



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

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

S-241A
Comm. from Paul E. Healy, City Clerk, transmitting comm. from Donald P. Hawkes, Dir., Budget/Personnel Dept. Re: sick leave for municipal depts.

In City Council,

May 16, 1980