



**CITY OF CAMBRIDGE**  
MASSACHUSETTS  
BUDGET AND PERSONNEL DEPARTMENT  
TEL. 498-9024

DONALD P. HAWKES  
Director

TO: James L. Sullivan  
City Manager

DATE: May 16, 1980

FROM: Donald P. Hawkes, Director  
Budget-Personnel Department

*DPA*

RE: CITY COUNCIL ORDER #19

*2/25*

The following information is in response to Council Order #19 of February 25, 1980, regarding sick leave for municipal departments. The information listed is for calendar year 1979, inasmuch as records were available since January of 1979 as a result of payroll conversion.

| <u>DEPARTMENT</u> | <u>SICK HOURS TAKEN</u> | <u>PERCENTAGE OF WORK TIME</u> |
|-------------------|-------------------------|--------------------------------|
| City Council      | 105                     | 2.7%                           |
| Mayor             | 330                     | 5.6                            |
| City Clerk        | 530                     | 3.9                            |
| Election          | 345.5                   | 3.5                            |
| City Manager      | 513.5                   | 3.3                            |
| Law               | 1,145.75                | 8.4                            |
| Finance           | 4,537.25                | 3.4                            |
| Employee Benefits | 40.50                   | 2.0                            |
| General Services  | 1,502.25                | 9.6                            |
| Fire              | 719 (tours)             | 1.3                            |
| Police            | 30,960                  | 5.3                            |
| Building          | 1,515                   | 5.2                            |
| Civil Defense     | 7.50                    | .1                             |
| License           | 1,005                   | 17.1                           |

| <u>DEPARTMENT</u>     | <u>SICK HOURS TAKEN</u> | <u>PERCENTAGE OF WORK TIME</u> |
|-----------------------|-------------------------|--------------------------------|
| Weights & Measures    | 30                      | .5                             |
| Traffic & Parking     | 5,208                   | 3.2                            |
| Electrical            | 1,360.25                | 2.51                           |
| Criminal Justice      | 176                     | 2.6                            |
| Public Works          | 47,627                  | 5.56                           |
| Community Development | 1,900                   | 2.9                            |
| Rent Control          | 1,058.25                | 3.6                            |
| Health Services       | 4,064                   | 2.2                            |
| Neville Manor         | 10,053.25               | 4.2                            |
| Health Department     | 4,149                   | 5.3                            |
| Hospital              | 41,350                  | 2.8                            |
| Library               | 4,401                   | 4.1                            |
| Recreation            | 1,129                   | 4.1                            |
| Youth Resource Bureau | 485                     | 2.3                            |
| Community Schools     | 1,804.50                | 2.1                            |
| Veterans              | 618.50                  | 3.2                            |
| Civic Unity           | 322                     | 6.5                            |
| Elderly Services      | 105                     | 2.7                            |
| Water                 | 7,408                   | 4.2                            |

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OFFICE OF THE  
CITY MANAGER



# CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139  
Tel. 498-9011

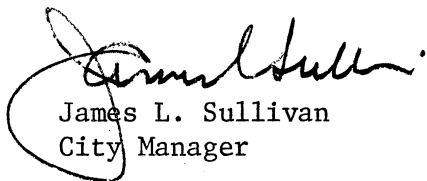
EXECUTIVE DEPARTMENT  
JAMES L. SULLIVAN  
City Manager

June 2, 1980

To the Honorable, the City Council:

In response to City Council Order No. 19 of February 25, 1980, relative to sick leave taken in all municipal departments, enclosed please find copy of a report from Donald Hawkes, Director of the Budget-Personnel Department.

Very truly yours,



James L. Sullivan  
City Manager

JLS/mbf  
Enc.

Agenda #5

S-275

Response to Council Order no. 19 of 2/25/80.  
re: sick leave taken in all municipal depts.

In City Council,

June 2, 1980

*Placed on File*