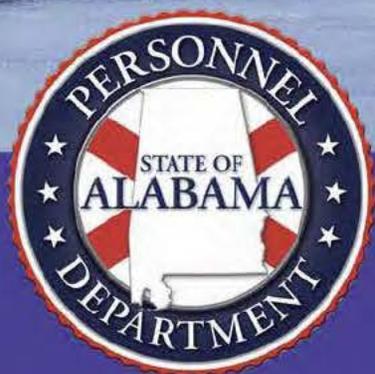


# SPD

State Personnel Department of Alabama



# 2014 Annual Report



State of Alabama





Jackie Graham  
**State Personnel Director**  
Alice Ann Byrne  
**Deputy Director**

# STATE OF ALABAMA

## PERSONNEL DEPARTMENT

300 Folsom Administrative Building  
Montgomery, Alabama 36130-4100  
Telephone: (334) 242-3389 Fax: (334) 242-1110  
[www.personnel.alabama.gov](http://www.personnel.alabama.gov)



**State Personnel Board**  
Joe Dickson  
Faye Nelson  
John Carroll  
Joanne Randolph  
Mark Williams

Honorable Robert Bentley, Governor of Alabama

State Personnel Board  
Mr. Joe N. Dickson, Chairman  
Ms. Faye Nelson  
Mr. John Carroll  
Ms. Joanne Randolph  
Mr. Mark Williams

I am pleased to report on the activities of the State Personnel Department for the Fiscal Year October 1, 2013, through September 30, 2014.

Finally, after forty-four years, the State of Alabama is free from federal oversight of our personnel system. At the end of 2014, the *Frazer* injunctions officially ended for all State agencies.

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

# 2013-2014 State Personnel Board

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.

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

## Members of the State Personnel Board



**Joe N. Dickson, Board Chairman**  
**Reappointed February 2010**

Mr. Dickson, of Birmingham, retired as Editor/Publisher of the Birmingham World newspaper and currently works as a consultant. He was initially appointed to the Board by Governor Guy Hunt in February 1992 and was reappointed by Governors Fob James, Jr. and Bob Riley.



**Faye Nelson**  
**Elected July 2009**

Ms. Nelson, a career Merit System employee with the Alabama Department of Human Resources, was elected as the employee representative on the State Personnel Board. A licensed graduate social worker, she began her career as a Social Worker with the Dallas County DHR. Ms. Nelson currently serves as the Director of the Alabama Child Support Enforcement Division.



**John Carroll**  
**Appointed January 2011**

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

# Board Member Information, continued



**Jon D. Barganier**  
**Appointed February 2011**  
**Resigned January 2014**

Mr. Barganier, of Montgomery, is an attorney and is currently Director of State Government Affairs with Eli Lilly and Company. He was appointed by Speaker of the House Mike Hubbard.



**Joanne Randolph**  
**Appointed February 2012**

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



**Mark Williams**  
**Appointed February 2014**

Mark Williams is a Montgomery lawyer. He is married and has four children. He was appointed by Speaker of the House Mike Hubbard.

# Financial Report

## Fiscal Year 2013-2014

<b>Appropriations</b>	
State Agency Collections	\$9,520,795
State Agency Collections (Team Contracts)	1,206,451
Miscellaneous Receipts	3,123
Unencumbered Funds Brought Forward	1,392,124
<b>Total Funds Available</b>	<b>\$12,122,493</b>

<b>Expenditures</b>	
Personnel Costs	\$4,696,373
Employee Benefits	1,683,030
Travel, In-State	21,901
Travel, Out-of-State	10,458
Repairs and Maintenance	61,390
Rentals and Leases	592,315
Utilities and Communications	145,541
Professional Services	890,633
Supplies, Materials, and Operating Expenses	288,075
Transportation Equipment Operations	1,745
Transportation Equipment Purchases	0
Grants and Benefits	0
Other Equipment Purchases	92,727
Transfer to General Fund	0
Transfer to Finance Department	2,000,000
<b>Total Expenditures</b>	<b>\$10,484,188</b>

Unencumbered Balance as of 9-30-2014	\$1,638,305
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# Organization & Mission



## 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 build and administer valid, legally-defensible selection devices in a timely manner and to identify the best qualified, available applicants to fill job vacancies; to maintain a competitive classification and pay plan as well as pay administration system which supports the attraction and retention of qualified State workers; to facilitate the filling of State job vacancies through the efficient certification of qualified applicant names as required by the Merit System Law; to ensure compliance with court orders and Federal and State laws in the hiring process; to maintain the integrity of the State payroll by auditing proposed personnel actions to ensure compliance with State and Federal Law; and to identify and create training programs in the area of human resource management.

# The Year in Review

## **Administration**

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

- Hosted State Employee Recognition Nights with minor league baseball teams throughout the State, with the Montgomery Biscuits, Birmingham Barons, Mobile Bay Bears, and Huntsville Stars.
- Edited and distributed online newsletters to all State employees, providing information on training, benefits, and 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 1,810 position reviews.
- Abolished 18 job classifications and created 33 new classifications, bringing the number of job classifications in the State Classification Plan to 1,337.
- Conducted salary reviews of agency-specific classifications and those general classification series common to many agencies. These agencies included the Department of Revenue, the Department of Transportation, the Alcoholic Beverage Control Board, and the Alabama Law Enforcement Agency.
- Worked with agency personnel to develop the classification and compensation structure for the newly formed 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 before approval for payment is certified.

- Certified the accuracy of each Merit System agency's payroll to the State Comptroller prior to payment.
- Assured that employees were properly identified in the payroll/personnel system and that all personnel actions were audited for correctness.
- Maintained employee personnel files in both digital and hard copy formats.

## **Transportation Work Group**

Works with the Alabama Department of Transportation to meet its employment needs and to conclude the Reynolds-related litigation.

- Conducted 2,092 position reviews.
- Issued 754 certifications of eligible candidates and processed 688 certifications of eligible candidates.
- Established and/or updated 25 assembled examinations.
- Established and/or updated 103 non-assembled examinations.
- Administered 10 assessment centers.

## **Training**

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

- Provided training to over 4,905 employees through 97 training programs. Staff traveled to different locations across the State to provide training.
- Offered training in traditional courses of Performance Appraisal, Progressive Discipline, Interview and Selection, Employment Law, Sexual Harassment Prevention, Family and Medical Leave Act, State Government Orientation, Dynamics of Supervision, Customer Service, Time Management, Dealing With Difficult People, Performance Appraisal and Progressive Discipline Overview, a two-day Presentation Skills course and a four-day Train-the-Trainer course.
- Worked with numerous State agencies to provide individualized and specific training to meet the needs of those specific agencies.

# The Year in Review

## **Legal**

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

- Handled administrative appeals before county circuit courts, the Alabama Court of Civil Appeals, and the Alabama Supreme Court.
- Managed and participated in lawsuits in both State and Federal Courts.
- Provided training and assistance to agencies and employees concerning Employment Law, the Family and Medical Leave Act ("FMLA"), Fair Labor Standards Act ("FLSA"), Sexual Harassment Prevention, and various Alabama State Personnel Board Rules.
- Assisted State agencies in developing agency-specific policies and procedures.
- Involved in managing and maintaining the State's 457 Deferred Compensation Plan.
- Reviewed and processed requests for donated leave.
- Concluded the Frazer litigation and Department of Justice oversight after 44 years.

## **Administrative Hearings**

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

- Resolved 47 appeals.
- Received 41 new appeals.
- Issued recommendations on appeals within an average of 1.8 months where no continuance was requested by the parties.

## **Examinations and Recruitment and Certifications**

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

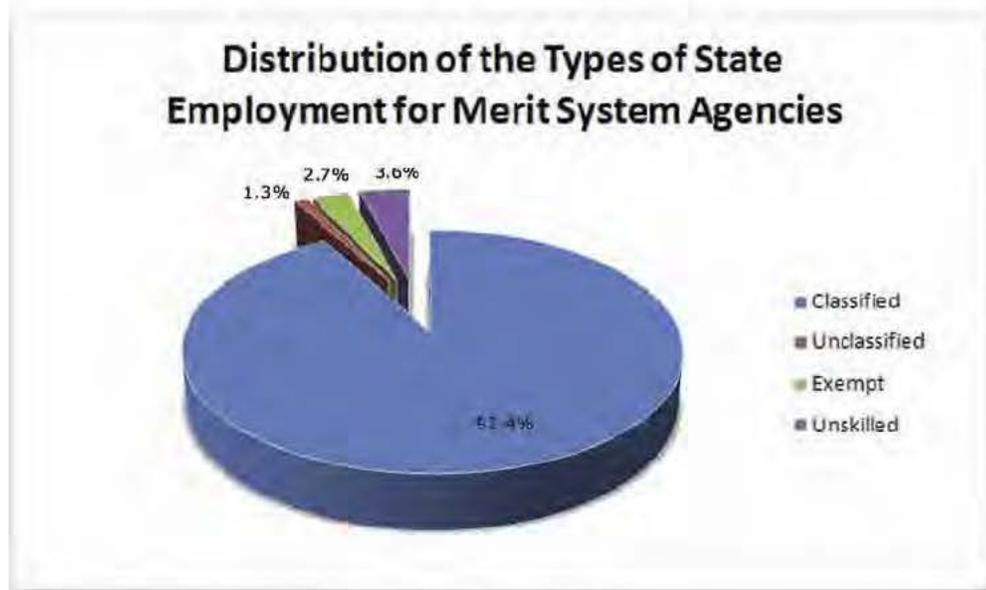
- Produced and distributed 216 distinct State job vacancy announcements.
- Reviewed 74,923 applications from individuals interested in State employment.
- Placed 32,964 eligible candidates on lists available to appointing authorities.
- Created and validated 7 new written examinations and administered 8 assessment centers.
- Tested approximately 922 candidates as part of the Division's onsite testing program for Correctional Officer Trainees in an effort to relieve the critical need for candidates for the entry-level job.
- Administered first-come, first-serve, walk-in testing examinations to 1,003 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 14 written examination centers throughout the State.
- Issued certifications containing the names of 129,063 applicants to operating agencies for employment consideration.
- Processed 6,109 appointments to fill positions within the State Merit System.

## **Information Systems**

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

- Moved physical servers to virtual servers to save hardware costs.
- Implemented a feature for the Examination Manager to see the status of the analyst's exam projects.
- Upgraded all computers to Microsoft Office 365.
- Ongoing support and maintenance of the SPD Online Employment System (OES) which boasts a registered user base of 142,162 users at the end of 2014 - an increase of 15.1% over the prior year. The OES system accounts for more than half of all applications submitted to SPD for processing.

# Types of Employment



**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	Exempt	Unclassified	Classified	Unskilled	Total
Ag & Conservation Development Commission		1			1
Agriculture & Industries	2	8	290	211	511
Alcoholic Beverage Control Board	1	1	876	1	879
Architects Registration Board		1	3		4
Archives and History		2	43		45
Assisted Living Administrators Examiners Board		1			1
Attorney General	1	22	154	1	178
Auditor	1		11		12
Banking	1		105		106
Building Commission		1	16	1	18
Children's Affairs	1	1	71		73
Children's Trust Fund	1	1	9		11
Chiropractic Examiners Board		1	5		6
Choctawhatchee, Pea & Yellow Rivers Watershed		1	2		3
Commerce	1	6	24		31
Conservation & Natural Resources		2	679	718	1,399
Corrections	4	15	3,925		3,944
Cosmetology Board		1	30		31
Council on the Arts		2	15		17
Counseling Examiners Board		1	1		2
Credit Union Administration	1	1	7		9
Crime Victims Compensation Commission		2	27		29
Criminal Justice Information Center		1	51	1	53
Dietetics/Nutrition Practice Examiners		1			1
Economic & Community Affairs	1	2	195		198
Education	34	3	838	4	879
Educational Television Commission	1	1	26		28
Emergency Management Agency		2	83	1	86
Environmental Management		2	584		586
Ethics Commission	1	1	14	1	17
Examiners of Public Accounts	1	1	185		187
Finance	1	4	432	37	474
Forensic Sciences	1	1	185	3	190
Foresters Registration Board		1			1
Forestry Commission	1	1	240	4	246
Funeral Services Board	3				3
General Contractors Licensing Board		1	16		17
Geological Survey	1		44		45
Governor	1	56			57
Governor's Mansion Authority		4			4
Health Planning & Development		1	7		8
Heating, A/C and Refrigeration Contractors Board		2	8		10
Historical Commission		4	48	15	67
Home Builders Licensure Board		2	15		17
Human Resources	1	1	4,182	1	4,185
Indian Affairs Commission		1	1		2

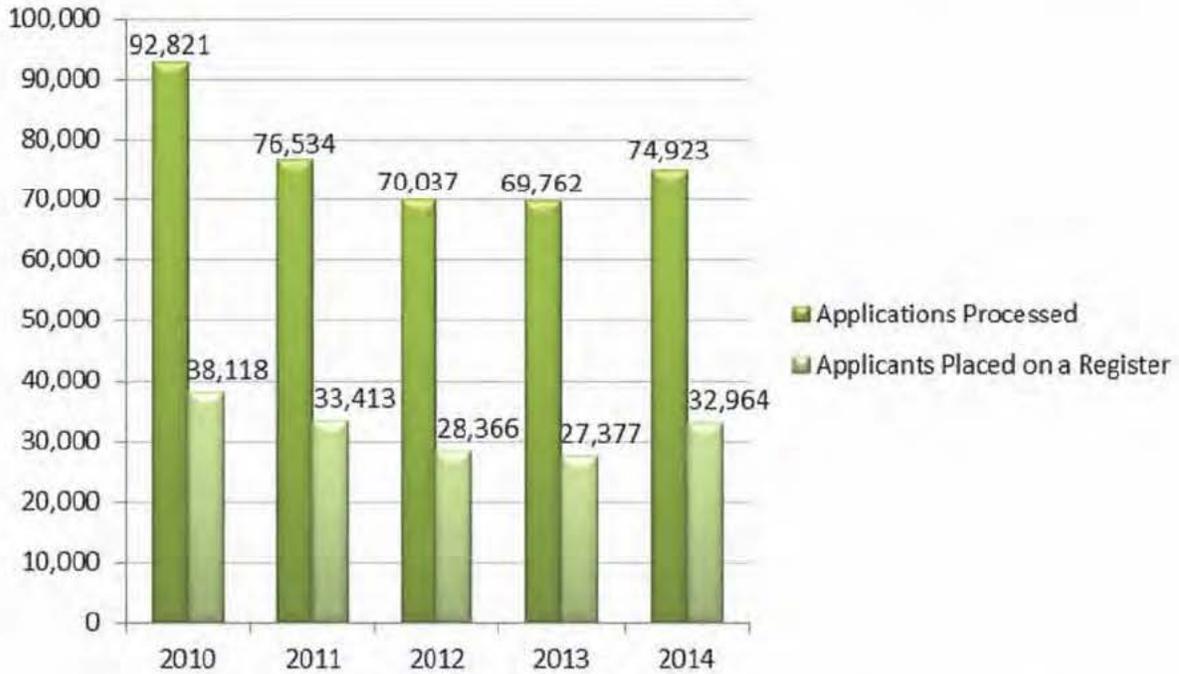
DEPARTMENT	Exempt	Unclassified	Classified	Unskilled	Total
Insurance	2	1	135		138
Judicial Inquiry Commission		2	1		3
Labor	1	1	952	14	968
Liquefied Petroleum Gas Board		2	8		10
Manufactured Housing Commission	1	1	20		22
Medicaid Agency		2	588	2	592
Mental Health	671		601		1,272
Military	1	1	283	22	307
Nursing Board		3	45		48
Nursing Home Admin Exam Board		1			1
Occupational Therapy Board		1			1
Office of Information Technology		3			3
Oil & Gas Board	3		31		34
Onsite Wastewater Board		1	4		5
Pardons and Paroles	3	1	513	1	518
Peace Officers Annuity and Benefit Fund		1	2		3
Peace Officers Standards & Training Comm	1		4		5
Personnel		3	91		94
Physical Fitness Commission		1	2		3
Physical Therapy Board		2	1		3
Plumbers & Gas Fitters Exam Board		3	16	1	20
Polygraph Examiners			1		1
Professional Engineers Registration Board		2	6		8
Public Education Employees Health Insurance Bd		13	22		35
Public Health	1	4	2,949	29	2,983
Public Library Service		1	30		31
Public Safety		1	1,165	1	1,167
Public Service Commission	3	7	69		79
Real Estate Appraisers Board		1	7		8
Real Estate Commission		2	33		35
Rehabilitation Services	1		779	1	781
Retirement Systems	2	117	164	2	285
Revenue	1	3	1,126	9	1,139
Secretary of State	1	3	39		43
Securities Commission		2	48		50
Senior Services			41	1	42
Social Work Examiners Board		1	2		3
Soil & Water Conservation Commission		1	2		3
Speech Pathology & Audiology Exam Bd		1	1		2
State Employees' Insurance Board		19	45		64
State Law Enforcement Agency	15	1	18		34
State Port Authority/Docks	1	1	184	1	187
Surface Mining Commission	1	2	25		28
Tourism & Travel	1	1	40	15	57
Transportation	4	1	4,315		4,320
Treasurer	1	3	27		31
Veterinary Medical Examiners Board		1	4		5
Veterans Affairs	1	1	34		36
Women's Commission		1			1
Youth Services	58	1	368	5	432
<b>Totals</b>	<b>835</b>	<b>385</b>	<b>28,288</b>	<b>1,103</b>	<b>30,611</b>

# Distribution of Employees by Department A Five Year Comparison

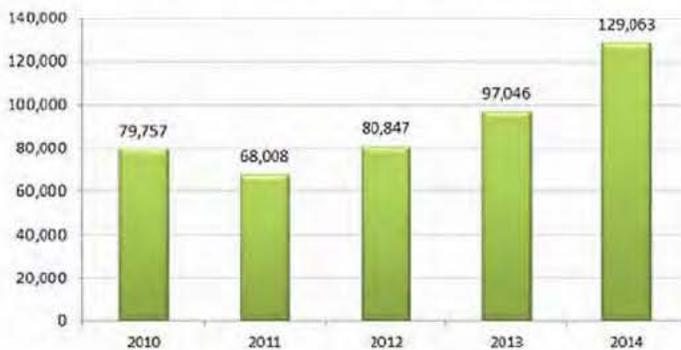
DEPARTMENT	2010	2011	2012	2013	2014
Ag & Conservation Development Commission	1	1	1	1	1
Agricultural Museum Board	1				
Agriculture & Industries	547	461	508	490	511
Agriculture Center Board	21				
Alcoholic Beverage Control Board	902	906	899	896	879
Architects Registration Board	4	4	4	4	4
Archives and History	39	34	33	41	45
Assisted Living Administrators Examiners Board	1	1	1	2	1
Attorney General	162	174	174	179	178
Auditor	10	10	9	10	12
Banking	100	102	104	102	106
Building Commission	20	18	18	18	18
Children's Affairs	28	27	23	35	73
Children's Trust Fund	17	14	12	11	11
Chiropractic Examiners Board	4	4	4	4	6
Choctawhatchee, Pea & Yellow Rivers Watershed	4	3	4	3	3
Commerce	27	25	31	32	31
Conservation & Natural Resources	1,376	1,404	1,402	1,385	1,399
Corrections	4,277	4,128	4,025	3,929	3,944
Cosmetology Board	29	26	28	27	31
Council on the Arts	18	17	16	17	17
Counseling Examiners Board	2	2	2	2	2
Credit Union Administration	8	7	8	8	9
Crime Victims Compensation Commission	24	28	26	27	29
Criminal Justice Information Center	64	59	49	49	53
Dietetics/Nutrition Practice Examiners	1	1	1	1	1
Economic & Community Affairs	218	207	201	198	198
Education	892	837	782	773	879
Educational Television Commission	40	34	32	30	28
Emergency Management Agency	99	95	93	88	86
Environmental Management	613	610	603	586	586
Ethics Commission	14	13	17	17	17
Examiners of Public Accounts	191	179	166	182	187
Farmers Market Authority	8	12	12		
Finance	506	470	466	473	474
Forensic Sciences	202	206	184	190	190
Foresters Registration Board	1	1	1	1	1
Forestry Commission	270	255	265	253	246
Funeral Services Board	3	3	3	3	3
General Contractors Licensing Board	18	17	17	17	17
Geological Survey	44	45	42	45	45
Governor	66	60	69	59	57
Governor's Mansion Authority				4	4
Health Planning & Development	12	11	10	8	8
Heating, A/C and Refrigeration Contractors Board	10	9	9	11	10
Historical Commission	72	70	70	72	67
Home Builders Licensure Board	18	16	17	17	17
Homeland Security Office	14	20	18		
Human Resources	4,405	4,261	3,992	4,018	4,185

DEPARTMENT	2010	2011	2012	2013	2014
Indian Affairs Commission	3	3	2	2	2
Insurance	150	147	142	141	138
Judicial Inquiry Commission	3	3	4	4	3
Labor (includes former Industrial Relations)	1,059	969	1,010	994	968
Labor (prior to merger with Industrial Relations)	18	19			
Liquefied Petroleum Gas Board	8	8	9	10	10
Manufactured Housing Commission	22	23	22	24	22
Medicaid Agency	689	639	581	578	592
Mental Health	2,537	2,216	1,440	1,244	1,272
Military	226	239	292	308	307
Nursing Board	44	46	45	48	48
Nursing Home Admin Exam Board	1	1	1	1	1
Occupational Therapy Board	1	1	1	2	1
Office of Information Technology				2	3
Oil & Gas Board	43	39	34	37	34
Onsite Wastewater Board	4	4	4	4	5
Pardons and Paroles	565	546	552	522	518
Peace Officers Annuity and Benefit Fund	4	4	4	3	3
Peace Officers Standards & Training Commission	7	6	8	6	5
Personnel	96	97	95	90	94
Physical Fitness Commission	3	3	3	3	3
Physical Therapy Board	2	2	2	2	3
Plumbers & Gas Fitters Exam Board	17	16	14	15	20
Polygraph Examiners	1	1	1	1	1
Professional Engineers Registration Board	10	10	9	8	8
Public Education Employees Health Insurance Bd.	29	24	29	30	35
Public Health	4,316	4,146	3,893	3,159	2,983
Public Library Service	33	32	30	28	31
Public Safety	1,415	1,329	1,230	1,189	1,167
Public Service Commission	114	106	98	94	79
Real Estate Appraisers Board	8	8	8	8	8
Real Estate Commission	36	34	34	33	35
Rehabilitation Services	771	766	771	780	781
Retirement Systems	273	278	286	291	285
Revenue	1,175	1,174	1,163	1,174	1,139
Secretary of State	40	40	42	44	43
Securities Commission	49	53	52	51	50
Senior Services	44	43	42	40	42
Social Work Examiners Board	3	3	2	4	3
Soil & Water Conservation Commission	4	4	4	5	3
Speech Pathology & Audiology Exam Board	2	2	2	2	2
State Employees' Insurance Board	65	64	64	64	64
State Law Enforcement Agency				24	34
State Port Authority/Docks	185	181	188	187	187
Surface Mining Commission	28	27	28	27	28
Tourism & Travel	66	62	54	57	57
Transportation	4,792	4,613	4,355	4,271	4,320
Treasurer	44	41	30	30	31
Veterinary Medical Examiners Board	2	3	4	4	5
Veterans Affairs	47	47	39	43	36
Women's Commission	1	1	1	1	1
Youth Services	637	607	532	464	432
<b>Totals</b>	<b>35,095</b>	<b>33,617</b>	<b>31,707</b>	<b>30,471</b>	<b>30,611</b>

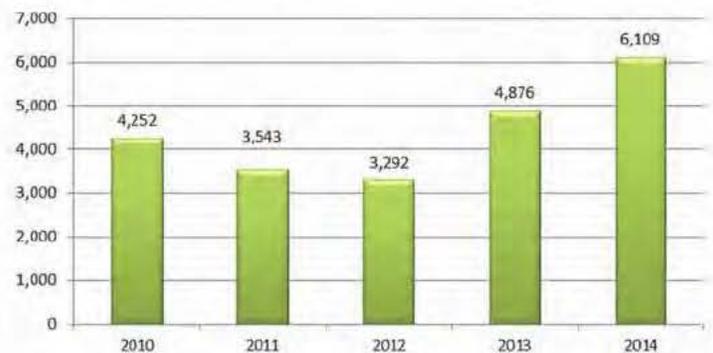
# Applicant Information



## Names Certified to Agencies



## Applicants Appointed



**Recruitment & Selection:** This past fiscal year, over 74,000 applications for State jobs were submitted. The names of over 120,000 applicants were certified to State agencies to be considered for State jobs.

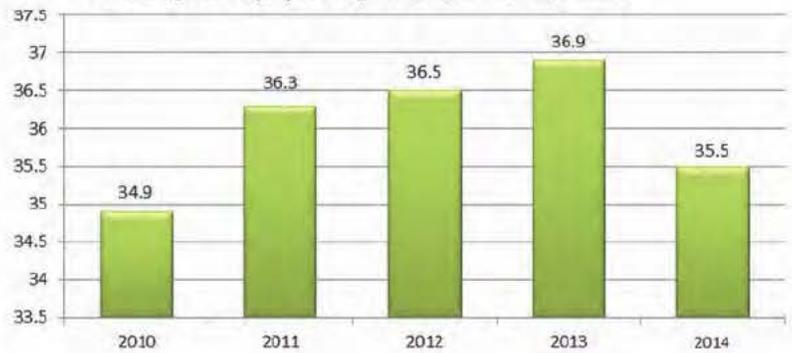
# Workforce Demographics

## Aging Workforce

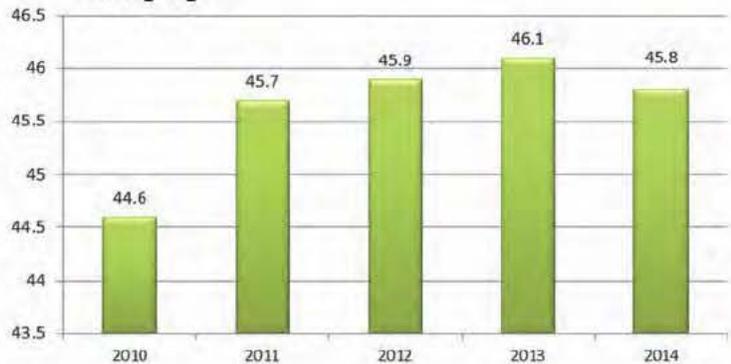
State workforce demographics reveal that more than 35 percent of employees are eligible to retire within the next five years.

The average age of the State's workforce decreased last year and the average age of a State employee is now 45.8 years old.

Percentage of Employees Eligible to Retire Within 5 Years

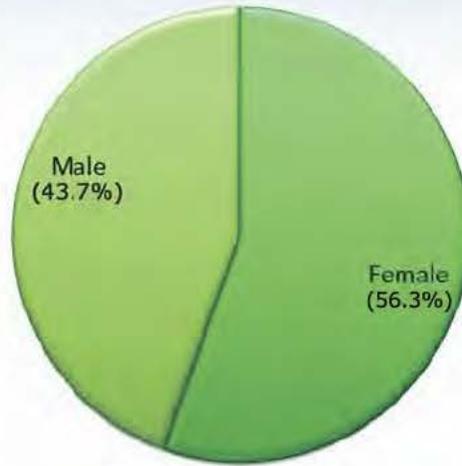


Average Age

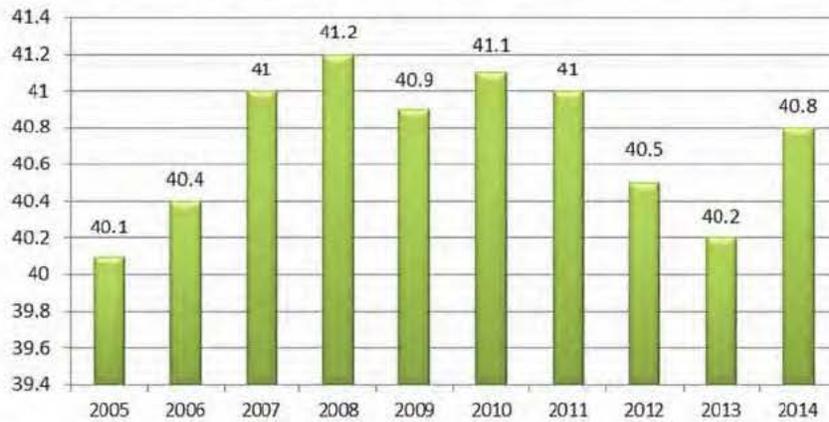


The data in the charts above exclude part-time, temporary, unclassified, exempt (except Mental Health exempt), and hourly Form 8 employees.

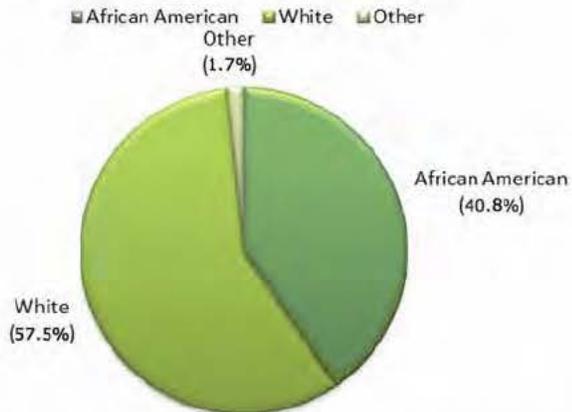
## State Workforce By Gender



## Percentage of African American Employees



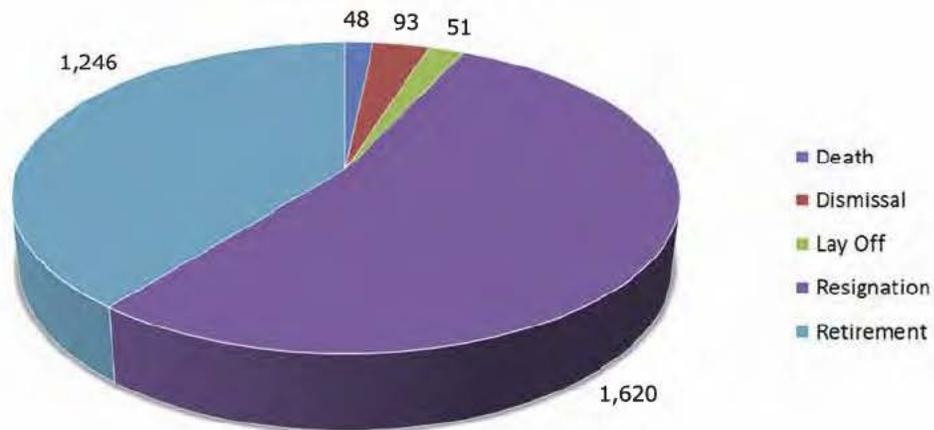
## State Workforce By Race



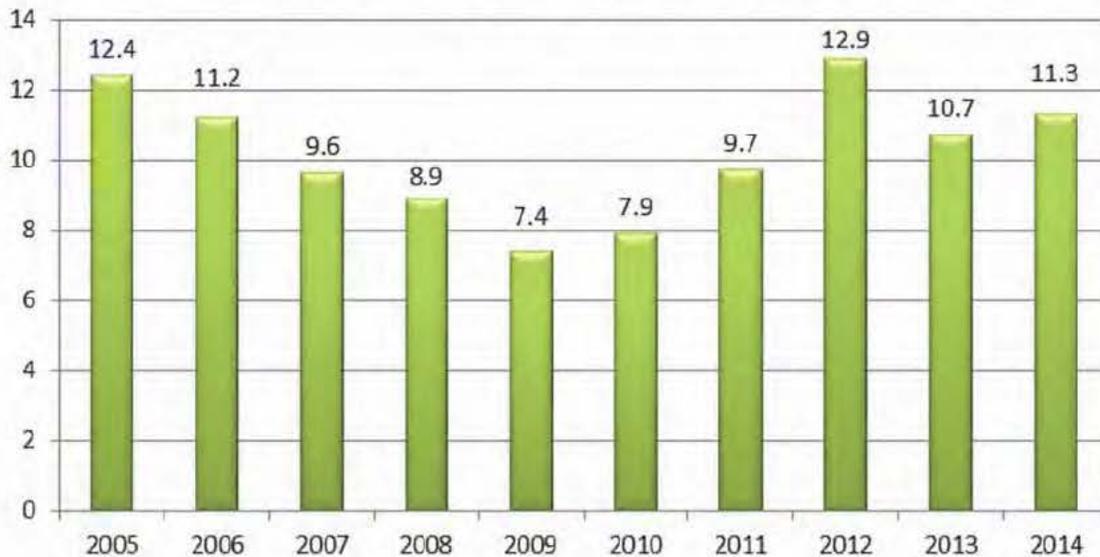
The data on this page reflects full-time classified employees.

# Separations

## Separations by Type

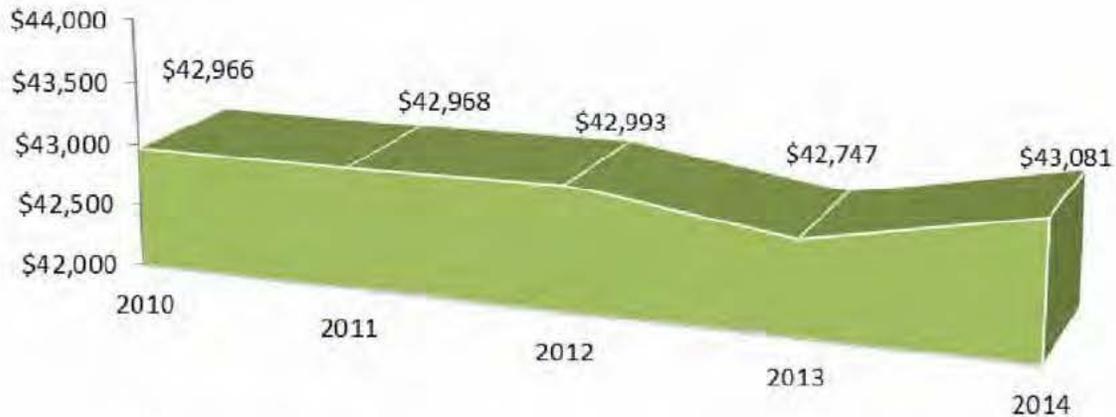


## Turnover Rate - Total Separations (Percent)



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

# Salary Information



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

State	(\$) Average Salary	Number of Employees
Virginia	46,041	66,213
Louisiana	45,828	30,857
Alabama	42,845	27,045
North Carolina	42,669	65,176
Arkansas	38,698	27,512
South Carolina	38,641	47,097
Kentucky	37,554	25,183
Tennessee	37,374	32,749
Oklahoma	36,313	23,422
Georgia	36,250	5,977
Florida	35,564	73,230
Mississippi	34,918	26,270
Missouri*	33,817	34,181
West Virginia	31,992	19,553
<b>Averages</b>	<b>38,465</b>	<b>36,033</b>

Note: This data is reported as of July 2014, a different time period than that used for other charts in this publication. This data reflects full-time classified employees. It excludes unclassified employees, higher education employees, K-12 employees, medical hospital employees, and skilled and semi-skilled employees. The numbers for South Carolina are as of July 2012 and the numbers for Oklahoma are as of July 2013.

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

# Benefits Comparison

## Holiday Rankings

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

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

<sup>2</sup>Additionally, up to 3 hours is granted on both primary and general election days.

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

<sup>4</sup>Additionally, Election Day is granted as a holiday every other year.

<sup>5</sup>Additionally, a holiday is granted for Presidential election days.

## Annual Leave Rankings

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

<sup>1</sup>Though accumulation is unlimited, upon separation employees are paid only for a maximum of 37.5 days.

<sup>2</sup>Though accumulation is unlimited, upon separation employees are paid only for a maximum of 30 days.

<sup>3</sup>Annual days in excess of the maximum days permitted to accumulate are converted to sick leave.

<sup>4</sup>Payment upon separation is for a maximum of 42 days.

<sup>5</sup>Excess days may be used to purchase health insurance, if separation is for retirement.

## Sick Leave Rankings

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

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

<sup>2</sup>After 10 years of service, employees are paid for 1/4 of their unused sick leave, up to 60 days.

<sup>3</sup>Unused sick leave has no cash value, but is credited towards retirement.

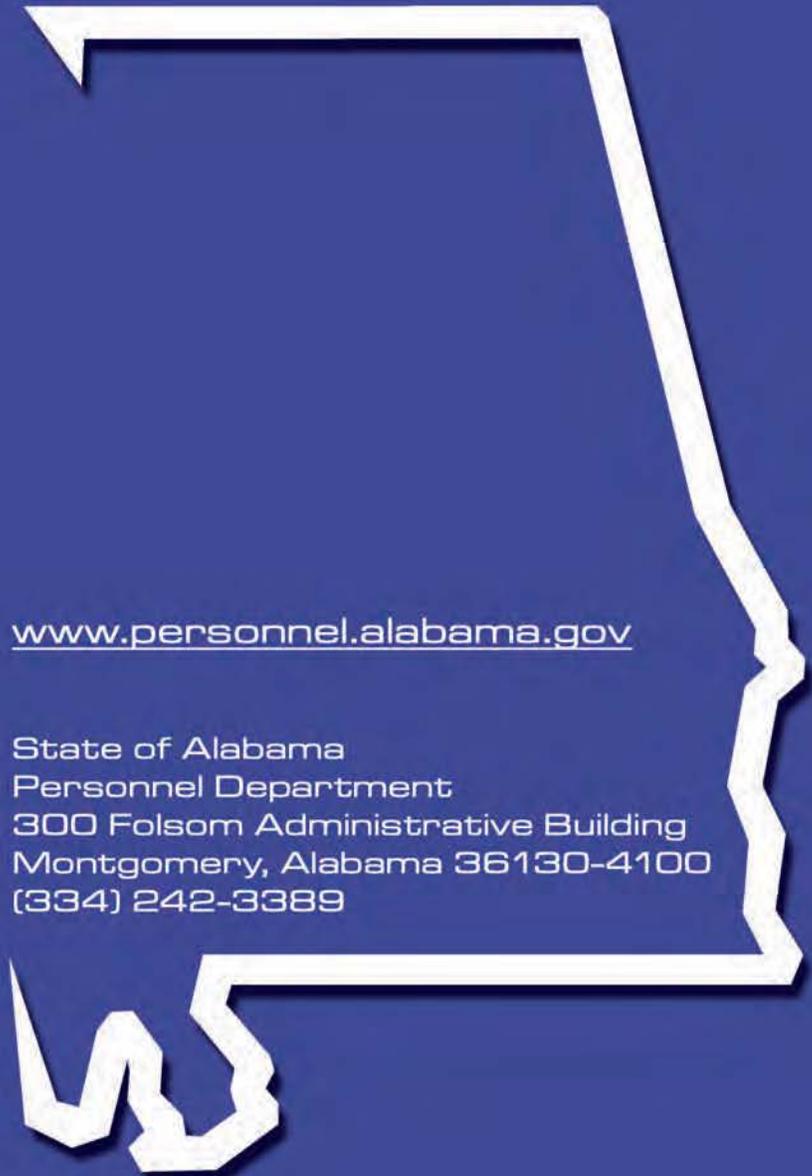
<sup>4</sup>Partial payment of excess leave is based on actuarial computation.

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

<sup>6</sup>At retirement, employees are paid for 1/2 of their unused sick leave, or may credit the time towards retirement.

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





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