



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139
Tel. 876-6800

EXECUTIVE DEPARTMENT
JOHN H. CORCORAN
City Manager

TO: CITY EMPLOYEES
SUBJECT: KNOW THE FACTS

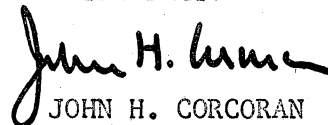
In 1971 the sick leave ceiling was 150 days.

in 1972, Corcoran changes plan by lifting sick leave ceiling. This means that employees in 1972 were entitled to accumulate sick leave of 165 days; in 1973 - 180 days; in 1974 - 195 days; in 1975 - 210 days, and increasing each year by 15 days.

Corcoran further liberalizes plan: With the cooperation of the City Council in 1972, an appropriation in the amount of \$35,000 was made to allow the establishment of "Buy-Back". What is "BUY-BACK"? "Buy-back" means that upon your retirement or death you or your estate will be reimbursed for your unused sick leave at the rate of \$10.00 per day. In other words, if you have 250 days of unused sick leave upon your retirement you will receive a bonus check of \$2,500.00. Last year the City of Cambridge paid to employees who retired during the year the sum of \$12,000.00 under this plan. This year's budget includes a sum of money for the continuation of this program.

Enclosed at this time is a photocopy of Page 15 of the personnel publication entitled "You ... and Your Job" produced by O. F. McCall, Budget-Personnel Director under the administration of John J. Curry. Page 15, Section 3 shows that the maximum allowable sick leave time was 150 days. This was changed by City Manager John H. Corcoran when he recognized the need to "lift" the ceiling on sick time.

THESE ARE THE FACTS


JOHN H. CORCORAN
CITY MANAGER

- a. Personal illness or physical incapacity to such an extent as to be unable to perform the duties of his or her position.
- b. Attendance upon members of the family within the household of the employee, whose illness requires the care of such employee, provided that not more than seven working days with pay shall be granted to such employee for this purpose in any one calendar year, not to exceed earned sick leave available.
- c. Enforced quarantine when established and declared by the Department of Health or other competent authority for the period of such quarantine only, and not to exceed earned sick leave available.
- d. Death of a mother, father, husband, wife, child, brother, or sister, or other member of the immediate household, provided that in such cases the leave shall not extend beyond the date of burial of said deceased person.
- e. Death of other relative provided that in such cases the leave with pay shall be for not more than one day to permit attendance at the funeral of said person.

Section 3. Sick leave with full pay for permanent employees subject to the provisions of the above rules and regulations shall be one and one-quarter working days per month. Such annual sick leave of fifteen working days with pay, when not used, shall be cumulative, but the accumulated and unused portion of such sick leave shall not exceed one hundred and fifty days at any one time, regardless of length of service.

Section 4. Sick leave will not be allowed unless notification is given of the illness by the employee, his family, or his family physician, within a reasonable period after the time scheduled to start work, otherwise sick leave shall not begin until after notification has been received.

Section 5. If the absence is more than five days, or if there are repeated absences of shorter duration, a statement from the employee's physician may be required stating the form and extent of

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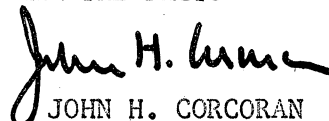
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Comm. from the City Manager
re: sick leave.

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Lundquist