680	2,556	2,593
Public Library Service	30	34	34	34	37
Public Service Commission	71	66	66	63	63
Real Estate Appraisers Board	7	7	6	6	9
Real Estate Commission	35	33	35	36	37
Rehabilitation Services	785	794	813	806	795
Retirement Systems	304	322	321	319	308
Revenue	1,119	1,126	1,165	1,173	1,147
Secretary of State	40	41	41	42	39
Securities Commission	58	60	61	62	60
Senior Services	42	43	48	47	48
Social Work Examiners Board	3	4	4	4	4
Soil & Water Conservation Commission	6	6	6	6	6
Speech Pathology & Audiology Exam Board	2	2	2	2	2
State Employees' Insurance Board	57	55	53	54	54
State Port Authority/Docks	167	161	168	163	153
Surface Mining Commission	21	21	24	26	24
Tax Tribunal	4	5	4	5	4
Tourism	70	73	73	71	71
Transportation	4,327	4,323	4,393	4,375	4,308
Treasurer	31	32	33	33	32
Veterinary Medical Examiners Board	5	5	5	5	5
Veterans Affairs	39	37	39	34	34
Women's Commission	1	1	1	1	1
Youth Services	434	446	421	419	382
Totals	29,688	29,625	30,153	30,293	29,373

Recruitment & Selection

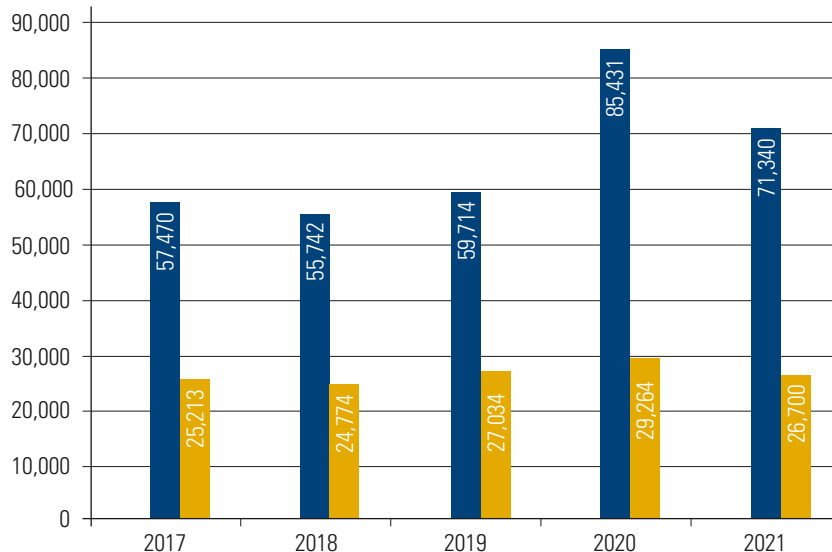
This past fiscal year, nearly 70,000 applications for State jobs were submitted. The names of almost 154,000 applicants were certified to State agencies to be considered for State jobs.

Applicants Appointed

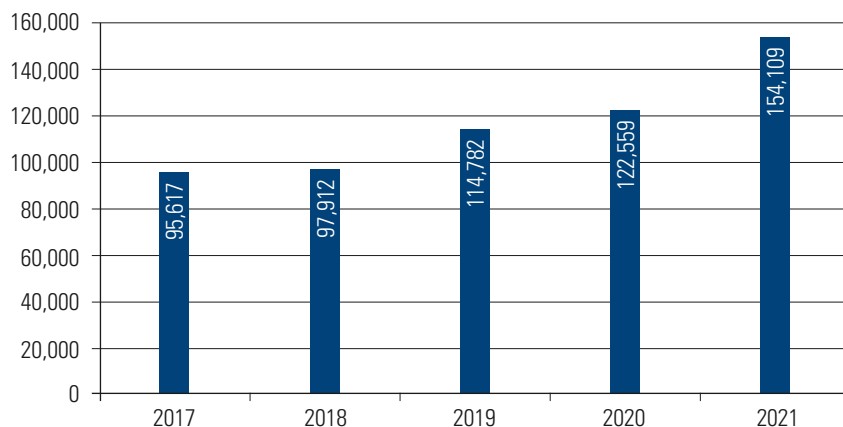


Applicant Information

Applications Processed ■
Applicants Placed on a Register ■

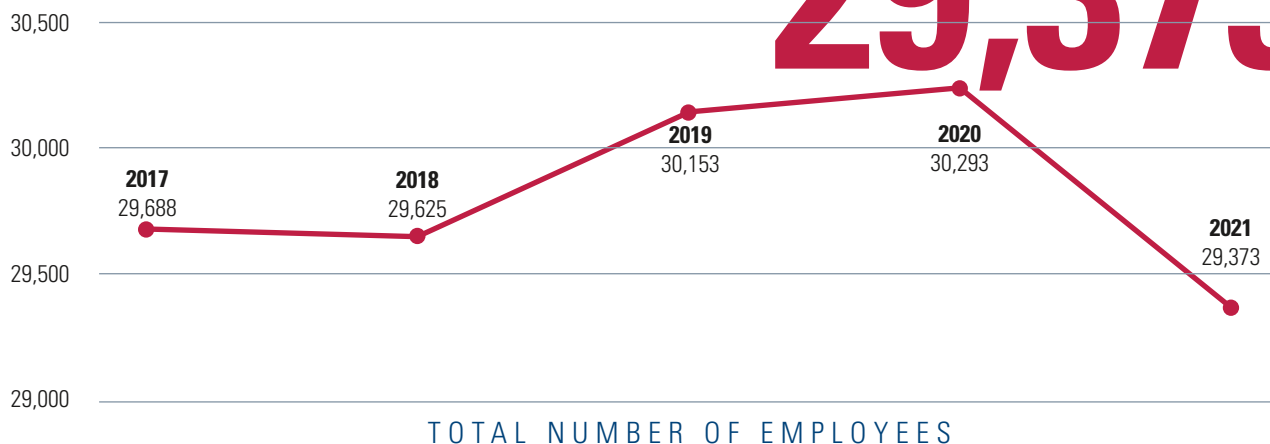


Names Certified to Agencies



Number of Employees FY 2021

29,373



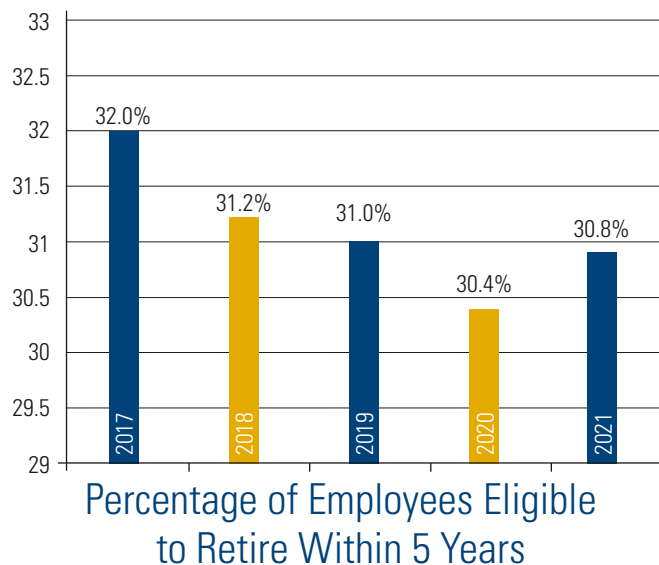
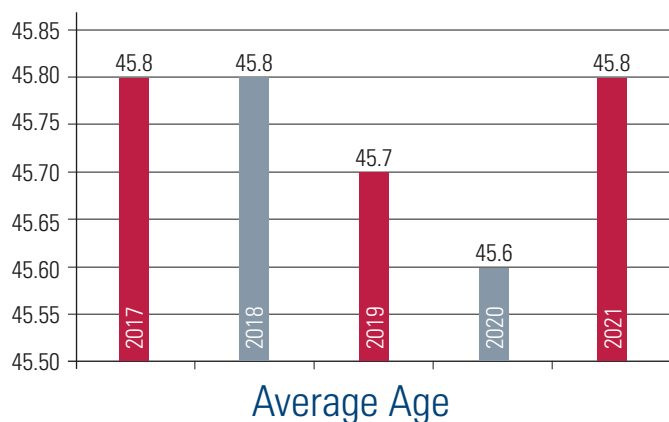
45.8

Average Age of a State Employee in FY 2021

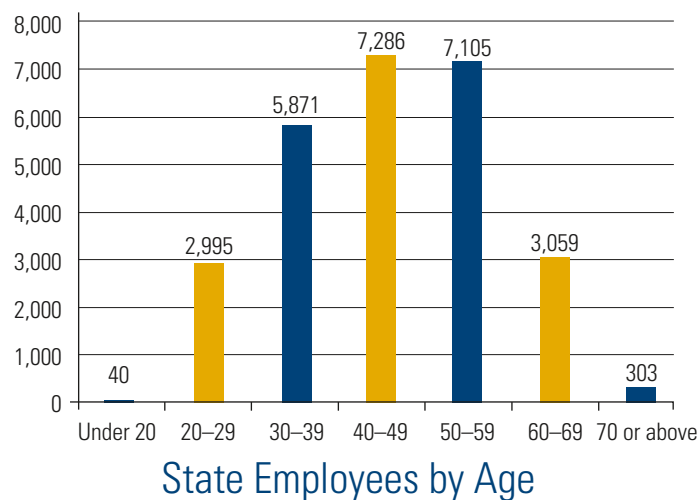
AGING WORKFORCE

State workforce demographics reveal that approximately 30.8 percent of employees are eligible to retire within the next five years. The average age of the State's workforce rose slightly and is currently 45.8 years old. The average years of service for all State employees is 11.83 years.

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

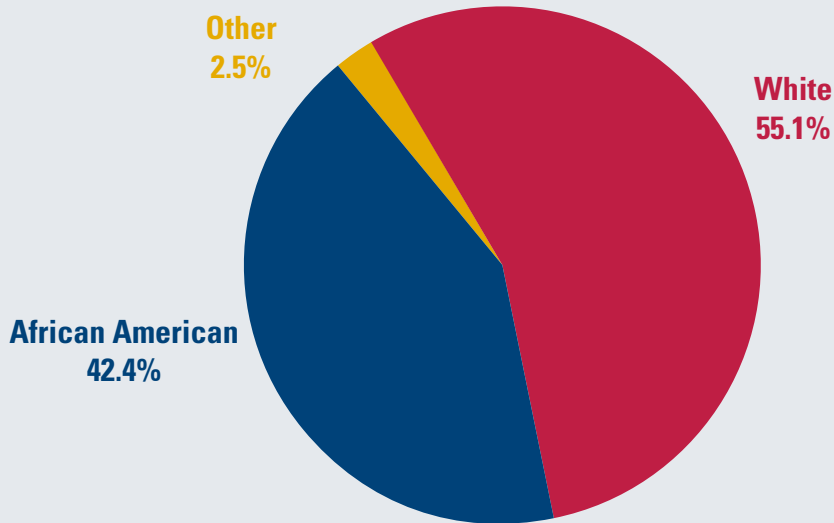


The data in this chart excludes part-time, temporary, unclassified, exempt (except Mental Health exempt), and hourly Form 8 employees.



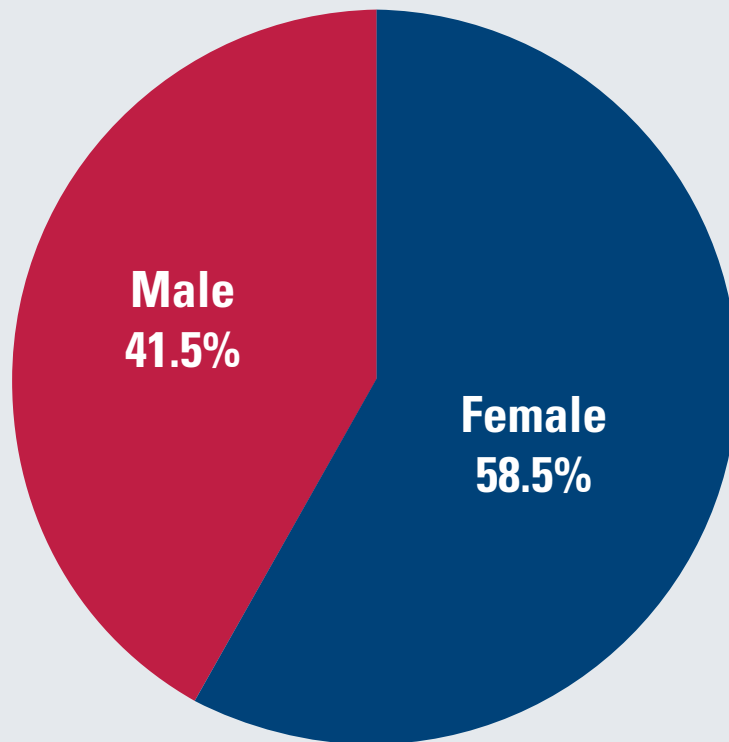
The data in this chart excludes part-time, temporary, unclassified, exempt (except Mental Health exempt), and hourly Form 8 employees.

State Workforce by Race

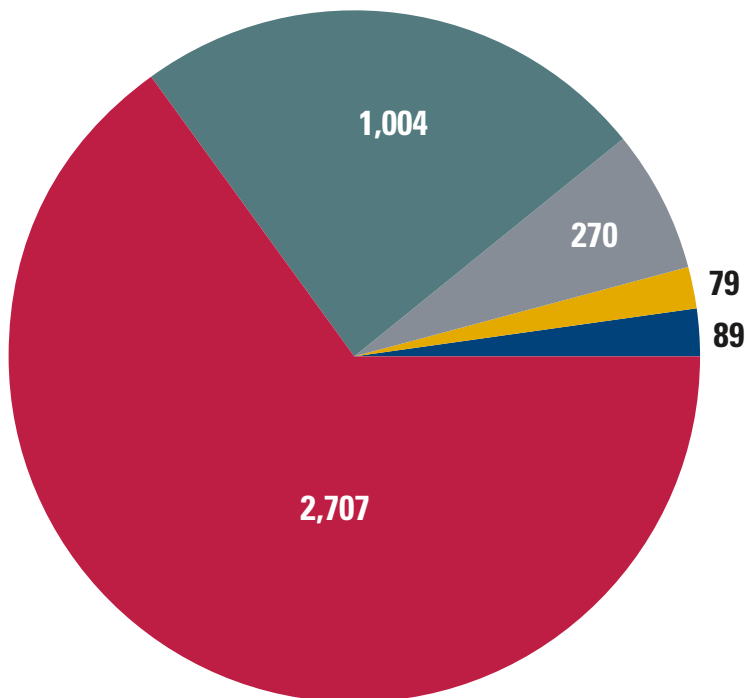
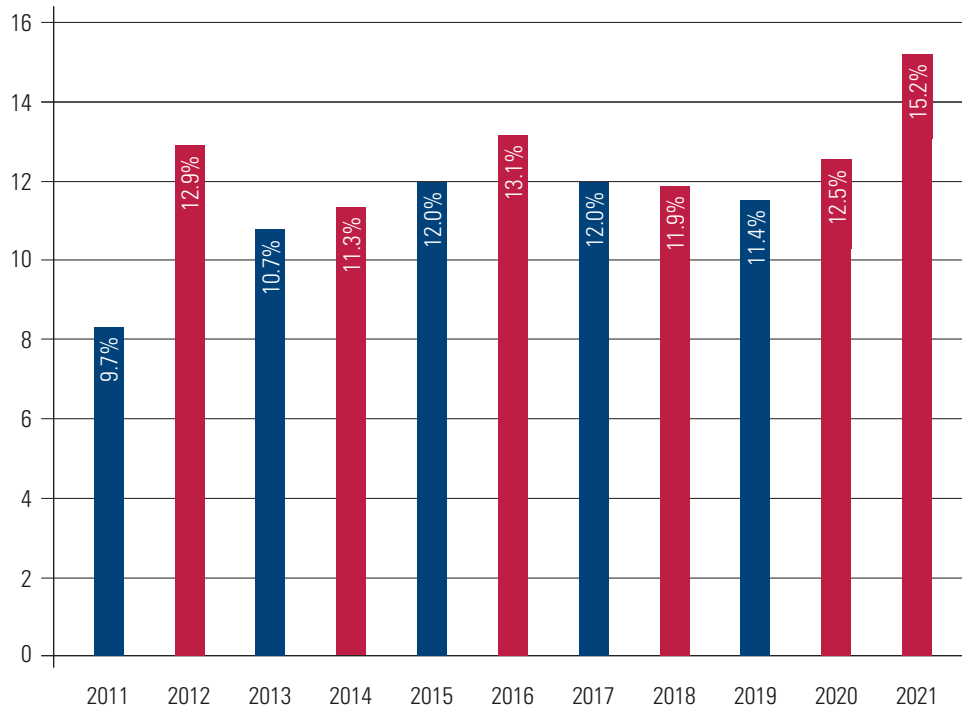


The data in this chart reflects full-time classified employees.

State Workforce by Gender



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



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.

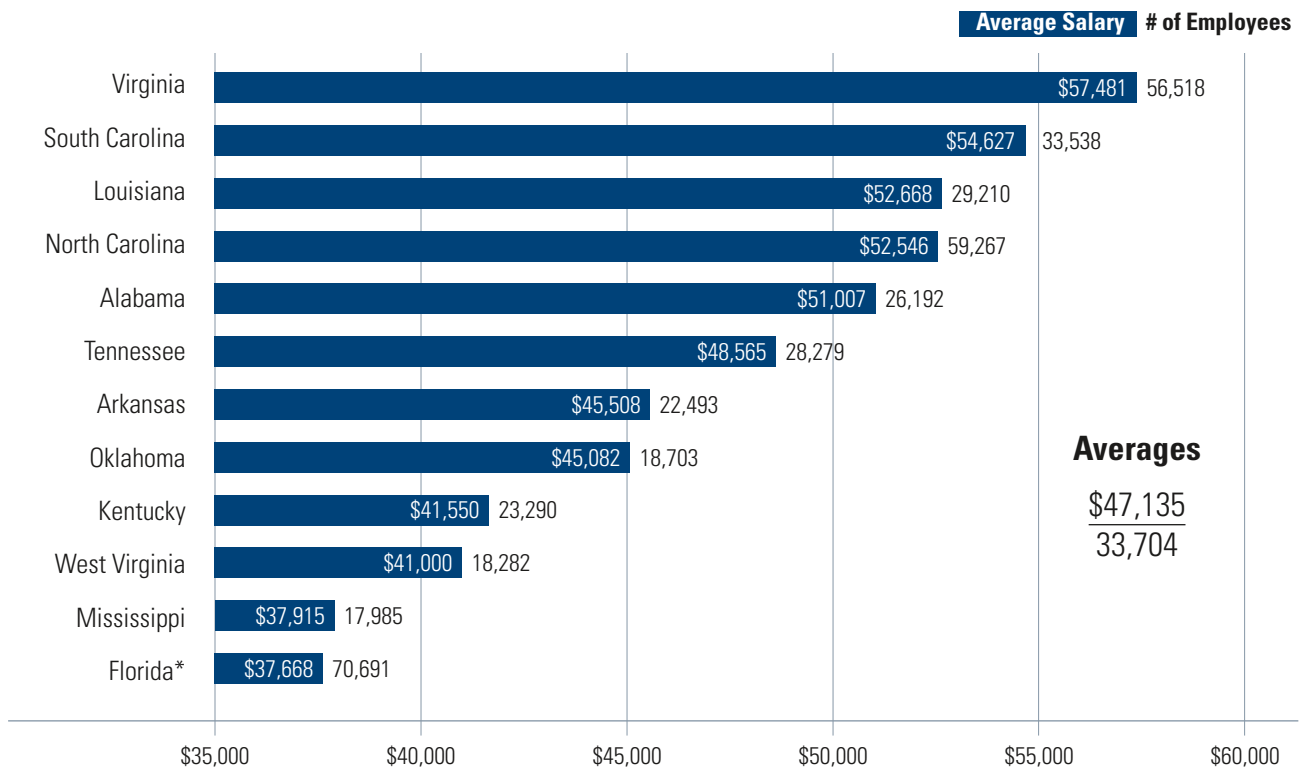
⁴Annual days in excess of the maximum days permitted to accumulate are converted to sick leave.

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



Note: This data is reported as of July 2021, 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.

*These numbers are as of July 2020.

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

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

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

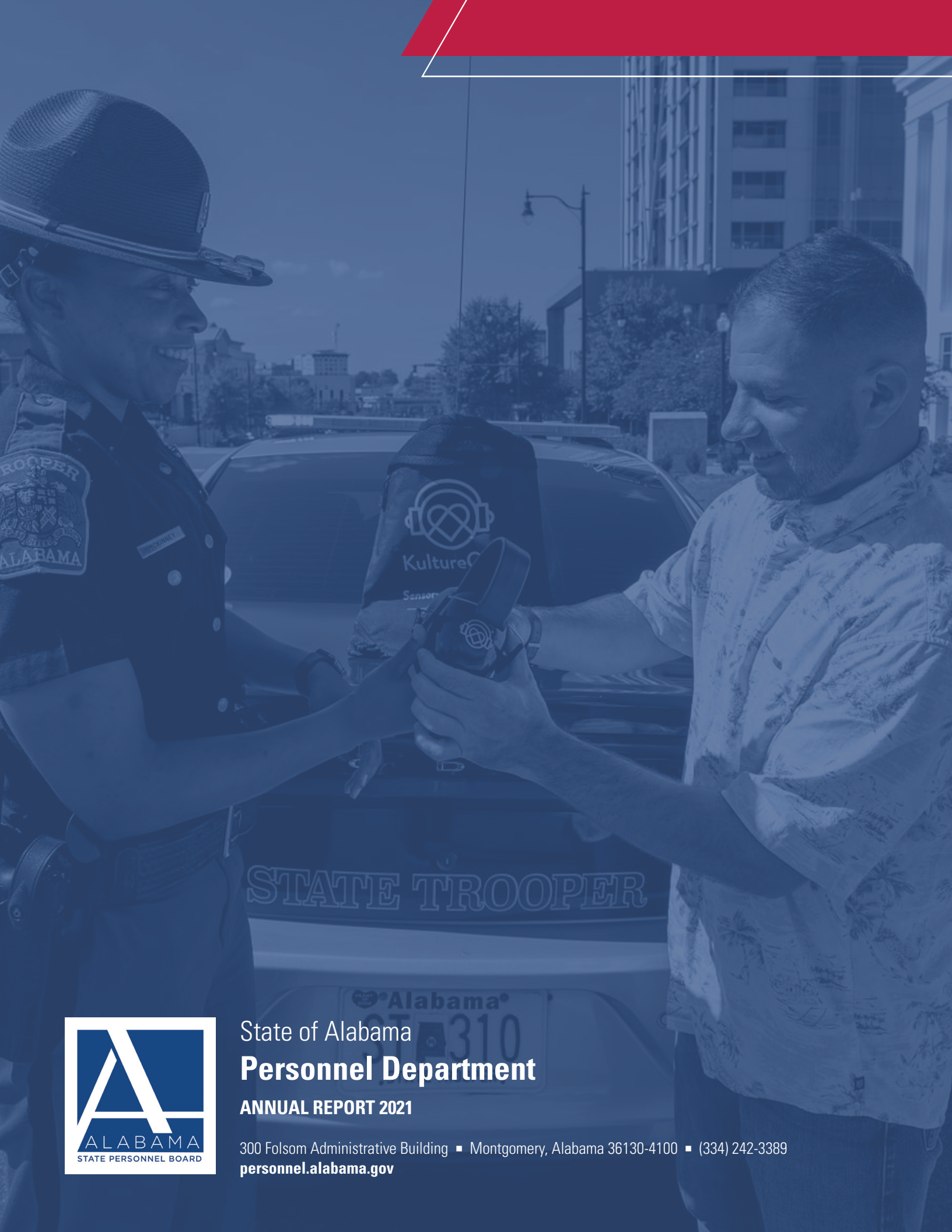
³ Additionally, a holiday is granted for Presidential election days.

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



PHOTO CREDITS:

- Department of Rehabilitation Services
- Department of Labor
- Alabama Tourism Department
- Department of Corrections
- Alabama Law Enforcement Agency
- State Employees' Insurance Board
- Alabama Bureau of Pardons & Paroles
- Department of Agriculture and Industries
- Alabama Department of Mental Health
- Alabama Department of Insurance
- Alabama Emergency Management Agency
- Department of Revenue



State of Alabama
Personnel Department

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