ANNUAL REPORT









ALABAMA
STATE PERSONNEL BOARD







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, 2021, through September 30, 2022.

I would like to thank the Alabama Legislature for approving a much-deserved 2% Cost of Living Adjustment for State employees this year. Their continued support of 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

ALABAMA
STATE PERSONNEL BOARD

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

Laury B. Morgan



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

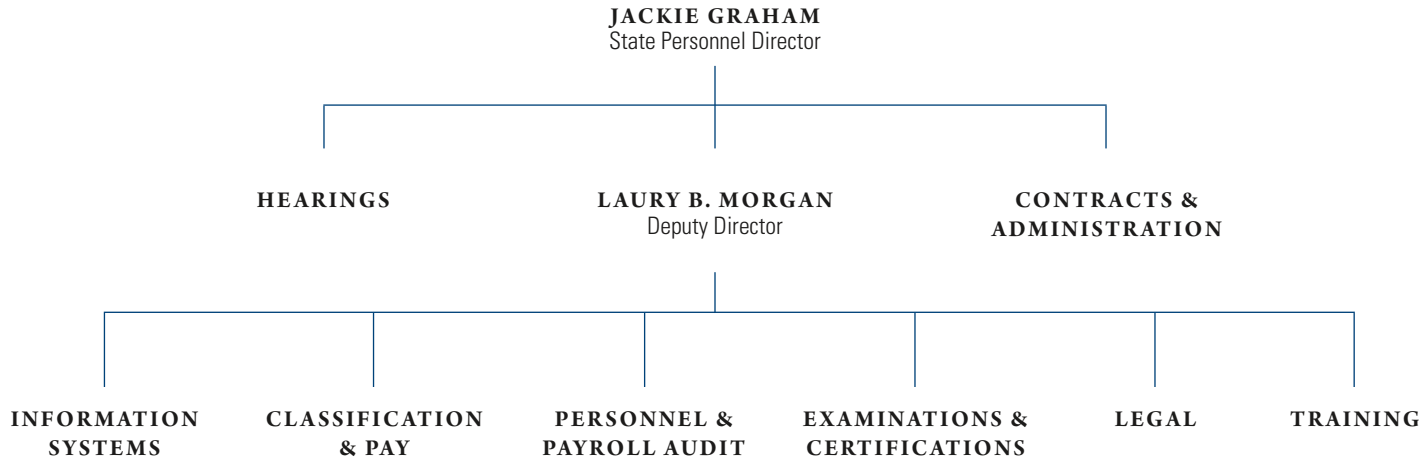
Ms. Bunning, of Pike Road, serves as the Vice President of External Affairs for the Women's Foundation of Alabama. She was appointed to the Board by Lieutenant Governor Will Ainsworth.






Central Head Start & Pre-K
A Division Of TCR Child Care Corporation

State Personnel Department Organizational Chart



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.

2022

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 1,955 position reviews.
- Created 6 new job classifications, bringing the number of job classifications in the State Classification Plan to 1,355.
- Conducted salary reviews of agency-specific classifications series. These agencies included the Department of Corrections, Alcoholic Beverage Control Board, Department of Transportation, Department of Insurance, and the State Port Authority.
- Conducted salary reviews of agency-wide classification series to include the Administrative Support Assistant 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 5,393 employees through 150 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 defended the State 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.
- Amended one State Personnel Board Rule.

ADMINISTRATIVE HEARINGS

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

- Resolved 32 appeals.
- Received 31 new appeals.
- Issued recommendations on appeals within an average of 0.89 months where no continuance was requested by the parties.
- Conducted 82 hearings for various State agencies and regulatory boards.

EXAMINATIONS AND RECRUITMENT AND CERTIFICATIONS

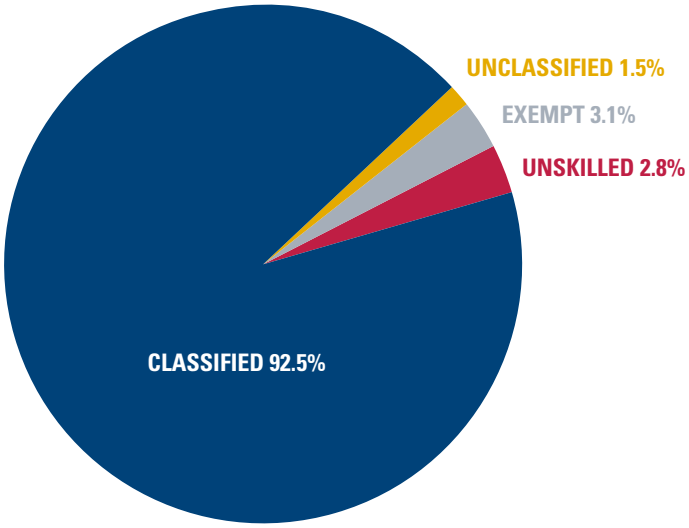
Developed and administered tests and created employment registers to identify the best qualified, available applicants to fill job vacancies. Maintained employment registers and certified qualified persons to facilitate the filling of job vacancies.

- Produced and distributed 195 State job vacancy announcements.
- Reviewed 65,873 applications from individuals interested in State employment.
- Placed 24,483 eligible candidates on lists available to appointing authorities.
- Created and validated 7 new written examinations and administered 18 assessment centers.
- Administered assembled examinations to 6,042 applicants and administered weekday examinations to 939 applicants.
- Continued the implementation of 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.
- 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, 21 recruitment visits were made to colleges and universities in Alabama.
- Maintained 15 written examination centers throughout the State.
- Issued certifications containing the names of 163,000 applicants to operating agencies for employment consideration.
- Processed 6,348 appointments to fill positions within the Merit System.
- Issued registers to agencies on average within 9.2 hours of receipt of the Request for Candidates form.
- Processed appointments on average within 9.8 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 13,826 during 2022 to a total user base of 279,605. Responded to 1,271 web user support requests during the year.
- Responded to 2,281 internal user Support Requests during 2022 for a grand total of 3,552 requests, including web users.
- In conjunction with the State Business Systems, facilitated the implementation of the 2022 COLA increases for all state employees.
- In conjunction with the State Business Systems, facilitated the implementation of a four-step Pay Range expansion for most pay grades.
- Discontinued the physical printing of certifications, providing a significant improvement in production, savings of paper, and printing maintenance.
- Implemented an Immutable Server to protect the Department's backups from a Ransomware attack.
- Replaced the Personnel Board's software package, DirectorPoint, with the new and improved BoardEffect.
- Implemented Cisco AMP on all SPD devices to improve the Department's endpoint protection from viruses and malware. This is also a requirement of Cyber Insurance carriers to increase and reduce the cost of coverage.



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.

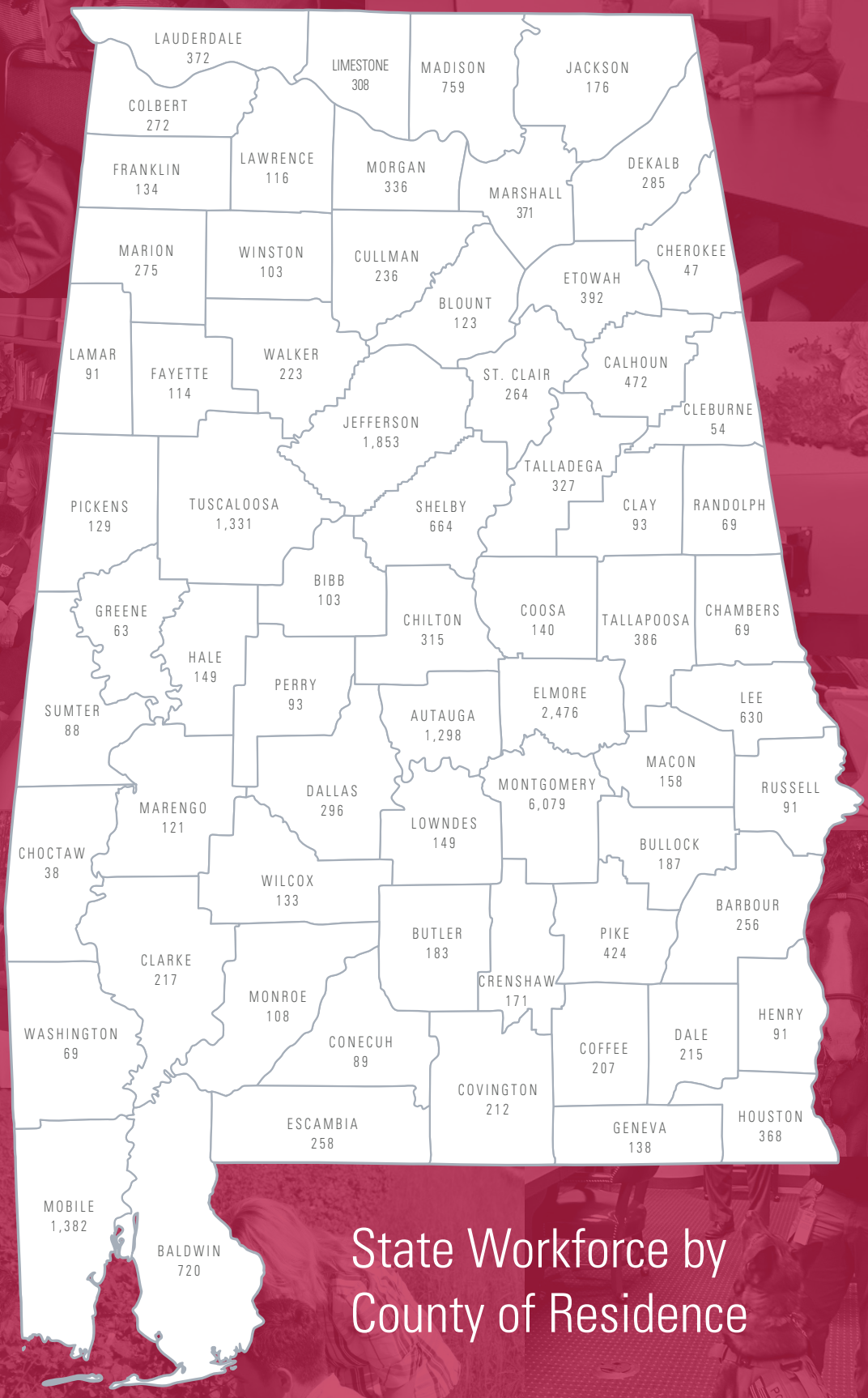
EXEMPT: State law enumerates different groups of employees that are exempt from the rules and regulations of the Merit System. State Personnel maintains records on certain exempt employees, include certain Mental Health employees, officers elected by the people, heads of departments appointed by boards 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.

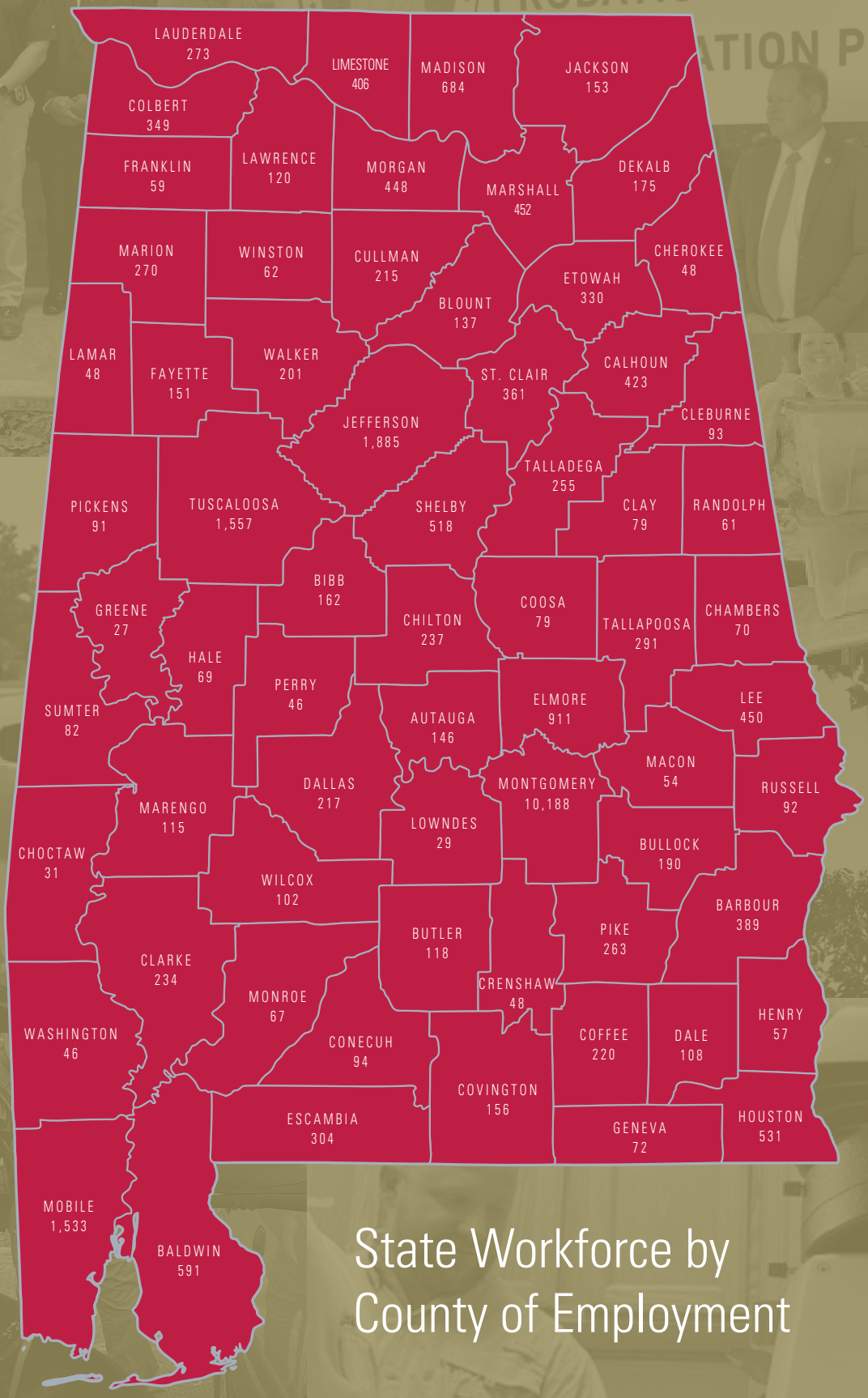
UNSKILLED: These limited assignments are restricted to such classes as Laborer, Resort Worker, and Forestry Worker. Employees in these classes have no status in the classified service, receive only limited entitlements to certain fringe benefits, and have no right of appeal should they be separated from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

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



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	316	6	4	193	519
Alabama Law Enforcement Agency (ALEA)	1,383	3	16	1	1,403
Alcoholic Beverage Control Board	862	2	3	2	869
Architects Registration Board	1	1	2	0	4
Archives & History	68	2	0	0	70
Assisted Living Administrators Examiners Board	0	0	0	0	0
Attorney General	123	33	3	0	159
Auditor	6	0	2	0	8
Banking	90	1	3	0	94
Child Abuse & Neglect Prevention	21	1	3	0	25
Chiropractic Examiners Board	4	2	0	0	6
Choctawhatchee, Pea & Yellow Rivers Watershed	1	1	1	0	3
Commerce	62	9	3	0	74
Conservation & Natural Resources	607	1	1	506	1,115
Corrections	2,942	10	24	0	2,976
Cosmetology & Barbering Board	22	1	1	1	25
Council on the Arts	16	2	0	0	18
Counseling Examiners Board	2	1	1	0	4
Court Reporting Board	0	1	0	0	1
Credit Union Administration	8	1	2	0	11
Crime Victims Compensation Commission	18	1	0	0	19
Dietetics/Nutrition Practice Examiners Board	0	2	1	0	3
Early Childhood Education	224	2	3	0	229
Economic & Community Affairs	141	2	3	0	146
Education	788	2	17	1	808
Educational Television Commission	31	0	3	0	34
Electrical Contractors Board	1	0	0	0	1
Emergency Management Agency	88	1	1	2	92
Environmental Management	575	1	0	0	576
Ethics Commission	11	1	3	0	15
Examiners of Public Accounts	187	3	1	0	191
Finance	342	3	4	26	375
Forensic Sciences	217	2	0	0	219
Foresters Registration Board	0	1	0	0	1
Forestry Commission	227	2	1	2	232
Funeral Services Board	0	0	4	0	4
General Contractors Licensing Board	14	1	0	0	15
Geological Survey	44	0	2	0	46
Governor	0	44	1	0	45
Governor's Mansion Authority	0	7	0	0	7
Health Planning & Development	12	1	0	0	13
Hearing Instrument Dealers Board	1	0	0	0	1
Heating, A/C & Refrigeration Contractors Board	9	2	1	0	12
Historical Commission	54	3	1	10	68
Home Builders Licensure Board	17	2	1	0	20
Human Resources	3,762	2	3	0	3,767
Indian Affairs Commission	3	0	0	0	3
Insurance	151	1	2	0	154
Judicial Inquiry Commission	5	2	0	0	7
Labor	735	2	1	4	742
Liquefied Petroleum Gas Board	7	2	0	0	9

DEPARTMENT	Classified	Unclassified	Exempt	Unskilled	Total
Manufactured Housing Commission	22	2	1	0	25
Massage Therapy Board	1	0	0	0	1
Medicaid Agency	580	1	2	2	585
Medical Cannabis Commission	0	0	5	0	5
Mental Health	399	1	628	1	1,029
Military	252	0	3	16	271
Nursing Board	55	2	2	0	59
Nursing Home Administrators Exam Board	0	1	0	0	1
Occupational Therapy Board	0	1	1	0	2
Office of Information Technology	110	0	7	0	117
Office of Minority Affairs	0	3	1	0	4
Oil & Gas Board	23	0	3	0	26
Onsite Wastewater Board	3	2	0	0	5
Pardons & Paroles	772	2	6	0	780
Peace Officers Annuity & Benefit Fund	1	1	1	0	3
Peace Officers Standards & Training Commission	3	1	1	0	5
Personnel	95	2	2	0	99
Physical Fitness Commission	1	1	1	0	3
Physical Therapy Board	1	1	1	0	3
Plumbers & Gas Fitters Exam Board	14	2	1	0	17
Polygraph Examiners	1	0	0	0	1
Professional Bail Bonding Board	1	0	0	0	1
Professional Engineers Registration Board	6	1	2	0	9
Psychology Examiners Board	0	1	1	0	2
Public Education Employees' Health Insurance Board	11	20	0	0	31
Public Health	2,554	4	3	2	2,563
Public Library Service	35	1	0	0	36
Public Service Commission	54	7	4	0	65
Real Estate Appraisers Board	7	1	0	0	8
Real Estate Commission	31	4	1	0	36
Rehabilitation Services	766	3	1	0	770
Retirement Systems	154	159	2	2	317
Revenue	1,108	3	3	8	1,122
Secretary of State	34	2	3	0	39
Securities Commission	57	2	2	0	61
Security Regulatory Board	1	0	0	0	1
Senior Services	42	3	3	1	49
Social Work Examiners Board	2	1	1	0	4
Soil & Water Conservation Commission	6	1	1	0	8
Speech Pathology & Audiology Exam Board	1	1	0	0	2
State Employees' Insurance Board	38	12	2	0	52
State Port Authority/Docks	159	2	0	0	161
Surface Mining Commission	22	2	0	0	24
Tax Tribunal	1	3	2	0	6
Tourism	63	1	2	1	67
Transportation	4,173	5	3	14	4,195
Treasurer	26	1	3	0	30
Veterinary Medical Examiners Board	3	2	0	0	5
Veterans Affairs	27	0	2	0	29
Women's Commission	0	0	0	0	0
Youth Services	295	0	58	6	359
Totals	**26,209**	**436**	**890**	**801**	**28,336**

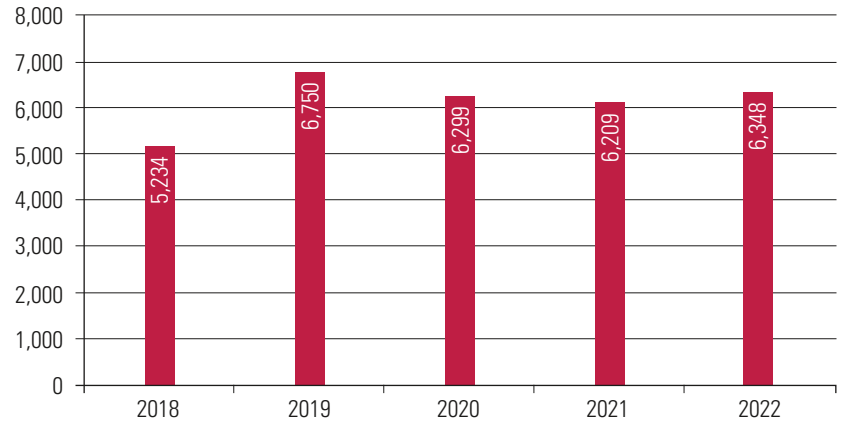
Distribution of Employees by Department — A Five Year Comparison

DEPARTMENT	2018	2019	2020	2021	2022
Ag & Conservation Development Commission	3	2	3	3	3
Agriculture Museum Board	4	2	2	2	2
Agriculture & Industries	535	529	548	545	519
Alabama Law Enforcement Agency (ALEA)	1,307	1,337	1,536	1,495	1,403
Alcoholic Beverage Control Board	864	874	889	878	869
Architects Registration Board	4	3	4	4	4
Archives & History	62	74	69	68	70
Assisted Living Administrators Examiners Board	1	1	0	0	0
Attorney General	152	151	158	153	159
Auditor	9	9	8	8	8
Banking	105	102	100	97	94
Child Abuse & Neglect Prevention	17	14	16	20	25
Chiropractic Examiners Board	5	5	6	6	6
Choctawhatchee, Pea & Yellow Rivers Watershed	2	2	3	3	3
Commerce	65	68	72	73	74
Conservation & Natural Resources	1,202	1,232	1,231	1,123	1,115
Corrections	3,383	3,620	3,757	3,481	2,976
Cosmetology & Barbering Board	25	27	27	28	25
Council on the Arts	16	17	17	17	18
Counseling Examiners Board	4	4	3	3	4
Court Reporting Board	0	0	0	0	1
Credit Union Administration	12	11	11	11	11
Crime Victims Compensation Commission	31	28	25	23	19
Dietetics/Nutrition Practice Examiners Board	1	1	2	2	3
Early Childhood Education	153	176	195	214	229
Economic & Community Affairs	156	151	146	145	146
Education	777	853	821	807	808
Educational Television Commission	29	37	37	38	34
Electrical Contractors Board	0	1	1	1	1
Emergency Management Agency	91	91	90	92	92
Environmental Management	583	570	576	580	576
Ethics Commission	16	14	14	16	15
Examiners of Public Accounts	147	162	173	180	191
Finance	381	382	384	378	375
Forensic Sciences	212	210	217	211	219
Foresters Registration Board	1	1	1	1	1
Forestry Commission	227	224	232	235	232
Funeral Services Board	4	5	5	4	4
General Contractors Licensing Board	15	15	14	15	15
Geological Survey	53	52	44	51	46
Governor	53	57	58	57	45
Governor's Mansion Authority	4	6	6	6	7
Health Planning & Development	12	11	10	11	13
Hearing Instrument Dealers Board	0	0	0	1	1
Heating, A/C & Refrigeration Contractors Board	12	11	12	11	12
Historical Commission	65	62	63	64	68
Home Builders Licensure Board	16	18	21	20	20
Human Resources	4,182	4,149	4,107	3,850	3,767
Indian Affairs Commission	4	4	4	3	3
Insurance	152	152	160	155	154
Judicial Inquiry Commission	4	5	4	7	7
Labor	844	830	758	727	742
Liquefied Petroleum Gas Board	10	10	10	10	9

DEPARTMENT	2018	2019	2020	2021	2022
Manufactured Housing Commission	24	24	25	25	25
Massage Therapy Board	0	1	1	1	1
Medicaid Agency	595	613	603	593	585
Medical Cannabis Commission	0	0	0	0	5
Mental Health	1,217	1,268	1,202	1,130	1,029
Military	324	306	302	283	271
Nursing Board	59	61	61	60	59
Nursing Home Administrators Exam Board	1	1	1	1	1
Occupational Therapy Board	2	2	2	2	2
Office of Information Technology	127	131	122	116	117
Office of Minority Affairs	0	0	0	0	4
Oil & Gas Board	27	26	28	28	26
Onsite Wastewater Board	6	4	4	4	5
Pardons & Paroles	606	675	776	807	780
Peace Officers Annuity & Benefit Fund	3	3	3	3	3
Peace Officers Standards & Training Commission	5	5	5	5	5
Personnel	92	92	97	99	99
Physical Fitness Commission	3	3	3	3	3
Physical Therapy Board	3	3	2	2	3
Plumbers & Gas Fitters Exam Board	18	17	16	16	17
Polygraph Examiners	1	1	2	2	1
Professional Bail Bonding Board	0	0	1	1	1
Professional Engineers Registration Board	7	9	8	8	9
Psychology Examiners Board	1	2	2	2	2
Public Education Employees' Health Insurance Board	39	38	35	33	31
Public Health	2,756	2,680	2,556	2,593	2,563
Public Library Service	34	34	34	37	36
Public Service Commission	66	66	63	63	65
Real Estate Appraisers Board	7	6	6	9	8
Real Estate Commission	33	35	36	37	36
Rehabilitation Services	794	813	806	795	770
Retirement Systems	322	321	319	308	317
Revenue	1,126	1,165	1,173	1,147	1,122
Secretary of State	41	41	42	39	39
Securities Commission	60	61	62	60	61
Security Regulatory Board	0	0	0	0	1
Senior Services	43	48	47	48	49
Social Work Examiners Board	4	4	4	4	4
Soil & Water Conservation Commission	6	6	6	6	8
Speech Pathology & Audiology Exam Board	2	2	2	2	2
State Employees' Insurance Board	55	53	54	54	52
State Port Authority/Docks	161	168	163	153	161
Surface Mining Commission	21	24	26	24	24
Tax Tribunal	5	4	5	4	6
Tourism	73	73	71	71	67
Transportation	4,323	4,393	4,375	4,308	4,195
Treasurer	32	33	33	32	30
Veterinary Medical Examiners Board	5	5	5	5	5
Veterans Affairs	37	39	34	34	29
Women's Commission	1	1	1	1	0
Youth Services	446	421	419	382	359
Totals	**29,625**	**30,153**	**30,293**	**29,373**	**28,336**

Recruitment & Selection

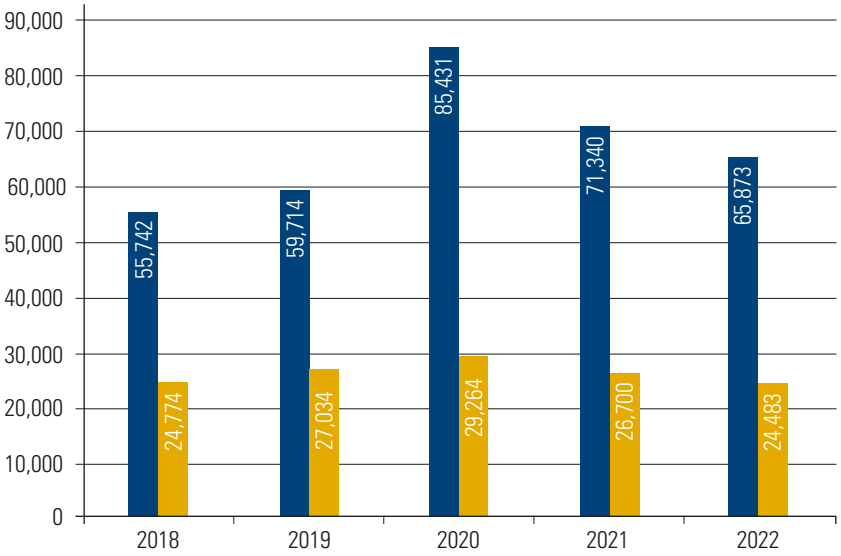
Applicants Appointed



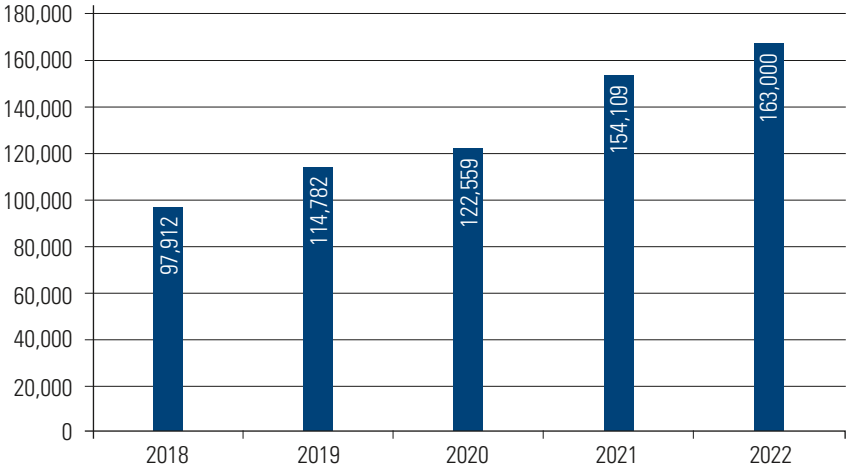
Applicant Information

Applications Processed

Applicants Placed on a Register

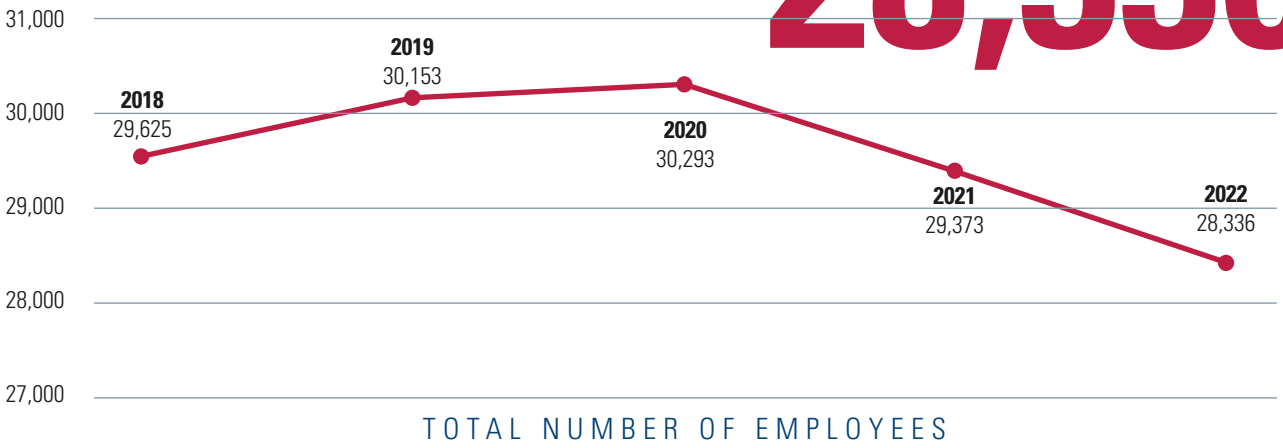


Names Certified to Agencies



Number of Employees FY 2022

28,336



TOTAL NUMBER OF EMPLOYEES

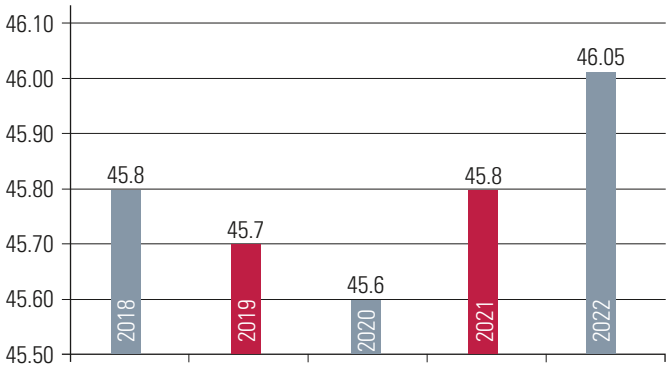
46.05

Average Age of a State Employee in FY 2021

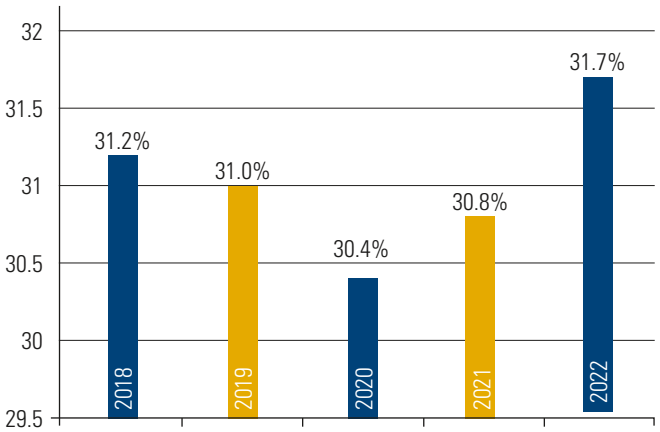
AGING WORKFORCE

State workforce demographics reveal that approximately 31.7 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 46.05 years old. The average years of service for all State employees is 11.88 years.

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

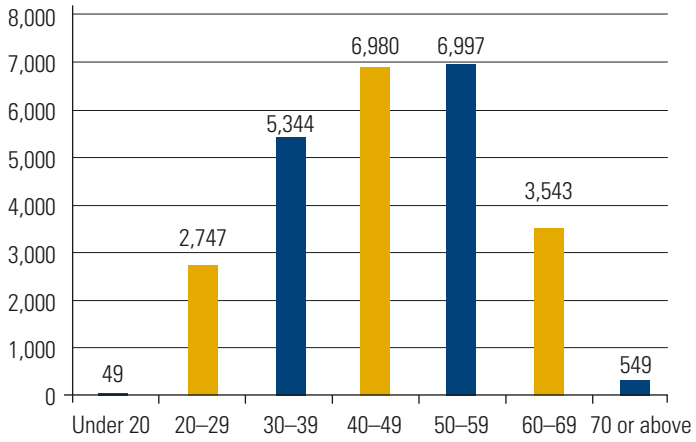


Average Age



Percentage of Employees Eligible to Retire Within 5 Years

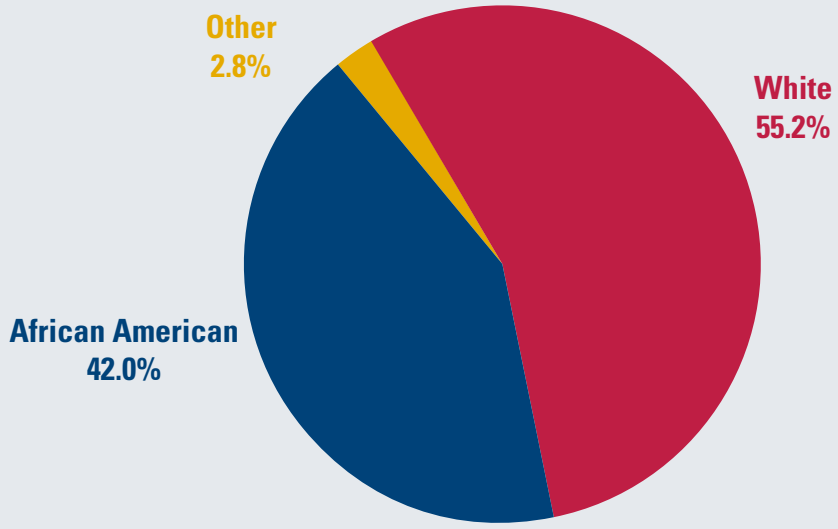
The data in this chart excludes part-time, temporary, unclassified, exempt (except Mental Health exempt), and hourly Form 8 employees.



State Employees by Age

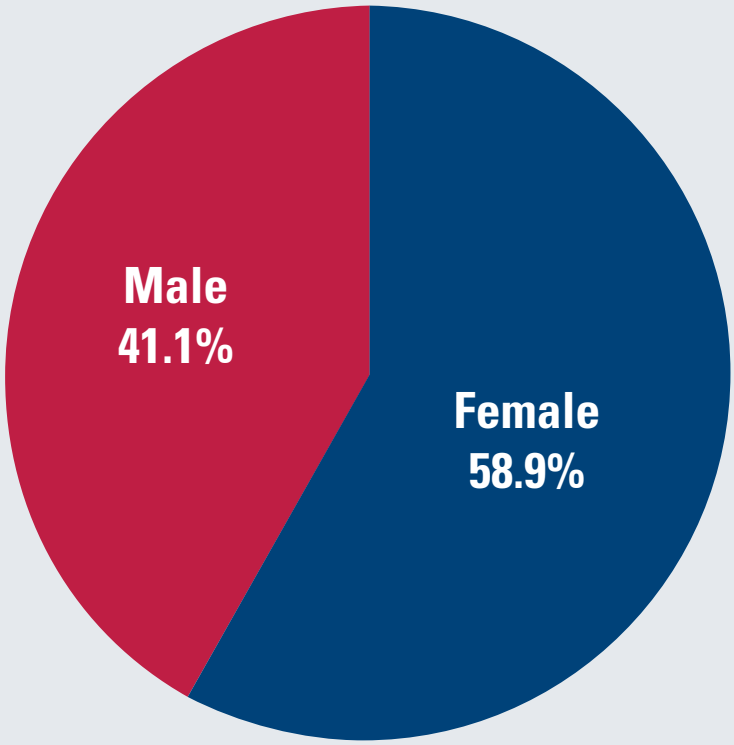
The data in this chart excludes part-time, temporary, unclassified, exempt (except Mental Health exempt), and hourly Form 8 employees.

State Workforce by Race

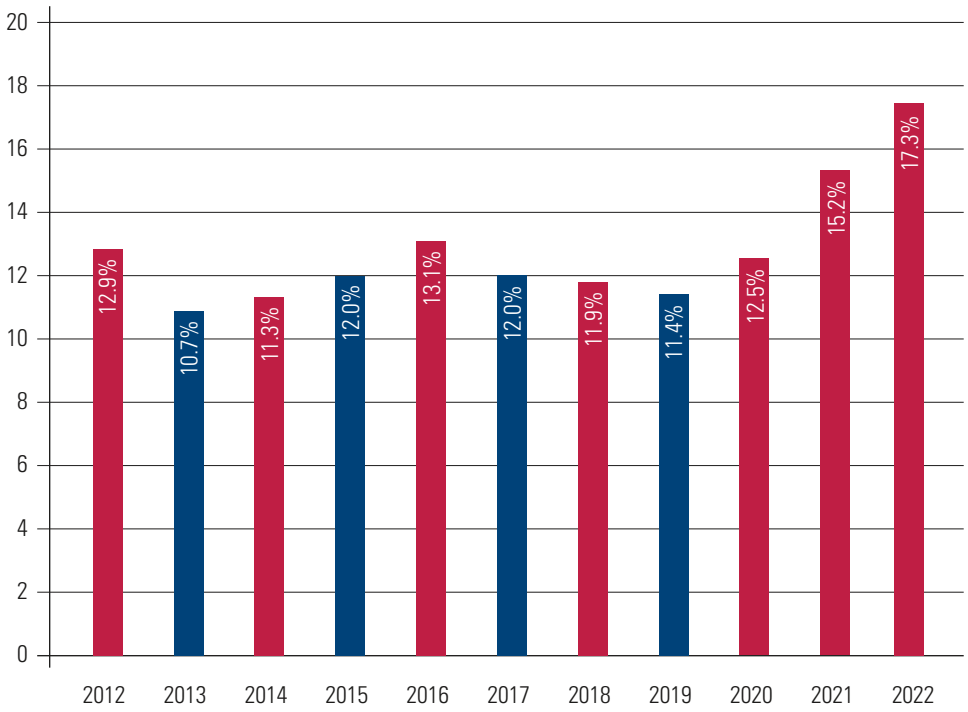


The data in this chart reflects full-time classified employees.

State Workforce by Gender

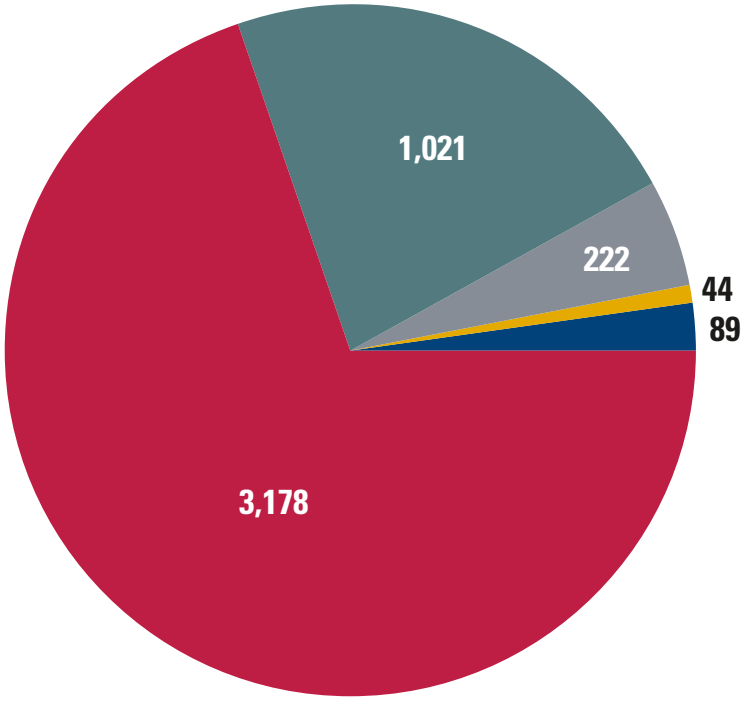


The data in this chart reflects full-time classified employees.



Turnover Rate – Total Separations (Percent)

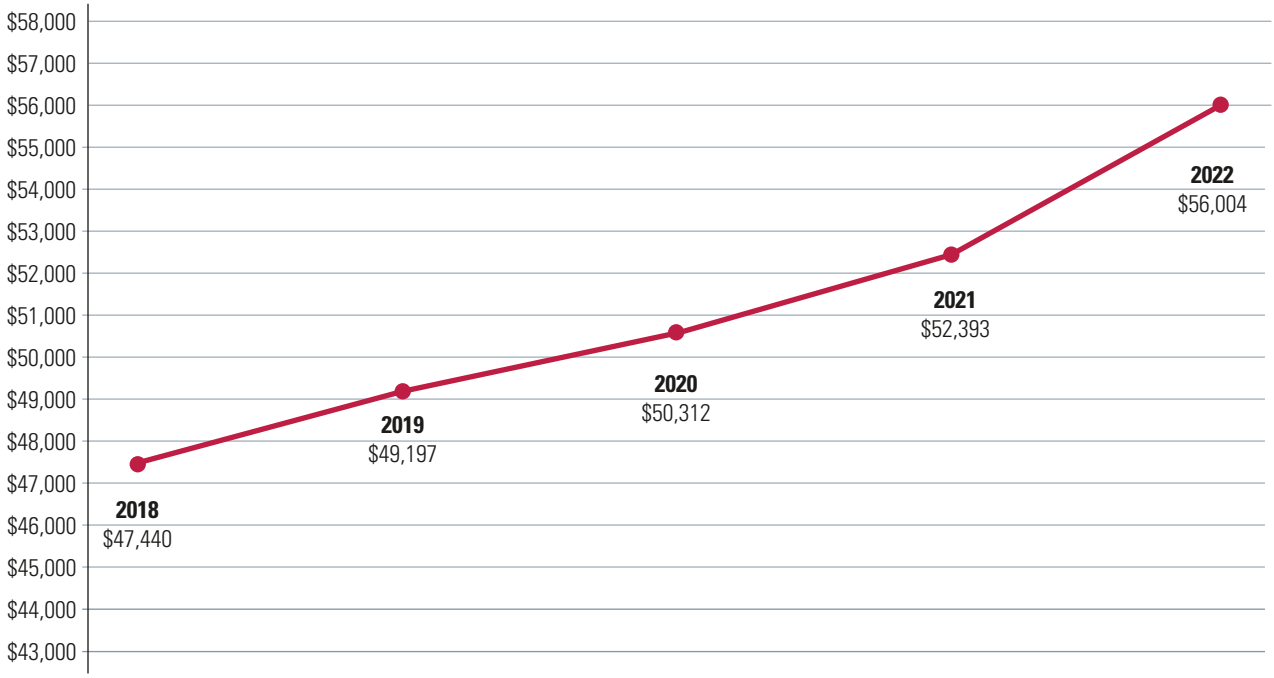
The data in this chart excludes part-time, temporary, unclassified, exempt (except Mental Health exempt), and hourly Form 8 employees.



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.

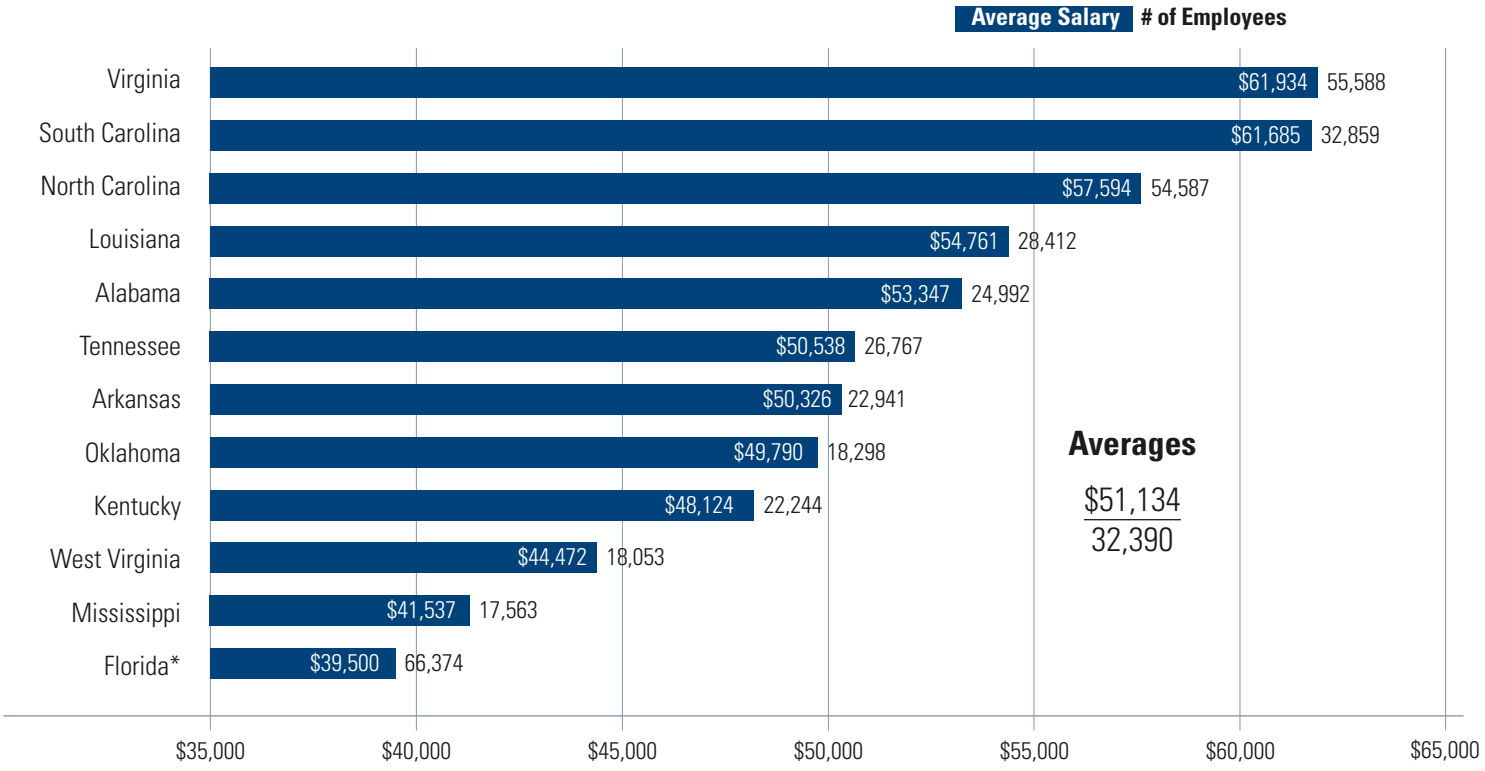
Annual Leave Ranking by State

Maximum Days Granted Per Year		Maximum Accumulation Allowed	
State	**Days**	**State**	**Days**
South Carolina	30	Louisiana[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

[1]Maximum leave accrual is attained after a minimum of 25 years of service to the State.
[2]Though accumulation is unlimited, upon separation employees are paid only for a maximum of 37.5 days.
[3]Though accumulation is unlimited, upon separation employees are paid only for a maximum of 30 days.
[4]Annual days in excess of the maximum days permitted to accumulate are converted to sick leave.
[5]Payment upon separation is for a maximum of 42 days.
[6]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 2022, 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.

*Florida data reflects employees in the Career Service.

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
Georgia[2]	13	Louisiana[4]	11
Missouri	13	Oklahoma	11
South Carolina	13	Tennessee	11
West Virginia	13	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 Mental Health
- Department of Corrections
- Bureau of Pardons and Paroles
- Department of Public Health
- Department of Insurance
- Department of Labor
- Department of Rehabilitation Services
- State Employees Insurance Board
- Department of Early Childhood Education
- Children's Trust Fund
- Alabama Law Enforcement Agency
- Department of Agriculture and Industries



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ANNUAL REPORT 2022

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