

**ALABAMA STATE BAR  
COMPENSATORY LEAVE POLICY**

There will be no compensatory leave granted to salaried employees.

**ALABAMA STATE BAR  
POLICY IN RE:  
STATE OF ALABAMA HOLIDAYS**

The state bar office will be closed on official State holidays unless notified otherwise by the Executive Director. The office will be open on any State holiday that falls within a work intensive period (i.e. bar examinations, bar conventions, etc.) and an alternate date will be designated by the Executive Director to insure that the holiday is available to employees. Gubernatorially designated "holidays" may or may not be observed at the discretion of the Executive Director.

**ALABAMA STATE BAR  
ANNUAL LEAVE POLICY**

1. Each employee of the Alabama State Bar shall be entitled to ten (10) working days of annual leave upon completion of one year of service and ten days each year thereafter until such employee has completed ten years of service with the Alabama State Bar. Employees with prior employment service with an agency of the State of Alabama shall be given credit for their service with that agency.\*
2. Upon completion of ten years of service with the Alabama State Bar, an employee shall be entitled to fifteen (15) working days of annual leave per year. Employees with prior employment service with an agency of the State of Alabama shall be given credit for their service with that agency.\*

Advancement of annual leave may be permitted within the first year of employment for up to forty (40) hours of annual leave.

Advancement of annual leave up to eighty (80) hours during a calendar year may be granted to those who have been employed by the Alabama State Bar for more than one year. Any annual leave requested in excess of an advancement of 80 hours annual leave will be "leave without pay" and will be deducted from the employee's pay.

3. Requests for annual leave should be made 24 hours in advance.
4. No more than sixty (60) days (480 hours) of accumulated annual leave may be carried over beyond the end of the calendar year.
5. Upon separation from Alabama State Bar service, an employee shall be paid for the number of hours of annual leave earned up to a maximum of 480 hours with the amount being computed on the basis of hourly pay rate at the time of separation multiplied by the number of hours of annual leave due. The number of hours of annual leave due shall be determined by the balance as of the date of separation plus the pro rata amount the employee will have earned from employee's anniversary date through date of separation.

\*Effective January 1,  
1998

Amended March 20, 1998

**ALABAMA STATE BAR  
SICK LEAVE POLICY**

1. Each employee of the State Bar will accumulate four (4) hours of sick leave time per pay period. With a 24 pay period basis, 96 hours (12 days) will be earned during a calendar year. Unused portions may accumulate but not to exceed 150 days.
2. Requests for sick leave for scheduled doctor, dentist, etc. appointments are to be submitted as far in advance as possible and no later than the working day immediately preceding the appointment. Sick leave request forms for other than appointments are to be submitted on the day the employee returns to work.
3. No more than 48 hours of sick leave may be advanced within the first year of employment. No more than 96 hours of sick leave may be advanced during a calendar year to those who have been employed by the Alabama State Bar for more than one year. If an employee requests more than 96 hours of advance sick leave, the employee shall have the option of either charging sick leave in excess of 96 hours against annual leave or taking leave without pay.

On December 31 each year, an employee who has been advanced sick leave has the option of either charging sick leave advanced during the calendar year against any accrued annual leave or having the appropriate sum taken from the employee's pay for the time advanced.

When sick leave has been advanced, the amount advanced will be deducted from an employee's pay at the time of separation from employment with the Alabama State Bar.

4. Employees will not be compensated for accumulated sick leave when they are separated from Alabama State Bar service.