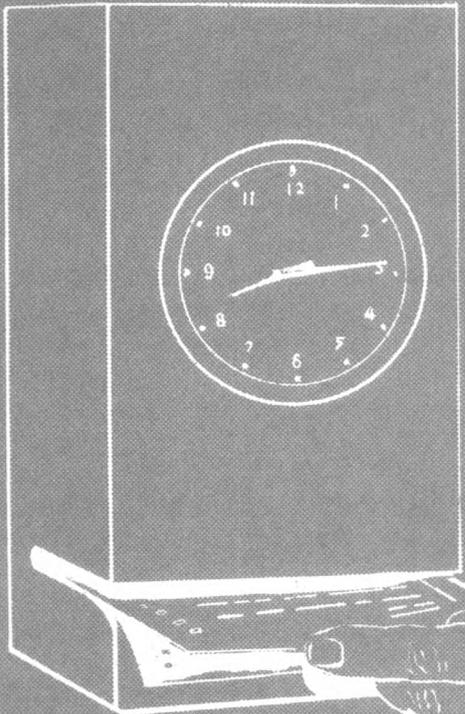


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# COMPOSITION OF PAYROLL HOURS IN MANUFACTURING, 1958



Bulletin No. 1283

UNITED STATES DEPARTMENT OF LABOR  
James P. Mitchell, Secretary

BUREAU OF LABOR STATISTICS  
Ewan Clague, Commissioner



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October 1960

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## **Preface**

This bulletin on the composition of payroll hours in manufacturing industries represents the first in a series of studies planned to establish the relationship between hours paid for and plant man-hours in major segments of the Nation's economy. The present study provides basic information on the composition of payroll hours as of 1958 for production and related workers in manufacturing and gives a quantitative analysis of paid leave practices for these workers. A preliminary release was issued in January 1960.

This bulletin was prepared by L. Earl Lewis of the Bureau's Division of Wages and Industrial Relations.



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# Composition of Payroll Hours in Manufacturing, 1958

## Introduction

Prior to World War II, total payroll hours (i. e., hours paid for) in manufacturing, were closely related to the total hours spent by employees at the plants at which they worked. During the past 20 years, however, an increasing divergence has developed between these two measures of hours. Today, virtually all employees receive pay for various types of excused absences. Paid vacations and paid holidays are particularly widespread. The present study, conducted by the Bureau of Labor Statistics, provides basic information on the composition of payroll hours for production and related workers in manufacturing in 1958. It throws light on the quantitative significance of paid leave practices for these workers and establishes the relative importance of various forms of paid leave for this major segment of the working population.

From annual totals provided by a sample<sup>1</sup> of the Nation's manufacturing establishments, estimates were developed on total hours paid for, plant man-hours, and hours of paid leave for production and related workers. For purposes of the study, plant man-hours were defined to include all hours spent at work, including such nonworking time as paid rest periods, paid lunch periods, and standby or reporting time.<sup>2</sup> Hours of paid leave include man-hours or man-hour equivalents of pay received by workers directly from the employer for vacations, holidays, sick leave, and other leave. Man-hour equivalents were determined by dividing the amount of payment for the item by average hourly earnings. For example, if a worker received a day's sick leave at half his regular rate, the man-hour equivalent would be 4, even though the worker was absent for 8 hours. Man-hour equivalents for payments in lieu of vacations or holidays were similarly computed. The definition of paid leave extended only to items of direct payroll expense. Thus, man-hour equivalents were not computed for payments made through insurance plans or funds, even though financed in whole or in part by the employer. Total hours paid for include the sum of plant man-hours and man-hour equivalents of pay for all types of paid leave as previously described.

## Paid Leave Hours

Hours of paid leave accounted for 6 percent of the total hours for which the Nation's 11,658,000 factory workers received pay in 1958, according to the Bureau's survey (table 1 and chart 1). Vacations accounted for 3.6 percent; holidays, 2.2 percent; and sick leave, 0.2 percent. Other forms of paid leave, such as military, jury, witness, voting, and personal leave, together represented less than 0.1 percent of total hours paid for. Approximately 97 percent of the workers were employed in establishments providing some type of paid leave (table 4). Two-thirds of the workers were in establishments in which the ratio of paid leave hours to total hours paid for ranged from 4 to less than 9 percent.

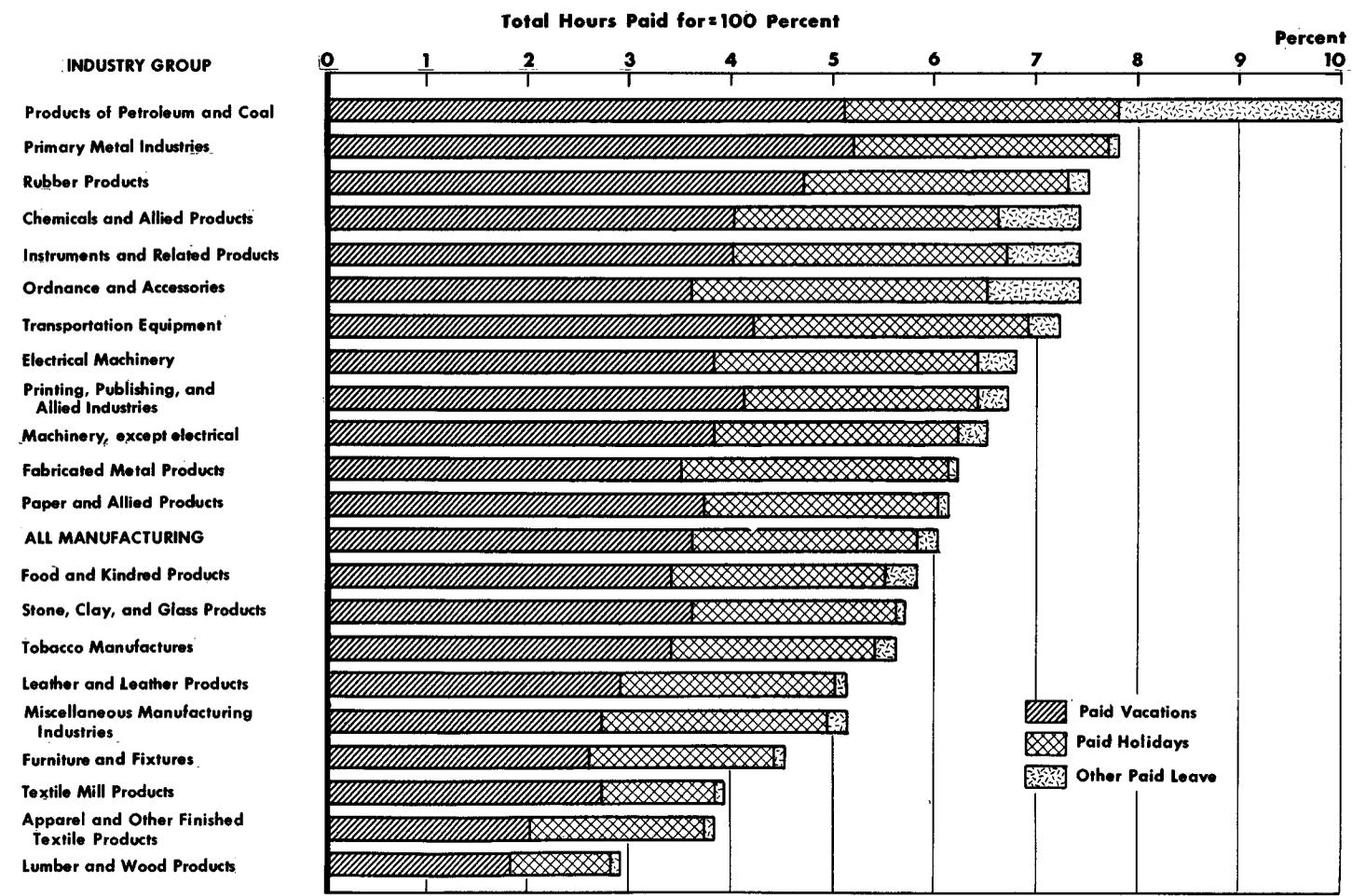
Ninety-five percent of the factory workers were employed in establishments providing paid vacations to at least some workers in 1958. Nearly half (46 percent) of the workers were in establishments in which vacation hours accounted for 3 but less than 5 percent of total hours paid for (table 5). Nearly

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<sup>1</sup> See appendix A for scope and method of study.

<sup>2</sup> The term "plant man-hours" used in this bulletin differs from a strict interpretation of "hours worked," owing to the inclusion of certain nonworking time as described.

**Chart 1. HOURS OF PAID LEAVE AS PERCENTAGES OF TOTAL HOURS PAID FOR PRODUCTION AND RELATED WORKERS IN MANUFACTURING BY INDUSTRY GROUP, 1958**



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90 percent of the workers were employed by establishments providing paid holidays. More than half (53.8 percent) of the workers were employed in establishments in which holiday hours accounted for 2 to 3 percent of total payroll hours (table 6). Establishments reporting paid sick hours in 1958 accounted for only about a fifth of the workers. Fully half of these workers were in establishments in which the ratio of paid sick-leave hours was less than 1 percent of total hours paid for (table 7).

Ratios of paid leave hours to total hours paid for may be affected by the general level of business activity and change slightly from one period to another even though leave practices remain the same. As an example, vacation benefits are usually scaled to years of service with the employer. Employees may or may not be required to work a specified minimum number of hours during the year to qualify for full benefits. Thus, many employees receive the full benefits specified for their years of service without reference to total hours worked during the qualifying year. The ratio of paid leave hours, therefore, tends to rise when the volume of hours worked per employee is curtailed. The ratio may also increase during periods of slack employment when the average length of service rises, owing to the application of seniority rules in layoffs or to the change that occurs in a period of labor turnover.

Based on reports prepared by the Bureau of the Census, aggregate man-hours of factory workers in 1958 was 8.7 percent below the 1957 level.<sup>3</sup> Nearly all major industry groups were operating at a reduced level in 1958. Groups that were particularly affected and the percentage decline in aggregate man-hours during the period include primary metals (20 percent), transportation equipment (17 percent), nonelectrical machinery (16 percent), and rubber products (13 percent).

Regional Variations.—The ratio of paid leave hours to total hours paid for was greatest in the North Central region (6.6 percent) and least in the South (4.8 percent). Proportions in the Northeast and West were 6.3 and 5.6 percent, respectively. Regional rankings thus obtained differ somewhat from those related to the level of wages. Based on the Bureau's May 1958 study of factory workers' earnings, average straight-time hourly wages were highest in the West Coast region (\$2.26), followed by the North Central region (\$2.13), Northeast (\$1.94), and the South (\$1.63).<sup>4</sup>

Vacations constituted the largest item of paid leave in each of the four regions, ranging from 4 percent in the North Central region to 3 percent in the South. The ratio of holiday hours to total hours paid for ranged from 2.4 percent in the Northeast and North Central regions to 1.5 percent in the South. Paid sick leave accounted for 0.4 percent of the total in the West and 0.2 percent in the other three regions. Other forms of paid leave accounted for 0.1 percent or less of total hours paid for in each of the four regions.

Regional differences in the ratio of paid leave hours to total hours paid for are at least partly due to differences in industrial composition. Primary metal and metal products employment comprises a greater proportion of total manufacturing employment in the North Central region than in any of the other three regions. The textiles, food, apparel and other finished textile products, and lumber and wood products industries are among the largest employers in the

---

<sup>3</sup> See 1957 Annual Survey of Manufactures and 1958 Census of Manufactures, Preliminary General Statistics, U. S. Department of Commerce, Bureau of the Census.

<sup>4</sup> See Factory Workers' Earnings, May 1958, BLS Bull. 1252, June 1959.

South. The manufacture of transportation equipment (particularly aircraft), lumber, and food products is proportionately more important in the West. In the North-east region, the apparel industries group was the largest employer (chart 2).

Industry Variations.—Among the 21 major industry groups comprising manufacturing,<sup>5</sup> total hours of paid leave ranged from 10 percent of total payroll hours in the petroleum and coal products group to 2.9 percent in the lumber and wood products group. Hours of paid leave accounted for between 7 and 8 percent of the total hours paid for in the following industry groups: Primary metal industries (7.8 percent); rubber products (7.5 percent); ordnance and accessories, chemicals and allied products, and instruments and related products (7.4 percent); and transportation equipment (7.2 percent). The proportion was less than 5 percent in the furniture and fixtures, textile mill products, and apparel industry groups as well as lumber and wood products.

Nearly a fourth (23.3 percent) of the production and related workers in the lumber and wood products industry group were employed in establishments that provided no paid leave in 1958. In almost half of the industry groups, employment in such establishments amounts to less than 2 percent of the industry total.

Vacation hours accounted for slightly more than 5 percent of the total hours paid for in the petroleum and coal products and the primary metal industries groups, from 4 to 5 percent in 5 of the 21 industry groups, 3 to 4 percent in 8 groups, 2.6 to 3 percent in 4 groups, and approximately 2 percent in the apparel and the lumber and wood products groups. The comparatively low ratio reported for the apparel group is largely explained by the incidence of union-administered vacation funds to which employers in certain of the apparel industries contribute a percentage of payrolls.<sup>6</sup>

A fifth of the workers in the apparel industries group and a fourth in the lumber and wood products industry group were employed in establishments that did not provide paid vacations within the meaning of the study. In all other major industry groups, except furniture, the proportion was less than 6 percent.

Man-hour equivalents to pay received for holidays accounted for from 2 to 3 percent of the total hours paid for in 17 of the 21 industry groups; among the remainder of the groups, the proportion ranged down to 1 percent in lumber. In this bulletin, hours estimates for paid holidays include only those man-hour equivalents to pay for the holiday. Thus, if an employee worked on a holiday and received double pay, only half of this amount was used in the computation, the remainder representing pay for hours worked. In each of the 21 major industry groups except the textile products group and the lumber and wood products, holiday hours were reported by establishments employing three-fourths or more of the production and related workers.

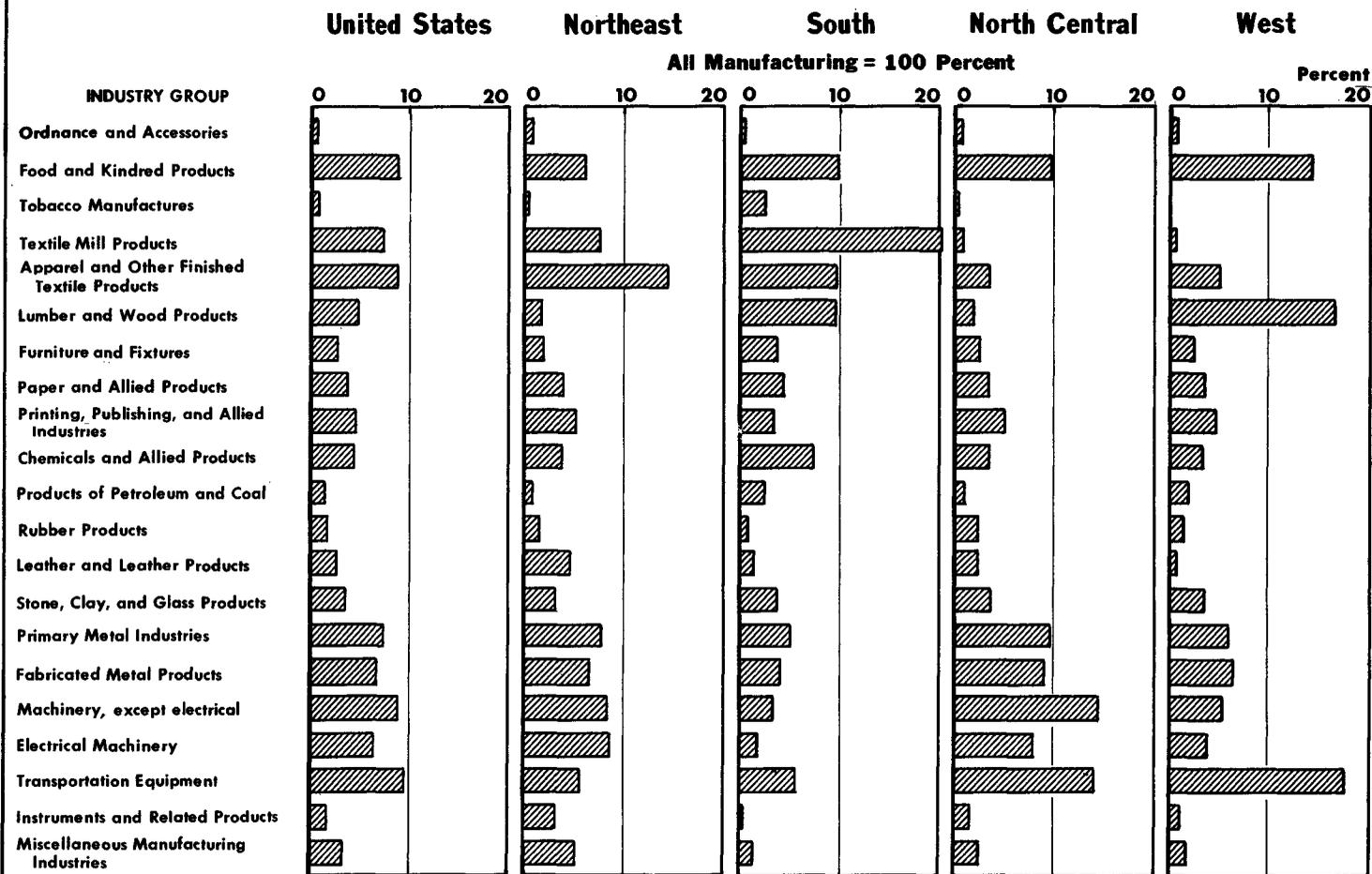
Among the industry groups, the incidence of paid sick leave was greatest in petroleum and coal products, accounting for 2 percent of total hours paid for. The ratios in ordnance and accessories and chemical and allied products were 0.8 and 0.7 percent, respectively, and 0.5 percent in instruments and related products. In each of the remaining industry groups, paid sick-leave hours accounted for less than 0.5 percent of the total (table 1).

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<sup>5</sup> As defined in the November 1945 edition of the Standard Industrial Classification Manual prepared by the Bureau of the Budget.

<sup>6</sup> Although such payments reflect a substantial expenditure on the part of the employer, they are not, strictly speaking, a payroll item and were not included either in the estimates of hours of paid leave or total hours paid for.

**Chart 2. PERCENT DISTRIBUTION OF PRODUCTION AND RELATED WORKERS EMPLOYED IN MANUFACTURING ESTABLISHMENTS BY MAJOR INDUSTRY GROUP, UNITED STATES AND REGIONS, 1958**



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Labor-Management Contract Status.—Nationally, total hours of paid leave in all manufacturing accounted for 6.9 percent of total hours paid for in union establishments, compared with 4.3 percent in nonunion establishments<sup>7</sup> (table 2). In the nonunion segment of manufacturing, nearly 7.5 percent of the workers were employed in establishments granting no paid leave in 1958; less than 1 percent of the workers in union establishments were employed under similar conditions.

Fully two-thirds of the Nation's factory workers in 1958 were employed in establishments having labor-management contracts covering a majority of the workers. Regionally, the proportions ranged from slightly more than three-fourths in the North Central region to somewhat less than a half in the South. Among the 21 major industry groups, the extent of contract coverage ranged from approximately 90 percent in petroleum and coal products and primary metals to 30 percent in textile mill products. The number of workers in union establishments ranged from 976,000 in the transportation equipment industry to 50,000 in tobacco (chart 3).

The interrelationship of union contract status with other factors such as community size and establishment size, precludes any exact measure of union influence on hours of paid leave. For example, labor-management contracts are more typically found in the larger establishments. Among establishments employing fewer than 100 workers, the proportion of workers covered by contractual agreements was approximately two-fifths; among establishments employing 100 to 499 workers, the proportion was three-fifths; and for establishments employing 500 or more workers, four-fifths.

Variations by Establishment Size.—Establishments employing 500 or more workers accounted for 45 percent of the Nation's factory workers; those employing 100 to 499 workers, 30 percent; and those employing fewer than 100 workers, 25 percent. Regionally, the proportion of total employment accounted for by the larger establishments ranged from slightly more than half in the North Central region to less than two-fifths in the South.

Nationally, the ratio of paid leave hours was greatest (7.2 percent) among the largest size establishment group (500 workers or more), compared with 5.4 and 4.3 percent for the 100 to 499 and fewer than 100 size groups, respectively (table 3). This general relationship held for each of the four regions and nearly all of the industry groups for which data could be presented separately.

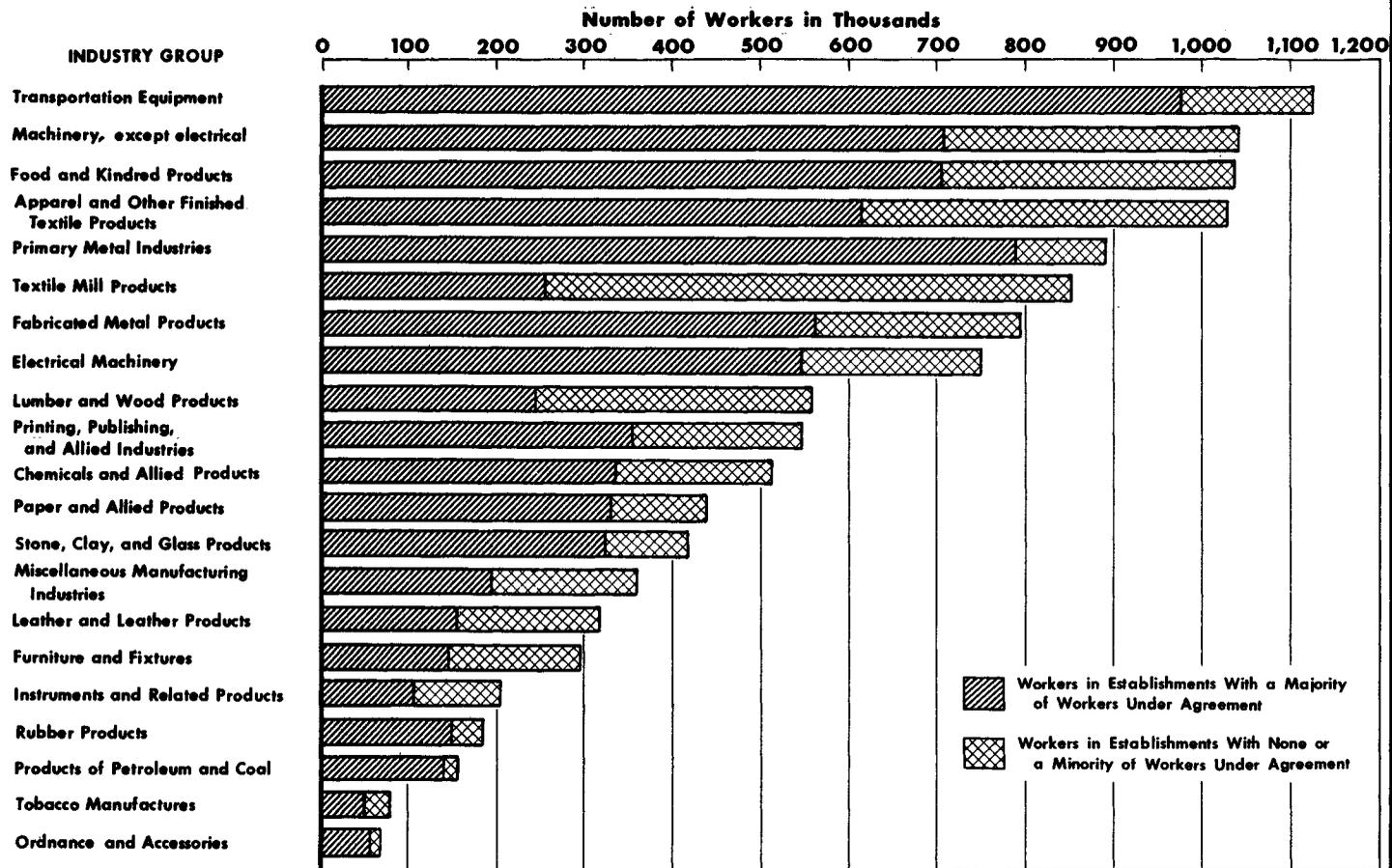
### Paid Leave Practices

In addition to information on payroll hours, respondents to the Bureau's study were also asked to provide information on their policies relating to the selected items of paid leave. Establishments were requested to report the number of plant workers receiving specified amounts of vacation pay during 1958. For all other items of paid leave, employers were requested to report those policies applying to the majority of their plant workers. Because of length-of-service and other eligibility requirements, the proportion of workers actually receiving such benefits in 1958 may be somewhat smaller than those indicated.

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<sup>7</sup> The terms "union" and "nonunion" are used to denote (a) establishments having labor-management contracts covering a majority of their production workers and (b) establishments in which none or a minority of the workers were covered by labor-management contract agreements.

**Chart 3. NUMBER OF PRODUCTION AND RELATED WORKERS EMPLOYED IN MANUFACTURING ESTABLISHMENTS BY LABOR-MANAGEMENT CONTRACT STATUS, BY INDUSTRY GROUP, 1958**



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Paid Vacations.—As indicated, data were collected on the actual number of workers receiving vacation benefits directly from the employer in 1958. Information was reported in terms of the amount of vacation pay and not the length of the vacation. For example, if the plant closed for 2 weeks during the summer but an employee received the equivalent of 1 week's pay, the vacation was reported as 1 week. Similarly, if an employee received 2 weeks' pay in lieu of time off for vacation, the vacation was reported as 2 weeks. Vacation payments made by sources other than the employer (e. g., union-administered vacation funds) were not reported.

Eighty-six percent of the Nation's factory workers received employer-paid vacations in 1958 (table 8). Workers not receiving vacation pay fell into two groups: Those employed in establishments having no vacation provisions, as here defined, and those who did not meet the length-of-service or other eligibility requirements of established plans. The bulk of the workers fell in the former group; it is estimated that only about 5 percent of the workers failed to receive vacation pay because of eligibility requirements. Vacation payments equivalent to 2 weeks of regular pay were most commonly reported, applying to 37.4 percent of the workers; 22 percent received 1 week's pay and 16.2 percent received pay for 3 weeks. Fewer than 3 percent of the workers were paid for more than 3 weeks.

Regionally, the proportions of workers receiving vacation pay in 1958 were approximately four-fifths in the South and West, nine-tenths in the North Central region. In each of the regions, payments equivalent to 2 weeks of regular pay were most common, and only a small proportion of the workers received pay for more than 3 weeks.

Apparel and lumber were the only major industry groups in which fewer than three-fourths of the workers received vacation pay. In both groups, payments of more than 2 weeks were rare, and there was a fairly even division between workers receiving 1 week and those receiving 2 weeks' pay. In most of the remaining industry groups, the majority of the workers received vacation benefits equivalent to 2 or more weeks' regular pay. Three weeks' pay was commonly provided to workers of long service in most of these industries, and, in 1958, applied to a third or more of the workers in the petroleum, printing, and rubber products groups. About 17 percent of the workers in petroleum and coal products received 4 weeks' vacation pay; in none of the other industry groups, however, did as many as 7 percent of the workers receive as much as 4 weeks.

Vacation provisions were more common and tended to be more liberal among establishments having labor-management contract agreements than among unorganized establishments.<sup>8</sup> Fewer than 3 percent of the workers covered by union contracts were employed in establishments reporting no vacation hours; for nonunion establishments, the proportion was 9.6 percent. Regionally, the difference was greatest in the South where the corresponding figures were 1.1 and 16.4 percent, respectively. Vacation benefits in excess of 2 weeks' pay were considerably more prevalent for workers in establishments having labor-management agreements than in other establishments.

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<sup>8</sup> As indicated previously, it is not possible to determine the exact influence contract agreements have had on paid leave provisions, because of the interrelationship with other factors such as community size and establishment size.

Paid Holidays.—Establishments employing nearly nine-tenths of the manufacturing plant workers had provisions for paid holidays in 1958.<sup>9</sup> Seven days a year was most commonly reported, applying to slightly more than a third of the workers. A fifth of the workers were employed in establishments providing 6 days annually, and a like proportion received more than 7 paid holidays a year (table 9).

Regionally, paid holidays were least common in the South, where 30 percent of the workers were employed in establishments not having such provisions. Holiday provisions were somewhat more liberal in the Northeast than in the other three regions. Approximately 30 percent of the northeastern workers received 8 or more holidays annually.

Paid holidays were reported by establishments employing three-fourths or more of the production workers in each of the 21 major industry groups except textile mill products and lumber and wood products, both of which groups are concentrated largely in the South. In 14 of the 21 groups, the proportion was nine-tenths or more. Slightly more than two-thirds of the workers in the petroleum and coal products group received 8 paid holidays.

Holiday provisions were virtually universal among establishments having labor-management contracts, and applied to about seven-tenths of those in non-union establishments. The number of paid holidays tended to be greater for workers covered by contractual agreements.

Paid Sick Leave.—Seventeen percent of the factory workers were employed in establishments having formal provisions for paid sick leave, and an additional 9 percent were in establishments reporting informal arrangements. Formal plans for paid sick leave usually provided either partial pay or a waiting period or both. However, about 4 percent of the workers were covered by formal plans providing full payment and no waiting period.<sup>10</sup> Provisions for paid sick leave were somewhat more common in the West than in the other regions.

Among the 21 industry groups, the incidence of formal provisions for paid sick leave was highest by a substantial margin in the petroleum and coal products group, covering more than three-fourths of the workers. Chemicals and allied products was the only other group in which more than half (54.8 percent) of the workers were employed in establishments providing paid sick leave; in ordnance and accessories, the proportion was 48.9. In 9 of the 21 industry groups, the proportion was less than 10 percent. Part of this variation in industry practice may be attributed to differences in preference for sickness and accident insurance in lieu of sick leave.

Provisions for paid sick leave were somewhat more common among establishments having labor-management contracts than among unorganized establishments in each of the four regions except the Northeast. The greatest difference was reported in the South, where a fourth of the workers covered by contract agreements compared with 8 percent in other establishments, had paid sick

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<sup>9</sup> Provisions for paid holidays and subsequent items of supplementary wage benefits were treated statistically, on the basis that if provisions were applicable to half or more of the workers, the provision was considered applicable to all workers. See appendix A, Scope and Method of Survey.

<sup>10</sup> Data were not obtained on the number of days granted. Plans providing partial payment for the first few days and then full pay for a specified period were classified as providing partial pay; plans providing full pay for an initial period were so classified even though partial payment was provided after expiration of the initial period.

leave arrangements. In 8 of the 15 separate industry groups for which comparisons were possible, the proportion of workers provided sick leave benefits was greatest among union establishments. Such provisions were more common among nonunion establishments in the apparel, furniture, paper, printing, machinery, instruments, and miscellaneous manufacturing industry groups.

Other Paid Leave.—Data were also obtained on the incidence of provisions for other forms of paid leave, including military, jury, witness, voting, and personal leave (tables 11-13). Each of these types of paid leave is characterized by its low rate of application during any given year. Thus, although the incidence of the plans was fairly widespread, the actual experience rate was very low. As indicated previously, these plans together accounted for less than 0.1 percent of total hours paid for by manufacturing establishments in 1958. Typically, provisions for such forms of paid leave are more common among establishments with labor-management contracts.

Paid military leave was provided eligible workers in establishments employing about a fourth of the Nation's factory workers. Regionally, the proportions ranged from slightly more than a fourth in the Northeast and North Central regions to an eighth in the West. Among the 21 industry groups, the incidence of paid military leave was greatest in petroleum and coal products (68.8 percent) and rubber products (67.7 percent); in three industry groups (apparel, lumber, and furniture), the proportion was less than 10 percent. Although some plans provided payment of an individual's full salary while on military leave, the large majority of the plans provided partial payment only.

Provisions for payment of employees on jury duty were reported by establishments employing more than two-fifths of the production workers. Nearly a fourth of the workers were employed in establishments with provisions for paid voting leave, and nearly 7 percent were employed in establishments reporting provisions for pay to workers called on witness duty.

Establishments employing more than a fourth of the workers reported provisions for payment of employees absent from work for personal reasons, most generally because of a death in the family.

TABLE 1. PLANT MAN-HOURS AND HOURS OF PAID LEAVE: ALL MANUFACTURING

(Plant man-hours and hours of paid leave as percentages of total hours paid for production and related workers in manufacturing<sup>1</sup> by region and industry group, 1958)

Region and industry group	Total hours paid for	Plant man-hours	Hours of paid leave				
			Total	Vacations	Holidays	Sick leave	Other <sup>2</sup>
United States -----	100.0	94.0	6.0	3.6	2.2	0.2	( <sup>3</sup> )
Northeast -----	100.0	93.7	6.3	3.6	2.4	.2	0.1
South -----	100.0	95.2	4.8	3.0	1.5	.2	( <sup>3</sup> )
North Central -----	100.0	93.4	6.6	4.0	2.4	.2	( <sup>3</sup> )
West -----	100.0	94.4	5.6	3.1	2.1	.4	( <sup>3</sup> )
<u>Industry group<sup>4</sup></u>							
Ordnance and accessories -----	100.0	92.6	7.4	3.6	2.9	.8	.1
Food and kindred products -----	100.0	94.2	5.8	3.4	2.1	.3	( <sup>3</sup> )
Tobacco manufactures -----	100.0	94.4	5.6	3.4	2.0	.2	( <sup>3</sup> )
Textile mill products -----	100.0	96.1	3.9	2.8	1.1	( <sup>3</sup> )	( <sup>3</sup> )
Apparel and other finished textile products -----	100.0	96.2	3.8	2.1	1.7	( <sup>3</sup> )	( <sup>3</sup> )
Lumber and wood products -----	100.0	97.1	2.9	1.9	1.0	( <sup>3</sup> )	( <sup>3</sup> )
Furniture and fixtures -----	100.0	95.5	4.5	2.6	1.8	( <sup>3</sup> )	( <sup>3</sup> )
Paper and allied products -----	100.0	93.9	6.1	3.7	2.3	.1	( <sup>3</sup> )
Printing, publishing, and allied industries -----	100.0	93.3	6.7	4.0	2.3	.3	( <sup>3</sup> )
Chemicals and allied products -----	100.0	92.6	7.4	4.1	2.6	.7	.1
Products of petroleum and coal -----	100.0	90.0	10.0	5.1	2.7	2.0	.2
Rubber products -----	100.0	92.5	7.5	4.8	2.6	.1	.1
Leather and leather products -----	100.0	94.9	5.1	2.9	2.1	( <sup>3</sup> )	( <sup>3</sup> )
Stone, clay, and glass products -----	100.0	94.3	5.7	3.6	2.0	.1	( <sup>3</sup> )
Primary metal industries -----	100.0	92.2	7.8	5.2	2.5	.1	( <sup>3</sup> )
Fabricated metal products -----	100.0	93.8	6.2	3.5	2.6	.1	( <sup>3</sup> )
Machinery, except electrical -----	100.0	93.5	6.5	3.9	2.4	.2	.1
Electrical machinery -----	100.0	93.2	6.8	3.8	2.6	.3	.1
Transportation equipment -----	100.0	92.8	7.2	4.2	2.7	.3	( <sup>3</sup> )
Instruments and related products -----	100.0	92.6	7.4	4.0	2.7	.5	.1
Miscellaneous manufacturing industries -----	100.0	94.9	5.1	2.8	2.2	.1	.1

<sup>1</sup> For definition of terms, see appendix A, Scope and Method of Survey.

<sup>2</sup> Includes other types of paid leave not shown separately, including military, jury, witness, voting, and personal leave.

<sup>3</sup> Less than 0.05 percent.

<sup>4</sup> As defined in the November 1945 edition of the Standard Industrial Classification Manual prepared by the Bureau of the Budget.

NOTE: Because of rounding, sums of individual items may not equal totals.

TABLE 2. PLANT MAN-HOURS AND HOURS OF PAID LEAVE: BY LABOR-MANAGEMENT CONTRACT COVERAGE

(Plant man-hours and hours of paid leave as percentages of total hours paid for production and related workers in manufacturing<sup>1</sup> by labor-management contract coverage, by region and selected industry group, 1958)

Region and industry group	Plant man-hours		Hours of paid leave									
			Total		Vacations		Holidays		Sick leave		Other <sup>2</sup>	
	Union establishments	Nonunion establishments										
United States .....	93.1	95.7	6.9	4.3	4.1	2.5	2.5	1.6	0.2	0.2	( <sup>3</sup> )	( <sup>3</sup> )
Northeast .....	93.1	94.9	6.9	5.1	4.0	2.8	2.6	2.0	.2	.3	0.1	0.1
South .....	93.4	96.9	6.6	3.1	4.0	2.2	2.2	.8	.4	.1	.1	( <sup>3</sup> )
North Central .....	92.9	95.2	7.1	4.8	4.4	2.8	2.5	1.9	.2	.1	( <sup>3</sup> )	( <sup>3</sup> )
West .....	93.8	95.7	6.2	4.3	3.4	2.3	2.3	1.7	.4	.2	( <sup>3</sup> )	( <sup>3</sup> )
Industry group <sup>4</sup>												
Ordnance and accessories .....	92.6	-	7.4	-	3.6	-	2.9	-	.8	-	.1	-
Food and kindred products .....	93.0	96.5	7.0	3.5	4.0	2.1	2.5	1.2	.4	.2	.1	( <sup>3</sup> )
Textile mill products .....	94.5	96.8	5.5	3.2	3.5	2.5	2.0	.6	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )
Apparel and other finished textile products .....	95.8	96.7	4.2	3.3	2.1	2.1	2.0	1.2	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )
Lumber and wood products .....	95.5	98.4	4.5	1.6	2.8	1.0	1.6	.5	( <sup>3</sup> )	.1	( <sup>3</sup> )	( <sup>3</sup> )
Furniture and fixtures .....	94.3	96.8	5.7	3.2	3.3	1.9	2.3	1.3	( <sup>3</sup> )	.1	( <sup>3</sup> )	( <sup>3</sup> )
Paper and allied products .....	93.6	94.7	6.4	5.3	4.0	2.9	2.3	2.1	.1	.2	( <sup>3</sup> )	.1
Printing, publishing, and allied industries .....	92.7	94.4	7.3	5.6	4.5	3.2	2.4	2.1	.3	.3	( <sup>3</sup> )	( <sup>3</sup> )
Chemicals and allied products .....	92.2	93.3	7.8	6.7	4.4	3.5	2.6	2.5	.7	.7	.1	.1
Products of petroleum and coal .....	89.7	-	10.3	-	5.3	-	2.7	-	2.1	-	.2	-
Rubber products .....	92.2	-	7.8	-	5.0	-	2.6	-	.1	-	.1	-
Leather and leather products .....	94.1	95.7	5.9	4.3	3.3	2.6	2.5	1.7	.1	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )
Stone, clay, and glass products .....	93.8	-	6.2	-	3.9	-	2.2	-	.1	-	( <sup>3</sup> )	-
Primary metal industries .....	91.9	-	8.1	-	5.5	-	2.6	-	.1	-	( <sup>3</sup> )	-
Fabricated metal products .....	93.3	95.0	6.7	5.0	3.9	2.7	2.7	2.2	.1	.1	( <sup>3</sup> )	( <sup>3</sup> )
Machinery, except electrical .....	92.9	94.8	7.1	5.2	4.3	3.0	2.7	1.8	.1	.3	( <sup>3</sup> )	.1
Electrical machinery .....	92.6	94.8	7.4	5.2	4.2	2.7	2.7	2.2	.4	.2	.1	( <sup>3</sup> )
Transportation equipment .....	92.5	-	7.5	-	4.4	-	2.7	-	.3	-	( <sup>3</sup> )	-
Instruments and related products .....	94.2	92.8	5.8	7.2	3.2	3.8	2.1	2.6	.3	.7	.1	.1
Miscellaneous manufacturing industries .....	94.6	95.2	5.4	4.8	3.0	2.5	2.3	2.0	( <sup>3</sup> )	.2	( <sup>3</sup> )	.1

<sup>1</sup> For definition of terms, see appendix A, Scope and Method of Survey.<sup>2</sup> Includes other types of paid leave not shown separately, including military, jury, witness, voting, and personal leave.<sup>3</sup> Less than 0.05 percent.<sup>4</sup> Includes each of the 21 major industry groups, except tobacco manufactures.

NOTE: Because of rounding, sums of individual items may not equal totals. Dashes indicate data that do not meet publication criteria.

TABLE 3. PLANT MAN-HOURS AND HOURS OF PAID LEAVE: BY ESTABLISHMENT SIZE

(Plant man-hours and hours of paid leave as percentages of total hours paid for production and related workers in manufacturing<sup>1</sup> by establishment size, by region and selected industry group, 1958)

Region and industry group	Plant man-hours			Hours of paid leave								
	Less than 100 workers	100-499 workers	500 workers or more	Total <sup>2</sup>			Vacations			Holidays		
				Less than 100 workers	100-499 workers	500 workers or more	Less than 100 workers	100-499 workers	500 workers or more	Less than 100 workers	100-499 workers	500 workers or more
United States -----	95.7	94.6	92.8	4.3	5.4	7.2	2.4	3.2	4.4	1.8	2.0	2.5
Northeast -----	95.4	94.3	92.2	4.6	5.7	7.8	2.4	3.3	4.6	2.1	2.3	2.8
South -----	97.1	95.9	94.0	2.9	4.1	6.0	1.7	2.7	3.9	1.1	1.3	1.7
North Central -----	95.4	94.1	92.4	4.6	5.9	7.4	2.7	3.6	4.7	1.8	2.3	2.6
West -----	95.5	94.9	93.1	4.5	5.1	6.9	2.5	2.9	3.8	1.9	2.0	2.5
<u>Industry group<sup>3</sup></u>												
Food and kindred products -----	95.8	94.5	92.4	4.2	5.5	6.4	2.4	3.2	4.5	1.6	2.0	2.6
Textile mill products -----	-	96.1	96.0	-	3.9	4.0	-	2.8	3.1	-	1.2	.9
Apparel and other finished textile products -----	97.0	95.9	-	3.0	4.1	-	1.5	2.5	-	1.6	1.6	-
Lumber and wood products -----	98.0	96.8	-	2.0	3.2	-	1.3	2.2	-	.7	1.1	-
Furniture and fixtures -----	95.7	95.9	-	4.3	4.1	-	2.3	2.5	-	1.9	1.6	-
Paper and allied products -----	94.9	94.2	93.4	5.1	5.8	6.6	2.7	3.5	4.2	2.3	2.2	2.2
Printing, publishing, and allied industries -----	94.0	93.2	92.6	6.0	6.8	7.4	3.5	4.3	4.7	2.3	2.3	2.2
Chemicals and allied products -----	94.3	93.4	91.5	5.7	6.6	8.5	3.2	3.6	4.8	2.2	2.4	2.8
Leather and leather products -----	95.7	95.0	-	4.3	5.0	-	2.2	3.0	-	2.1	2.0	-
Stone, clay, and glass products -----	95.8	94.4	93.3	4.2	5.6	6.7	2.6	3.5	4.4	1.5	2.1	2.3
Primary metal industries -----	-	92.9	91.8	-	7.1	8.2	-	4.6	5.6	-	2.4	2.5
Fabricated metal products -----	94.6	94.0	93.0	5.4	6.0	7.0	2.8	3.4	4.3	2.5	2.5	2.6
Machinery, except electrical -----	95.8	93.7	92.5	4.2	6.3	7.5	2.3	3.9	4.6	1.7	2.4	2.7
Electrical machinery -----	-	94.4	92.6	-	5.6	7.4	-	3.1	4.2	-	2.4	2.7
Transportation equipment -----	-	-	92.4	-	-	7.6	-	-	4.5	-	-	2.8
Instruments and related products -----	94.3	93.9	91.7	5.7	6.1	8.3	2.9	3.4	4.6	2.4	2.5	2.9
Miscellaneous manufacturing industries -----	95.6	94.8	-	4.4	5.2	-	2.3	2.9	-	2.0	2.3	-

<sup>1</sup> For definition of terms, see appendix A, Scope and Method of Survey.

<sup>2</sup> Includes data for paid sick leave hours and other types of paid leave, including military, jury, witness, voting, and personal leave, not shown separately.

<sup>3</sup> Limited to those major industry groups for which publication of data are warranted.

NOTE: Dashes indicate data that do not meet publication criteria.

TABLE 4. DISTRIBUTION OF PRODUCTION WORKERS BY ESTABLISHMENT RATIOS TO TOTAL PAID HOURS: TOTAL HOURS OF PAID LEAVE

(Percent distribution of manufacturing production and related workers by ratio of total hours of paid leave to total hours paid for in employing establishments, by region and industry group, 1958)

Region and industry group	All workers	Percent of workers in establishments with—														
		No paid leave	Paid leave	Ratio of total hours of paid leave to total hours paid for of—												
				Less than 1 percent	1 and under 2 percent	2 and under 3 percent	3 and under 4 percent	4 and under 5 percent	5 and under 6 percent	6 and under 7 percent	7 and under 8 percent	8 and under 9 percent	9 and under 10 percent	10 and under 11 percent	11 and under 12 percent	12 percent or more
United States	100.0	3.1	96.9	2.4	4.0	5.5	7.6	10.1	14.3	15.3	15.6	10.8	5.2	3.5	1.5	1.1
Northeast	100.0	2.5	97.5	2.4	2.7	4.4	7.4	9.2	14.3	15.0	14.7	12.0	7.6	4.5	1.7	1.6
South	100.0	7.9	92.1	4.7	9.1	10.6	12.2	10.3	11.0	11.7	7.9	6.6	3.8	1.7	1.2	1.2
North Central	100.0	.9	99.1	.7	1.6	3.2	5.1	9.7	16.2	17.9	22.0	11.9	4.7	4.1	1.6	.5
West	100.0	2.5	97.5	2.9	5.4	6.4	6.9	14.2	15.0	15.5	14.6	11.6	1.4	1.9	.9	.7
<u>Industry group</u>																
Ordnance and accessories	100.0	-	100.0	-	-	1.4	7.9	.8	14.7	15.2	21.2	20.8	4.1	6.3	7.6	-
Food and kindred products	100.0	3.8	96.2	5.2	5.6	7.6	4.7	12.1	13.8	10.6	11.9	12.8	3.1	5.0	1.6	2.1
Tobacco manufactures	100.0	-	100.0	4.1	15.0	5.4	5.8	15.6	7.0	22.4	7.7	8.6	7.1	-	.6	.7
Textile mill products	100.0	3.8	96.2	2.3	12.7	13.9	23.0	14.3	12.4	9.3	5.0	3.4	-	-	-	-
Apparel and other finished textile products	100.0	8.5	91.5	9.2	9.4	11.9	15.7	14.6	9.3	9.7	8.3	2.3	.8	.1	-	-
Lumber and wood products	100.0	23.3	76.7	11.5	9.9	11.7	10.1	10.6	13.1	7.1	.6	1.6	.4	-	-	-
Furniture and fixtures	100.0	5.2	94.8	2.8	7.9	11.7	12.3	17.4	12.5	15.8	8.5	3.0	1.1	1.5	-	.1
Paper and allied products	100.0	.5	99.5	.2	2.0	1.2	3.4	10.1	26.1	31.0	18.0	5.5	.7	.6	.5	.2
Printing, publishing, and allied industries	100.0	.1	99.9	.3	1.0	2.6	5.7	10.0	18.2	19.0	18.3	9.0	5.1	6.8	3.2	.8
Chemicals and allied products	100.0	.9	99.1	.2	1.9	2.5	2.8	5.5	7.8	15.6	17.4	19.9	11.7	9.2	2.9	1.7
Products of petroleum and coal	100.0	2.0	98.0	1.0	-	2.4	.1	.9	3.9	7.7	4.7	6.8	8.1	16.3	19.0	27.3
Rubber products	100.0	-	100.0	-	-	1.2	1.4	4.1	10.3	18.8	27.9	18.6	11.8	1.3	4.5	-
Leather and leather products	100.0	1.8	98.2	.5	3.0	11.2	11.8	21.4	13.9	15.8	13.5	4.9	1.9	-	-	.2
Stone, clay, and glass products	100.0	1.8	98.2	3.4	.8	2.9	6.7	18.2	22.5	19.0	11.6	6.6	2.4	2.6	.8	.8
Primary metal industries	100.0	-	100.0	-	.9	1.2	1.4	3.8	7.0	14.7	24.6	17.6	15.9	10.8	.9	1.1
Fabricated metal products	100.0	.3	99.7	.3	1.0	1.7	8.2	11.2	18.9	27.7	15.6	8.8	3.8	2.2	.5	-
Machinery, except electrical	100.0	1.5	98.5	.4	2.7	3.5	5.4	8.1	14.1	20.0	19.2	14.2	5.5	1.7	2.5	1.4
Electrical machinery	100.0	-	100.0	.2	.8	1.5	5.2	5.6	18.4	17.0	22.0	12.4	13.9	2.3	.3	.3
Transportation equipment	100.0	.9	99.1	(1)	.6	2.4	3.6	3.9	14.0	10.6	29.3	23.0	5.1	3.4	2.6	.6
Instruments and related products	100.0	.2	99.8	.1	.8	1.4	2.9	7.9	14.4	18.1	18.7	9.9	8.4	14.5	1.2	1.5
Miscellaneous manufacturing industries	100.0	2.1	97.9	1.0	4.9	8.6	9.1	18.3	26.6	12.5	8.1	5.8	1.2	.7	.6	.5

<sup>1</sup> Less than 0.05 percent.

NOTE: Because of rounding, sums of individual items may not equal totals.

TABLE 5. DISTRIBUTION OF PRODUCTION WORKERS BY ESTABLISHMENT RATIOS TO TOTAL PAID HOURS: PAID VACATION HOURS

(Percent distribution of manufacturing production and related workers by ratio of total hours of paid vacations to total hours paid for in employing establishments, by region and industry group, 1958)

Region and industry group	All workers	Percent of workers in establishments with—									
		No paid vacations	Paid vacations	Ratio of total hours of paid vacations to total hours paid for of—							
				Less than 1 percent	1 and under 2 percent	2 and under 3 percent	3 and under 4 percent	4 and under 5 percent	5 and under 6 percent	6 and under 7 percent	7 percent or more
United States .....	100.0	5.0	95.0	3.4	11.4	15.6	24.0	22.0	11.2	4.7	2.7
Northeast .....	100.0	6.3	93.7	2.9	11.9	15.1	20.8	21.7	12.7	5.6	3.0
South .....	100.0	9.6	90.4	5.5	15.9	16.3	24.3	16.2	7.5	3.0	1.6
North Central .....	100.0	1.2	98.8	2.1	7.4	13.9	24.6	27.9	13.5	5.6	3.8
West .....	100.0	3.6	96.4	5.2	12.8	21.3	33.3	15.4	5.9	1.7	.7
<u>Industry group</u>											
Ordnance and accessories .....	100.0	-	100.0	5.4	4.0	24.3	31.7	21.5	9.8	3.4	-
Food and kindred products .....	100.0	5.2	94.8	6.8	11.8	18.1	24.1	19.3	8.0	3.5	3.0
Tobacco manufactures .....	100.0	5.6	94.4	7.1	17.0	15.1	14.8	27.0	11.9	-	1.4
Textile mill products .....	100.0	4.9	95.1	2.0	22.4	20.1	30.5	17.2	2.6	.2	.3
Apparel and other finished textile products .....	100.0	21.5	78.5	9.1	21.9	16.7	18.0	9.6	2.3	1.0	-
Lumber and wood products .....	100.0	26.4	73.6	10.7	17.0	21.6	20.6	2.2	1.4	-	-
Furniture and fixtures .....	100.0	7.5	92.5	6.3	20.6	26.5	24.6	8.4	3.6	.9	1.5
Paper and allied products .....	100.0	.6	99.4	1.6	5.8	19.8	29.9	31.1	9.6	1.1	.4
Printing, publishing, and allied industries .....	100.0	.5	99.5	1.3	9.0	11.0	23.2	29.2	16.5	6.1	3.1
Chemicals and allied products .....	100.0	.9	99.1	.5	5.2	11.2	26.5	28.7	22.4	3.5	1.2
Products of petroleum and coal .....	100.0	2.0	98.0	1.0	2.5	1.9	9.3	11.3	49.5	21.9	.7
Rubber products .....	100.0	.5	99.5	.5	2.3	5.6	20.4	25.2	23.4	17.9	4.2
Leather and leather products .....	100.0	2.5	97.5	1.5	23.3	25.5	23.6	18.4	4.5	.3	.6
Stone, clay, and glass products .....	100.0	1.8	98.2	4.8	6.9	13.3	34.7	23.5	10.9	2.0	2.2
Primary metal industries .....	100.0	-	100.0	.8	2.5	4.7	11.2	24.0	22.9	19.1	14.7
Fabricated metal products .....	100.0	.9	99.1	1.6	11.6	21.2	32.4	20.5	7.1	4.0	.7
Machinery, except electrical .....	100.0	2.2	97.8	1.7	9.0	11.2	26.0	26.0	16.8	5.0	2.1
Electrical machinery .....	100.0	.1	99.9	.7	8.7	16.3	23.1	34.7	9.6	5.7	1.1
Transportation equipment .....	100.0	1.4	98.6	2.2	5.4	8.9	25.7	32.2	13.7	4.6	5.9
Instruments and related products .....	100.0	1.1	98.9	.3	5.6	15.3	25.3	30.4	19.0	1.7	1.0
Miscellaneous manufacturing industries .....	100.0	5.6	94.4	4.4	16.2	33.1	21.2	14.2	3.7	1.3	.3

NOTE: Because of rounding, sums of individual items may not equal totals.

TABLE 6. DISTRIBUTION OF PRODUCTION WORKERS BY ESTABLISHMENT RATIOS TO TOTAL PAID HOURS: PAID HOLIDAY HOURS

(Percent distribution of manufacturing production and related workers by ratio of total hours of paid holidays to total hours paid for in employing establishments, by region and industry group, 1958)

Region and industry group	All workers	Percent of workers in establishments with—						
		No paid holidays	Paid holidays	Ratio of total hours of paid holidays to total hours paid for of—				
				Less than 1 percent	1 and under 2 percent	2 and under 3 percent	3 and under 4 percent	4 percent or more
United States .....	100.0	11.2	88.8	6.2	12.5	53.8	14.6	1.7
Northeast .....	100.0	6.0	94.0	4.5	12.3	50.2	23.3	3.7
South .....	100.0	30.4	69.6	12.5	12.7	37.9	6.2	.3
North Central .....	100.0	4.7	95.3	3.6	11.8	68.7	10.8	.4
West .....	100.0	10.7	89.3	7.4	15.1	50.4	14.8	1.6
<u>Industry group</u>								
Ordnance and accessories .....	100.0	-	100.0	-	1.0	72.4	25.1	1.5
Food and kindred products .....	100.0	10.3	89.7	13.0	17.1	36.5	17.9	5.2
Tobacco manufactures .....	100.0	18.2	81.8	7.9	11.3	61.8	.6	( <sup>1</sup> )
Textile mill products .....	100.0	42.4	57.6	17.3	10.1	25.5	4.3	.4
Apparel and other finished textile products .....	100.0	22.1	77.9	11.0	20.2	37.0	8.8	1.0
Lumber and wood products .....	100.0	48.9	51.1	11.3	13.1	24.2	2.4	.1
Furniture and fixtures .....	100.0	17.8	82.2	8.3	18.2	43.0	12.1	.7
Paper and allied products .....	100.0	1.6	98.4	2.7	17.7	67.4	10.2	.4
Printing, publishing, and allied industries .....	100.0	.7	99.3	10.3	21.8	45.5	16.3	5.3
Chemicals and allied products .....	100.0	5.0	95.0	3.0	8.7	55.4	25.8	2.1
Products of petroleum and coal .....	100.0	2.0	98.0	2.5	13.0	52.5	28.0	2.0
Rubber products .....	100.0	-	100.0	-	7.6	83.0	9.4	-
Leather and leather products .....	100.0	11.4	88.6	4.4	16.2	57.7	10.3	-
Stone, clay, and glass products .....	100.0	9.3	90.7	5.7	20.7	57.0	6.1	1.2
Primary metal industries .....	100.0	1.9	98.1	1.6	14.9	68.7	12.1	.8
Fabricated metal products .....	100.0	2.3	97.7	2.3	6.4	67.1	18.2	3.7
Machinery, except electrical .....	100.0	6.8	93.2	2.2	8.9	68.1	12.6	1.4
Electrical machinery .....	100.0	1.4	98.6	3.0	6.9	62.8	24.7	1.1
Transportation equipment .....	100.0	1.3	98.7	.5	4.1	70.7	23.4	-
Instruments and related products .....	100.0	.6	99.4	1.0	8.6	55.6	31.2	3.0
Miscellaneous manufacturing industries .....	100.0	8.2	91.8	6.1	11.7	59.5	11.8	2.7

<sup>1</sup> Less than 0.05 percent.

NOTE: Because of rounding, sums of individual items may not equal totals.

TABLE 7. DISTRIBUTION OF PRODUCTION WORKERS BY ESTABLISHMENT RATIOS TO TOTAL PAID HOURS: PAID SICK LEAVE HOURS

(Percent distribution of manufacturing production and related workers by ratio of total hours of paid sick leave to total hours paid for in employing establishments, by region and industry group, 1958)

Region and industry group	All workers	Percent of workers in establishments with—						
		No paid sick leave	Paid sick leave	Ratio of total hours of paid sick leave to total hours paid for of—				
				Less than 1 percent	1 and under 2 percent	2 and under 3 percent	3 and under 4 percent	4 percent or more
United States .....	100.0	80.5	19.5	10.5	5.8	2.4	0.8	( <sup>1</sup> )
Northeast .....	100.0	81.9	18.1	9.3	5.6	1.9	1.1	0.1
South .....	100.0	79.8	20.2	11.2	5.4	2.5	1.1	-
North Central .....	100.0	83.0	17.0	10.0	4.1	2.5	.3	( <sup>1</sup> )
West .....	100.0	68.0	32.0	15.5	13.0	3.5	( <sup>1</sup> )	-
<u>Industry group</u>								
Ordnance and accessories .....	100.0	48.6	51.4	21.7	17.2	6.5	5.9	-
Food and kindred products .....	100.0	65.9	34.1	20.0	8.8	4.3	.9	-
Tobacco manufactures .....	100.0	69.3	30.7	29.3	1.4	-	-	-
Textile mill products .....	100.0	96.6	3.4	3.0	.4	-	-	-
Apparel and other finished								
textile products .....	100.0	93.7	6.3	5.6	.8	-	-	-
Lumber and wood products .....	100.0	91.1	8.9	7.8	.7	.4	-	-
Furniture and fixtures .....	100.0	92.1	7.9	6.4	1.5	.1	-	-
Paper and allied products .....	100.0	82.1	17.9	14.2	2.9	.2	.5	-
Printing, publishing, and								
allied industries .....	100.0	59.8	40.2	28.2	10.2	1.3	.5	-
Chemicals and allied products .....	100.0	42.1	57.9	27.5	22.8	7.0	.4	.3
Products of petroleum and coal .....	100.0	16.1	83.9	14.9	14.6	30.8	2.5	1.1
Rubber products .....	100.0	91.1	8.9	4.7	2.5	-	1.6	-
Leather and leather products .....	100.0	94.6	5.4	3.6	1.2	.6	-	-
Stone, clay, and glass products .....	100.0	91.1	8.9	5.9	1.5	1.3	-	.2
Primary metal industries .....	100.0	92.6	7.4	5.4	.3	1.1	.5	.2
Fabricated metal products .....	100.0	87.0	13.0	8.1	2.6	2.2	-	-
Machinery, except electrical .....	100.0	88.2	11.8	4.3	4.3	1.9	1.4	-
Electrical machinery .....	100.0	77.2	22.8	8.8	5.3	8.5	.2	-
Transportation equipment .....	100.0	75.4	24.6	8.7	14.6	.9	.5	-
Instruments and related								
products .....	100.0	57.5	42.5	16.2	23.1	2.7	.6	-
Miscellaneous manufacturing								
industries .....	100.0	81.8	18.2	16.2	1.4	.2	.3	-

<sup>1</sup> Less than 0.05 percent.

NOTE: Because of rounding, sums of individual items may not equal totals.

TABLE 8. PAID VACATION PRACTICES

(Percent distribution of production workers in manufacturing establishments receiving specified amounts of vacation pay<sup>1</sup> by region and industry group, 1958)

Region and industry group	All workers	Percent of production workers receiving vacation pay of—									
		Total	Less than 1 week	1 week	Over 1 and under 2 weeks	2 weeks	Over 2 and under 3 weeks	3 weeks	Over 3 and under 4 weeks	4 weeks	Over 4 weeks
United States -----	100.0	86.1	1.3	22.0	2.5	37.4	4.0	16.2	1.0	1.6	0.1
Northeast -----	100.0	86.1	1.7	22.2	2.0	36.2	3.4	17.4	1.2	1.8	.1
South -----	100.0	80.2	1.1	26.8	2.1	35.5	2.1	10.8	.7	1.1	-
North Central -----	100.0	91.1	.9	19.2	3.4	38.7	5.5	20.0	1.2	2.0	.1
West -----	100.0	81.5	1.9	20.1	1.7	42.2	4.8	10.0	( <sup>2</sup> )	.7	( <sup>2</sup> )
<u>Industry group</u>											
Ordnance and accessories -----	100.0	92.5	2.2	10.4	5.1	57.4	4.6	12.3	-	.6	-
Food and kindred products -----	100.0	79.3	.3	18.9	.4	37.2	1.0	16.0	-	5.4	( <sup>2</sup> )
Tobacco manufactures -----	100.0	78.5	1.6	18.8	.2	37.0	( <sup>2</sup> )	21.0	-	( <sup>2</sup> )	-
Textile mill products -----	100.0	88.5	1.8	39.8	2.1	38.8	1.6	4.3	-	.2	-
Apparel and other finished textile products -----	100.0	65.0	1.7	31.6	1.3	29.4	.2	.7	-	( <sup>2</sup> )	-
Lumber and wood products -----	100.0	56.7	1.5	24.0	1.1	27.7	.5	1.6	.2	.1	-
Furniture and fixtures -----	100.0	81.2	1.4	35.5	2.3	34.4	1.7	5.2	.7	( <sup>2</sup> )	( <sup>2</sup> )
Paper and allied products -----	100.0	91.3	1.5	20.2	1.0	43.6	.5	19.6	.1	4.8	-
Printing, publishing, and allied industries -----	100.0	92.5	1.6	13.4	.7	38.1	.5	36.9	.1	1.2	-
Chemicals and allied products -----	100.0	93.7	.5	11.3	2.5	45.5	2.9	25.8	.3	3.9	.9
Products of petroleum and coal -----	100.0	94.1	.1	4.4	.2	31.1	2.0	38.7	.3	17.3	-
Rubber products -----	100.0	95.1	( <sup>2</sup> )	14.3	1.2	34.9	4.3	33.6	.1	6.7	-
Leather and leather products -----	100.0	87.2	2.8	42.7	.8	32.6	.7	6.6	.1	.8	-
Stone, clay, and glass products -----	100.0	90.2	1.2	21.0	3.7	45.4	3.3	14.1	( <sup>2</sup> )	1.3	-
Primary metal industries -----	100.0	97.8	.4	15.0	5.9	28.5	12.6	26.3	8.7	.4	-
Fabricated metal products -----	100.0	88.4	1.3	22.6	3.6	42.6	3.2	13.5	.9	.7	-
Machinery, except electrical -----	100.0	90.9	.7	20.7	2.4	38.7	4.8	21.7	.3	1.2	.4
Electrical machinery -----	100.0	92.2	2.7	19.7	3.2	42.9	3.0	19.7	( <sup>2</sup> )	1.0	( <sup>2</sup> )
Transportation equipment -----	100.0	91.6	1.7	14.7	4.1	39.9	12.5	17.4	1.1	.3	( <sup>2</sup> )
Instruments and related products -----	100.0	93.5	1.6	15.7	3.9	39.2	9.5	21.6	.1	1.9	-
Miscellaneous manufacturing industries -----	100.0	81.1	1.9	28.2	1.8	39.4	1.1	8.2	( <sup>2</sup> )	.4	-

<sup>1</sup> Limited to payments received by the employee directly from the employer. Employer contributions to union-administered funds were excluded. Payments not on a time basis were converted to equivalent weeks or fractions of weeks.

<sup>2</sup> Less than 0.05 percent.

NOTE: Because of rounding, sums of individual items may not equal totals.

TABLE 9. PAID HOLIDAY PROVISIONS

(Percent distribution of production workers in manufacturing establishments with provisions for paid holidays by region and industry group, 1958)

Region and industry group	All workers	Percent of production workers in establishments providing paid holidays <sup>1</sup>																				
		Total <sup>2</sup>	Less than 2 days	2 days	2½ days	3 days	3½ days	4 days	4½ days	5 days	5½ days	6 days	6½ days	7 days	7½ days	8 days	8½ days	9 days	9½ days	10 days	10½ days	11 days or more
United States -----	100.0	88.8	1.4	1.6	0.1	1.5	0.1	2.1	0.4	4.2	0.3	20.5	2.7	35.2	1.5	11.6	0.6	2.2	0.2	1.7	0.1	0.8
Northeast -----	100.0	94.0	.3	1.0	-	1.3	( <sup>3</sup> )	1.5	.8	5.5	.6	17.6	3.0	30.1	3.2	16.3	1.4	4.9	.6	4.4	.3	1.8
South -----	100.0	69.6	4.8	4.4	.2	2.9	.3	3.7	.3	5.3	.2	17.4	.6	21.5	.2	6.5	.1	.5	( <sup>3</sup> )	-	-	( <sup>3</sup> )
North Central -----	100.0	95.3	.4	.7	.1	.9	-	1.5	.2	2.4	.2	24.4	3.4	51.1	.6	7.7	.2	.6	( <sup>3</sup> )	.2	-	.1
West -----	100.0	89.3	.3	.8	-	.7	.6	2.5	-	3.4	.1	24.1	3.5	29.5	1.1	19.6	.5	1.4	-	.4	.4	.2
<b>Industry group</b>																						
Ordnance and accessories -----	100.0	100.0	-	-	-	-	-	-	-	-	.2	1.7	3.6	52.8	3.2	17.2	.5	.7	5.9	9.3	1.5	3.3
Food and kindred products -----	100.0	89.7	1.3	.9	-	3.0	-	5.4	.6	2.1	.1	23.6	.5	15.5	1.5	22.5	.4	4.0	.3	4.1	.4	3.1
Tobacco manufactures -----	100.0	81.8	3.5	-	2.8	-	3.8	-	2.9	.8	37.4	-	27.1	-	-	-	-	-	-	-	-	-
Textile mill products -----	100.0	57.6	8.6	8.0	-	1.2	.2	2.5	-	5.4	-	15.0	1.4	11.7	-	2.6	-	.5	.1	-	-	-
Apparel and other finished textile products -----	100.0	77.9	1.9	2.3	-	4.9	-	1.7	3.3	11.2	1.6	29.0	7.8	9.9	2.4	1.1	-	.6	.1	.8	-	-
Lumber and wood products -----	100.0	51.1	2.7	3.1	.3	3.1	.2	3.7	-	5.5	-	23.6	.8	3.9	-	2.4	-	.2	-	.4	-	.2
Furniture and fixtures -----	100.0	82.2	1.0	2.5	.2	1.7	.4	3.6	-	8.2	.3	31.6	4.4	18.0	2.5	1.6	-	1.5	-	3.6	( <sup>3</sup> )	-
Paper and allied products -----	100.0	98.4	.2	-	-	.6	-	2.0	-	3.1	-	44.1	2.7	29.6	.9	9.3	.2	1.6	.7	2.5	-	.6
Printing, publishing, and allied industries -----	100.0	99.3	1.8	1.4	.3	2.8	2.1	2.1	.1	6.9	-	30.8	3.4	21.8	3.0	6.5	2.4	1.9	.1	7.2	.7	2.9
Chemicals and allied products -----	100.0	95.0	-	2.7	-	.6	-	1.3	-	1.6	.5	11.8	1.4	27.2	1.6	31.6	.5	7.9	1.2	4.0	.2	.9
Products of petroleum and coal -----	100.0	98.0	-	-	-	-	-	3.7	-	( <sup>3</sup> )	-	4.4	-	12.9	1.7	66.9	-	.8	1.2	3.0	1.3	2.1
Rubber products -----	100.0	100.0	-	-	-	.2	-	.2	-	2.0	.5	19.0	-	72.1	.6	2.1	-	-	-	3.2	-	-
Leather and leather products -----	100.0	88.6	.4	1.7	-	1.5	-	2.9	.3	15.1	.2	38.1	4.8	15.2	1.8	5.2	-	.3	.5	-	-	.2
Stone, clay, and glass products -----	100.0	90.7	.2	2.7	.5	1.7	-	5.1	.1	2.8	-	32.9	2.5	32.3	.2	6.0	-	.4	-	.6	-	.6
Primary metal industries -----	100.0	98.1	.4	.5	-	.1	-	( <sup>3</sup> )	-	4.7	-	7.5	.5	76.6	.3	6.0	-	1.0	-	.3	-	-
Fabricated metal products -----	100.0	97.7	-	.2	-	.1	-	1.8	-	2.1	.8	20.2	3.1	46.1	.8	15.2	1.0	3.6	-	1.0	-	1.0
Machinery, except electrical -----	100.0	93.2	.4	.3	-	.5	-	.9	.2	1.9	.1	16.7	4.1	51.4	3.8	10.5	.3	1.9	-	1.1	.3	-
Electrical machinery -----	100.0	98.6	-	1.2	-	.6	( <sup>3</sup> )	.4	.4	1.1	-	12.1	2.6	49.9	2.0	18.2	5.0	5.0	.2	.2	-	.2
Transportation equipment -----	100.0	98.7	( <sup>3</sup> )	-	-	.3	-	.5	-	1.8	-	8.5	1.6	69.9	.2	15.7	-	.3	-	-	-	-
Instruments and related products -----	100.0	99.4	-	.3	-	-	-	.6	.2	1.8	1.0	17.8	6.4	31.2	2.7	19.7	.7	8.4	1.0	6.4	.6	.3
Miscellaneous manufacturing industries -----	100.0	91.8	.7	.5	-	2.4	-	3.7	-	5.7	2.1	31.2	2.5	22.4	3.2	8.1	.5	6.4	-	1.5	-	1.2

<sup>1</sup> All combinations of full and half days that add to the same amount are combined; for example, the proportion of workers receiving a total of 7 days includes those with 7 full days and no half days, 6 full days and 2 half days, and so on.

<sup>2</sup> Includes workers in a few establishments not reporting the number of holidays provided.

<sup>3</sup> Less than 0.05 percent.

TABLE 10. PAID SICK LEAVE PROVISIONS

(Percent distribution of production workers in manufacturing establishments with formal provisions for paid sick leave by region and industry group, 1958)

Region and industry group	All production workers	Percent of production workers in establishments with—			
		Formal provisions for paid sick leave			
		Total	Full pay, no waiting period	Partial pay or waiting period	Amount of pay and/or waiting period not reported
United States .....	100.0	16.7	3.9	11.4	1.4
Northeast .....	100.0	15.4	3.7	10.4	1.2
South .....	100.0	16.5	3.3	12.4	1.7
North Central .....	100.0	15.6	2.1	11.9	1.6
West .....	100.0	26.2	12.6	10.6	2.9
<u>Industry group</u>					
Ordnance and accessories .....	100.0	48.9	30.2	18.6	-
Food and kindred products .....	100.0	27.4	2.1	22.1	3.3
Tobacco manufactures .....	100.0	32.8	-	25.7	7.1
Textile mill products .....	100.0	5.8	.3	5.4	-
Apparel and other finished textile products .....	100.0	2.2	-	2.0	.2
Lumber and wood products .....	100.0	6.8	.4	6.2	.3
Furniture and fixtures .....	100.0	6.5	.1	5.8	.6
Paper and allied products .....	100.0	13.2	2.1	9.9	1.3
Printing, publishing, and allied industries .....	100.0	30.6	5.9	20.6	4.2
Chemicals and allied products .....	100.0	54.8	7.4	42.5	4.8
Products of petroleum and coal .....	100.0	77.6	34.1	41.4	2.1
Rubber products .....	100.0	7.6	-	7.6	-
Leather and leather products .....	100.0	5.9	.6	5.3	-
Stone, clay, and glass products .....	100.0	7.3	1.6	4.1	1.6
Primary metal industries .....	100.0	4.6	.4	3.6	.6
Fabricated metal products .....	100.0	9.4	1.5	6.9	1.0
Machinery, except electrical .....	100.0	11.0	3.2	5.5	2.2
Electrical machinery .....	100.0	22.2	2.1	19.5	.7
Transportation equipment .....	100.0	24.2	16.2	7.2	.8
Instruments and related products .....	100.0	36.3	5.7	29.6	1.0
Miscellaneous manufacturing industries .....	100.0	11.2	3.0	6.7	1.5

NOTE: Because of rounding, sums of individual items may not equal totals.

TABLE 11. PAID MILITARY LEAVE PROVISIONS

(Percent distribution of production workers in manufacturing establishments with paid military leave provisions by region and industry group, 1958)

Region and industry group	All production workers	Percent of production workers in establishments with—			
		Formal provisions for paid military leave by type of payment			
		Total	Full payment	Partial payment	Amount of pay not reported
United States .....	100.0	25.6	2.8	22.2	0.6
Northeast .....	100.0	28.2	2.2	24.8	1.2
South .....	100.0	22.0	4.3	17.3	.5
North Central .....	100.0	28.7	2.4	26.1	.2
West .....	100.0	12.6	2.6	10.0	( <sup>1</sup> )
<u>Industry group</u>					
Ordnance and accessories .....	100.0	28.5	5.1	23.4	-
Food and kindred products .....	100.0	21.1	3.9	17.1	-
Tobacco manufactures .....	100.0	26.4	-	26.4	-
Textile mill products .....	100.0	20.6	5.7	14.3	.5
Apparel and other finished textile products .....	100.0	3.7	.5	3.2	-
Lumber and wood products .....	100.0	6.7	1.3	5.1	.3
Furniture and fixtures .....	100.0	8.0	2.3	5.7	-
Paper and allied products .....	100.0	26.6	1.0	25.6	-
Printing, publishing, and allied products .....	100.0	15.5	5.2	9.7	.5
Chemicals and allied products .....	100.0	50.4	6.3	43.8	.3
Products of petroleum and coal .....	100.0	68.8	8.0	60.8	-
Rubber products .....	100.0	67.7	4.9	62.8	-
Leather and leather products .....	100.0	11.2	1.5	9.2	.5
Stone, clay, and glass products .....	100.0	16.1	1.2	13.8	1.1
Primary metal industries .....	100.0	41.8	1.7	39.5	.6
Fabricated metal products .....	100.0	19.3	2.1	16.6	.7
Machinery, except electrical .....	100.0	29.6	1.6	26.6	1.4
Electrical machinery .....	100.0	46.5	4.1	39.1	3.3
Transportation equipment .....	100.0	29.9	.9	28.9	-
Instruments and related products .....	100.0	37.7	6.7	30.8	.2
Miscellaneous manufacturing industries .....	100.0	14.7	2.4	11.7	.6

<sup>1</sup> Less than 0.05 percent.

NOTE: Because of rounding, sums of individual items may not equal totals.

TABLE 12. PAID JURY, WITNESS, AND VOTING LEAVE PROVISIONS

(Percent distribution of production workers in manufacturing establishments with paid jury, witness, and voting leave provisions by region and industry group, 1958)

Region and industry group	All production workers	Percent of production workers in establishments with—		
		Provisions for		
		Jury duty	Witness duty	Voting leave
United States .....	100.0	43.4	6.9	23.5
Northeast .....	100.0	42.2	6.2	29.6
South .....	100.0	35.8	7.0	15.4
North Central .....	100.0	50.7	7.2	18.8
West .....	100.0	38.8	8.6	35.8
<u>Industry group</u>				
Ordnance and accessories .....	100.0	81.0	5.6	49.1
Food and kindred products .....	100.0	37.7	8.3	18.2
Tobacco manufactures .....	100.0	47.4	.9	21.6
Textile mill products .....	100.0	11.9	1.3	11.9
Apparel and other finished textile products .....	100.0	6.7	2.3	24.8
Lumber and wood products .....	100.0	8.5	3.9	11.7
Furniture and fixtures .....	100.0	17.3	6.3	22.3
Paper and allied products .....	100.0	32.6	3.5	16.5
Printing, publishing, and allied industries .....	100.0	44.2	11.9	26.2
Chemicals and allied products .....	100.0	71.7	21.4	36.9
Products of petroleum and coal .....	100.0	82.1	31.6	35.3
Rubber products .....	100.0	76.2	2.9	8.7
Leather and leather products .....	100.0	20.3	2.3	19.9
Stone, clay, and glass products .....	100.0	43.1	10.0	20.7
Primary metal industries .....	100.0	72.4	3.4	13.0
Fabricated metal products .....	100.0	40.0	5.7	20.6
Machinery, except electrical .....	100.0	45.4	7.5	23.3
Electrical machinery .....	100.0	67.3	13.8	29.7
Transportation equipment .....	100.0	77.1	4.2	39.1
Instruments and related products .....	100.0	60.1	13.7	43.9
Miscellaneous manufacturing industries .....	100.0	28.4	4.3	30.8

TABLE 13. PAID PERSONAL LEAVE PROVISIONS

(Percent distribution of production workers in manufacturing establishments with paid personal leave by region and industry group, 1958)

Region and industry group	All production workers	Percent of production workers in establishments with—		
		Provisions for paid personal leave		
		Total	Death in family	Other personal leave
United States .....	100.0	26.9	25.4	1.5
Northeast .....	100.0	35.7	32.9	2.8
South .....	100.0	22.3	20.9	1.3
North Central .....	100.0	23.4	22.9	.6
West .....	100.0	17.1	16.8	.3
<u>Industry group</u>				
Ordnance and accessories .....	100.0	41.9	40.4	1.5
Food and kindred products .....	100.0	44.9	43.6	1.3
Tobacco manufactures .....	100.0	4.1	4.1	-
Textile mill products .....	100.0	8.2	8.2	-
Apparel and other finished textile products .....	100.0	2.3	1.2	1.1
Lumber and wood products .....	100.0	8.4	6.9	1.5
Furniture and fixtures .....	100.0	13.5	12.7	.7
Paper and allied products .....	100.0	53.1	51.7	1.4
Printing, publishing, and allied industries .....	100.0	30.7	28.6	2.1
Chemicals and allied products .....	100.0	68.1	67.5	.6
Products of petroleum and coal .....	100.0	81.2	81.2	-
Rubber products .....	100.0	71.5	71.5	-
Leather and leather products .....	100.0	5.1	4.7	.4
Stone, clay, and glass products .....	100.0	43.5	43.4	.1
Primary metal industries .....	100.0	16.2	12.2	4.0
Fabricated metal products .....	100.0	16.5	15.9	.5
Machinery, except electrical .....	100.0	23.9	21.7	2.2
Electrical machinery .....	100.0	51.9	47.9	4.1
Transportation equipment .....	100.0	11.9	10.7	1.2
Instruments and related products .....	100.0	55.3	54.1	1.2
Miscellaneous manufacturing industries .....	100.0	25.4	23.9	1.5

NOTE: Because of rounding, sums of individual items may not equal totals.



## Appendix A: Scope and Method of Survey

### Scope of Survey

The 1958 survey of composition of payroll hours in manufacturing represented all establishments having one or more paid employees and primarily engaged in manufacturing, as defined in the 1945 edition of the Standard Industrial Classification Manual, prepared by the Bureau of the Budget. Manufacturing, thus defined, includes "those establishments engaged in the mechanical or chemical transformation of inorganic or organic substances into new products and usually described as plants, factories, or mills, which characteristically use power-driven machines and materials handling equipment." Included in this definition, and hence in the survey, are central administrative offices and other auxiliary units, such as laboratories, warehouses, and powerplants, affiliated with and serving these processing establishments, whenever such auxiliary units had any production or related workers.

Excluded from this definition are retail bakeries that sell most of their products on the premises and processors of fluid milk that distribute their product from house to house. (The latter group is included in manufacturing in the 1957 edition of the Standard Industrial Classification Manual.) Manufacturing activities carried out by government agencies, such as navy yards, are excluded, but government-owned privately operated facilities are included.

Survey coverage extended to 48 States and the District of Columbia. Data relate to the calendar year 1958, and were limited to production and related workers only.

### Collection of Data

Most of the data were collected by mail questionnaire. A copy of the questionnaire is shown on page 29. Bureau representatives collected the data by personal visit from large multiunit employers and from a sample of the non-respondents to two mail requests.

### Sampling Procedure

The survey was done on a sample basis. The sample can be described as a highly stratified probability sample. Data were obtained from establishments, selected in accordance with industry, location, and establishment size. The sample design was such as to permit data for major industry groups (2-digit SIC codes) on a national level, and for four broad regions on the all-manufacturing level.

In all cases, the lists of establishments from which the sample was selected were those maintained by the State agencies administering the unemployment compensation laws. These lists show the employment, industry classification, and location of all manufacturing establishments covered by those laws in each State. Since a number of States do not include under such laws establishments with fewer than four employees, the sample did not include such units. (See Method of Estimation for treatment of the employment in such establishments.)

Within each industry-regional grouping, the sample was so selected as to yield the most accurate estimates possible with the resources available. This was done by including in the sample a greater proportion of large establishments than of small ones—in general, an establishment's chance of inclusion being roughly proportionate to its employment size.

The initial solicitations, both by mail and personal visit, included 6,681 establishments. Replies were received from 5,248, of which 697 were not included in the tabulations. These latter were either from nonmanufacturing establishments, firms out of business, or were unusable. Of the 1,433 nonrespondents, personal visits were made to 400. Thus, the tabulations were based on 4,951 establishments.

In addition to the establishments in the probability sample, the Bureau obtained data from approximately 1,400 establishments which were in the Bureau's reporting panel in the monthly employment series. These are units of fewer than 100 employees resembling in location, industry, and size an equal number of establishments in the probability sample which were not in the Bureau's monthly employment series. These added units are not included in the tabulations included in this bulletin, but are used in a separate analysis of the various governmental series of data on hours.

### Method of Estimation

Data for each sample establishment were weighted in accordance with the probability of selection of that establishment. For instance, where 1 establishment out of 10 was selected in a region-size-industry class, it was considered as representing itself as well as 9 other establishments, i. e., it was given a weight of 10. Thus, if the establishment had 2,000 hours of vacation leave, and 100,000 hours of paid hours of all classes, it would contribute 20,000 vacation hours and 1,000,000 total hours to the final estimate.

All estimate totals derived from such weighting procedures were further adjusted in accordance with the average industry employment level for 1958, as reported in the Bureau of Labor Statistics employment series. For instance, if an industry-region class had an estimated average annual employment of 90,000 production workers as derived from the weighting process, and the corresponding average annual employment as reported in the employment series was 99,000 total data for that industry-region was multiplied by 1.1.

Data for establishments with 1 to 3 employees, which were not included in the sample, were imputed to the establishments with 4 to 10 employees in the same industry-regions class. The former accounted for less than 1 percent of manufacturing employment.

No assumption has been made that the nonrespondents were similar to the respondents in their wage structure. In order to minimize the bias of non-response, the sample returns obtained by personal visit from the nonrespondents in the mail query were weighted to represent all other nonrespondents in the same industry-regional-size classes.

### Sampling Errors

Since the estimates are based on samples, they may differ from the results that would have been obtained from a complete census, using the same procedures. The standard error is a measure of such sampling variability.

The chances are two out of three that an estimate from the sample would differ from that of a census by less than the standard error. The chances are 19 out of 20 that the difference would be less than twice the standard error.

The following table shows the standard errors for all leave items combined and for the three principal items separately. As an illustration of the use of the table, the percentage of paid leave for all manufacturing is given as 6 percent. The standard error of that estimate is 0.04 percent, which can be interpreted as meaning that the chances are two out of three that the value obtained

Standard errors of estimates of ratios of hours of paid leave to  
total hours paid for production and related workers in  
manufacturing industry groups, 1958

Industry group <sup>1</sup>	Standard error of item of paid leave			
	All items <sup>2</sup>	Vacations	Holidays	Sick leave
All industry groups -----	0.04	0.03	0.02	0.01
Ordnance and accessories -----	0.22	0.09	0.06	0.16
Food and kindred products -----	.19	.15	.07	.04
Tobacco manufactures -----	.25	.16	.08	.04
Textile mill products -----	.14	.09	.09	.01
Apparel and other finished textile products ----	.17	.11	.08	.01
Lumber and wood products -----	.16	.09	.08	.02
Furniture and fixtures -----	.15	.09	.08	.01
Paper and allied products -----	.08	.07	.04	.02
Printing, publishing, and allied industries ----	.16	.11	.07	.04
Chemicals and allied products -----	.17	.09	.07	.04
Products of petroleum and coal -----	.24	.12	.09	.11
Rubber products -----	.09	.06	.03	.05
Leather and leather products -----	.11	.11	.14	.13
Stone, clay, and glass products -----	.16	.11	.07	.02
Primary metal industries -----	.10	.09	.04	.02
Fabricated metal products -----	.11	.08	.05	.03
Machinery, except electrical -----	.12	.08	.06	.02
Electrical machinery -----	.15	.09	.06	.03
Transportation equipment -----	.14	.12	.03	.03
Instruments and related products -----	.12	.09	.04	.03
Miscellaneous manufacturing industries -----	.15	.09	.07	.02

<sup>1</sup> Defined in the November 1945 edition of the Standard Industrial Classification Manual prepared by the Bureau of the Budget.

<sup>2</sup> Includes other items of paid leave not shown separately, such as jury pay, military leave, and personal leave.

from a census would lie in the band from 5.96 to 6.04 percent, and 19 out of 20 in the band 5.92 to 6.08 percent.

### Availability of Records

The extent to which establishments kept a record of the hours of paid leave was not known at the beginning of the survey. Whether or not the use of estimated hours would seriously weaken the results could not be foretold. Hence, respondents were asked to indicate which of the individual items were provided from records, and which were based on estimates. In some cases, employers had records on one item, e. g., holidays, but could only estimate others.

For the three principal items of paid leave, the majority of data, as measured by employment, was derived from records—ranging from 59 percent for holidays to 90 percent for sick leave (table A). The difference in level of paid leave between establishments supplying actual and those providing estimated figures is generally small on a regional basis, and within most industry divisions (table B). Since establishments which had no paid vacations, holidays, or sick leave classified themselves as reporting on the basis of records, the appropriate comparison can best be made by eliminating these establishments from the comparison.

### Definition of Terms

**Establishment.**—Data were reported for individual establishments rather than companies. An establishment is generally defined as a single physical location where business is conducted. Where two or more activities were carried

on at a single establishment, the entire establishment was classified on the basis of its major activity in terms of sales. All data for such an establishment were included in that classification.

Data for auxiliary units of manufacturing establishments, such as separate offices and laboratories were included in this report, and classified on the basis of the major activity of the manufacturing serviced.

Production and Related Workers.—Includes working foremen and all non-supervisory workers (including leadmen and trainees) engaged in fabricating, processing, assembling, inspecting, receiving, storing, handling, packing, warehousing, shipping, trucking, hauling, maintenance, repair, janitorial, watchmen services, products development, auxiliary production for plant's own use (e. g., powerplant), and recordkeeping and other services closely associated with the above production operations. Excludes employees engaged in the following activities: Executive, purchasing, finance, accounting, legal, personnel, cafeterias, medical, professional, and technical activities, sales, sales-delivery (e. g., routemen), advertising, credit, collection, and in installation and servicing of own products, routing office function, factory supervision (above the working foreman level), and force-account construction employees on your payroll engaged in construction of major additions or alterations to the plant who are utilized as a separate work force.

Regions.—The regions used in this study include: Northeast—Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont; South—Alabama, Arkansas, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia, and West Virginia; North Central—Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin; West—Arizona, California, Colorado, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming.

Industry Groups.—The definitions of the manufacturing industry groups used in this report are defined in the 1945 edition of the Standard Industrial Classification Manual, prepared by the Bureau of the Budget.

Labor-Management Contract Status.—For purposes of the study, establishments were classified as having labor-management contract coverage if more than half the production and related workers were employed under terms of union agreements.

Payroll Hours.—See Instruction Sheet to Questionnaire, appendix B.

Plant Practices.—See Instruction Sheet to Questionnaire, appendix B.

TABLE A. METHOD OF REPORTING: VACATION, HOLIDAY, AND SICK LEAVE HOURS

(Percent of production and related workers employed in manufacturing establishments by method of reporting vacation, holiday, and sick leave hours, by regions and selected industry group, 1958)

Region and industry group	Vacation hours			Holiday hours			Sick leave hours		
	Actual figures	Estimated figures	Method not specified	Actual figures	Estimated figures	Method not specified	Actual figures	Estimated figures	Method not specified
United States -----	62.2	28.0	9.8	58.5	31.8	9.8	90.3	7.2	2.5
Northeast -----	62.7	28.4	8.9	54.7	34.8	10.5	92.1	6.0	1.9
South -----	59.2	30.4	10.4	66.7	24.9	8.3	90.2	7.6	2.2
North Central -----	64.0	25.8	10.3	58.1	32.6	9.4	91.7	5.6	2.7
West -----	60.6	28.9	10.5	55.1	33.0	11.8	78.2	17.0	4.8
<u>Industry group</u>									
Ordnance and accessories -----	46.5	42.6	10.9	48.6	44.3	7.1	62.9	29.9	7.1
Food and kindred products -----	64.2	29.8	6.0	59.5	32.6	7.9	84.2	12.1	3.7
Tobacco manufactures -----	80.0	17.0	3.0	89.7	9.9	.4	98.3	.8	.9
Textile mill products -----	51.0	35.8	13.2	74.4	17.1	8.6	98.8	.5	.7
Apparel and other finished textile products -----	57.2	30.8	11.8	52.9	31.6	15.3	95.6	4.3	-
Lumber and wood products -----	67.6	23.6	8.9	71.1	24.3	4.6	94.9	3.9	1.1
Furniture and fixtures -----	62.8	23.6	13.6	59.0	25.2	15.7	94.3	4.6	1.2
Paper and allied products -----	64.8	25.6	9.5	54.5	34.9	10.5	92.2	5.6	2.2
Printing, publishing, and allied industries -----	52.8	36.1	11.1	45.4	40.1	14.5	79.5	14.6	5.9
Chemicals and allied products -----	67.0	27.4	5.7	58.0	33.4	8.6	74.1	18.4	7.5
Products of petroleum and coal -----	73.9	17.2	8.8	66.9	23.5	9.6	80.3	13.4	6.2
Rubber products -----	50.2	37.8	12.1	53.1	40.0	7.0	93.4	1.1	5.5
Leather and leather products -----	48.2	40.6	11.2	41.5	47.0	11.5	97.7	2.0	.3
Stone, clay, and glass products -----	63.7	26.4	10.0	58.4	30.2	11.5	96.4	2.6	1.0
Primary metal industries -----	72.6	18.0	9.3	59.7	30.2	10.1	96.9	2.6	.5
Fabricated metal products -----	69.9	22.0	8.1	60.9	29.4	9.7	93.7	4.9	1.4
Machinery, except electrical -----	63.6	28.4	8.0	58.6	33.4	8.0	94.0	5.3	.8
Electrical machinery -----	49.9	35.3	14.8	42.0	44.5	13.5	85.3	6.0	8.7
Transportation equipment -----	68.5	21.4	10.2	65.9	27.9	6.2	85.0	13.4	1.6
Instruments and related products -----	55.2	34.1	10.7	54.5	35.4	10.1	81.3	13.7	5.0
Miscellaneous manufacturing industries -----	65.5	27.3	7.3	52.1	41.2	6.8	89.2	9.0	1.8

NOTE: Because of rounding, sums of individual items may not equal 100.

TABLE B. RATIO OF PAID LEAVE HOURS BY ESTABLISHMENT METHOD OF REPORTING: VACATIONS, HOLIDAYS, AND SICK LEAVE

(Vacation, holiday, and sick leave hours as percentages of total hours paid for in manufacturing establishments by method of reporting, regions, and selected industry groups, 1958)

Region and industry group	Vacation hours		Holiday hours		Sick leave hours	
	Actual figures <sup>1</sup>	Estimated figures	Actual figures <sup>1</sup>	Estimated figures	Actual figures <sup>1</sup>	Estimated figures
United States .....	3.8	3.7	2.4	2.5	1.1	1.0
Northeast .....	3.9	3.6	2.6	2.6	1.1	1.2
South .....	3.4	3.2	2.1	2.1	1.2	.8
North Central .....	4.0	4.3	2.5	2.4	1.0	.9
West .....	3.2	3.3	2.3	2.4	1.0	1.1
<u>Industry group</u>						
Ordinance and accessories .....	3.8	3.8	2.8	3.0	1.4	1.7
Food and kindred products .....	3.6	4.9	2.4	2.3	1.1	.8
Tobacco manufactures .....	3.9	2.9	2.3	2.0	.6	.2
Textile mill products .....	3.0	2.9	1.7	2.2	.3	.3
Apparel and other finished						
textile products .....	2.6	2.8	2.0	2.2	.8	.2
Lumber and wood products .....	2.6	2.2	1.8	1.8	.5	.2
Furniture and fixtures .....	2.9	2.7	2.1	2.3	.6	.6
Paper and allied products .....	3.6	4.2	2.3	2.3	.7	.6
Printing, publishing, and						
allied industries .....	4.0	4.0	2.2	2.5	.7	.9
Chemicals and allied products .....	4.1	4.2	2.6	2.9	1.2	1.1
Products of petroleum and coal .....	5.2	5.5	2.7	2.9	2.4	2.0
Rubber products .....	4.6	4.9	2.5	2.6	.9	1.8
Leather and leather products .....	3.1	2.8	2.4	2.4	.9	.4
Stone, clay, and glass products .....	3.6	4.0	2.2	2.3	.9	.8
Primary metal industries .....	5.3	5.0	2.5	2.6	1.1	1.3
Fabricated metal products .....	3.5	3.5	2.6	2.6	1.0	.4
Machinery, except electrical .....	4.0	3.9	2.6	2.5	1.1	1.8
Electrical machinery .....	3.8	3.8	2.6	2.7	1.0	1.0
Transportation equipment .....	4.1	3.8	2.8	2.6	.9	1.4
Instruments and related products .....	4.1	4.0	2.6	2.9	1.4	1.1
Miscellaneous manufacturing						
industries .....	3.0	2.8	2.3	2.4	.4	.7

<sup>1</sup> Excludes data for establishments having no paid leave hours, as indicated.

## Appendix B: Questionnaire

BLS 2624

Budget Bureau No. 44-5828.  
Approval expires December 31, 1959.

**U. S. DEPARTMENT OF LABOR**  
**BUREAU OF LABOR STATISTICS**  
**WASHINGTON 25, D. C.**

Your report will be  
held in confidence

### COMPOSITION OF PAYROLL HOURS IN MANUFACTURING, 1958

**I. ESTABLISHMENT IDENTIFICATION:**


Plant covered by report

1. Federal Social Security employer's identification number \_\_\_\_\_  
 Enter number as reported on Form 941, Item 10, in latest employer's quarterly tax return under Federal Insurance Contributions Act.
2. Authorizing official \_\_\_\_\_  
 (Name and title)

This survey is designed primarily to measure (for production and related workers only) the relationship between total hours paid for by companies directly to employees and total plant hours in manufacturing. *PLEASE READ ACCOMPANYING INSTRUCTIONS BEFORE ANSWERING QUESTIONNAIRE.*

The period to be covered is the calendar year 1958. If a reply to any question must be prepared on another basis, please write in the period covered next to your answer.

**II. LABOR-MANAGEMENT CONTRACT STATUS:**

Do collective bargaining agreements cover a majority of your production and related workers? \_\_\_\_\_ Yes  No

**III. EMPLOYMENT INFORMATION:**

Enter the average number of employees (full- and part-time) during 1958.

A. Total \_\_\_\_\_ B. Production and related workers \_\_\_\_\_

Enter the total number of employees (full- and part-time) during the payroll period ending nearest November 15, 1958 \_\_\_\_\_.

*Subsequent items refer only to production and related workers. If you did not employ any of these workers during 1958, do not answer any of the following questions.*

**FOR OFFICE USE ONLY**

Schedule number	Area	Reg.	State	City size	SIC code	Est. size	Weight	Special charac.

IV. PLANT PRACTICES FOR PRODUCTION AND RELATED WORKERS:

These questions are designed to obtain information on the extent and nature of company practices with respect to the items listed. The answers are needed to understand the payroll-hours figures reported in Section V.

A. Paid vacations

Number of weeks' pay (or equivalent)	Number of production and related workers receiving vacation pay (approximations are acceptable)
_____ weeks	_____ workers

B. Paid holidays

Number of holidays (including half days) paid for but not worked during 1958: \_\_\_\_\_ full days; \_\_\_\_\_ half days.

C. Sick leave paid by company directly to worker

1. Do you have a formal and definite plan for granting paid sick leave to a majority of the production and related workers? ----- Yes  No
2. If you have a formal plan, does it provide full pay , partial pay , or both full and partial pay ; does it specify a waiting period , or no waiting period ?
3. If you do not have a formal plan, do you have an informal or discretionary plan? ----- Yes  No

D. Paid military leave

1. Do you provide payment to workers while on temporary military duty, such as, but not limited to National Guard or Reserves?--- Yes  No
2. If answer above is "Yes," is payment full  or partial ?

E. Paid jury, witness, or voting leave

Indicate whether you have provisions for any of the following.

	Yes	No
Pay for jury duty	<input type="checkbox"/>	<input type="checkbox"/>
Pay for witness duty	<input type="checkbox"/>	<input type="checkbox"/>
Pay for voting leave	<input type="checkbox"/>	<input type="checkbox"/>

F. Pay for personal leave

Specify other provisions you may have for payment of workers while absent from work, including death in family or other personal reasons.

\_\_\_\_\_

V. HOURS INFORMATION FOR PRODUCTION AND RELATED WORKERS:

Report in column 1 total man-hours or man-hours equivalents for the items listed below.

If you keep separate records indicate in column 2; if you do not keep records for the items listed, indicate in column 3 and explain briefly in column 4 how you arrived at the estimated figure.

Item	Total hours (1)	Source of hours information—indicate by check mark (✓)		Basis of estimates (use "Remarks" section if necessary) (4)
		Records (2)	Estimates (3)	
1. Paid vacations -----				
2. Paid holidays -----				
3. Paid sick leave -----				
4. Paid military leave ----				
5. Paid jury, witness, or voting leave -----				
6. Pay for personal leave (specify type below) -----				
A. Total hours for items 1 through 6 -----		XXX	XXX	XXX
B. Total plant man-hours, 1958 -----		XXX	XXX	XXX
C. Total man-hours paid for directly by company, 1958 (sum of A and B above) ---		XXX	XXX	XXX

REMARKS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

VI. Do you want a copy of the Bureau's report on this survey? ..... Yes  No

INSTRUCTION  
SHEET  
BLS 2624

COMPOSITION OF PAYROLL HOURS IN MANUFACTURING, 1958

Item I. ESTABLISHMENT IDENTIFICATION

Self explanatory.

Item II. LABOR-MANAGEMENT CONTRACT STATUS

Indicate whether or not a majority of your production and related workers are covered by the terms of one or more agreements with labor organizations.

Item III. EMPLOYMENT INFORMATION

To obtain the average number of employees for the year, add the total number of full- and part-time employees who worked or received pay for any part of the pay period ending nearest the 15th of each of the 12 months during the year, and divide by 12. If a yearly average cannot be readily computed, please provide the best estimate and identify as an estimate. Include persons on vacation and sick leave for which they received pay directly from your firm but exclude persons on leave without company pay and pensioners and members of the Armed Forces carried on the rolls but not working during the periods reported.

A. Total—Include all employees attached to the establishment including salaried officers of corporations and executives and their staffs but do not include proprietors, members of incorporated firms, or unpaid family workers.

B. Production and Related Workers—Include working foremen and all nonsupervisory workers (including leadmen and trainees) engaged in fabricating, processing, assembling, inspecting, receiving, storing, handling, packing, warehousing, shipping, trucking, hauling, maintenance, repair, janitorial, watchmen services, products development, auxiliary production for plant's own use (e.g., powerplant), and recordkeeping and other services closely associated with the above production operations. Exclude employees engaged in the following activities: Executive, purchasing, finance, accounting, legal, personnel, cafeterias, medical, professional, and technical activities; sales, sales-delivery (e.g., routemen), advertising, credit, collection, and in installation and servicing of own products, routine office function, factory supervision (above the working foreman level), and force-account construction employees on your payroll engaged in construction of major additions or alterations to the plant who are utilized as a separate work force.

NOTE: These are the same definitions used by the Bureau of Labor Statistics for its production-workers employment series.

Item IV. PLANT PRACTICES FOR PRODUCTION AND RELATED WORKERS

A. Paid Vacations—Report the number of production and related workers, who, during 1958, received vacation pay equivalent to 1 week, the number who received vacation pay equivalent to 2 weeks, etc. If the vacation plan provided for a specific number of days (rather than weeks), or if vacation benefits were determined as a percentage of the workers' annual earnings, please convert to equivalent weeks, or fractions of weeks, and report the number of workers receiving the respective "equivalent weeks" benefits in 1958. For example, 2 percent or slightly more (e.g., 2 $\frac{1}{4}$  percent) is to be considered equivalent to 1 week's vacation; 4 percent or slightly more (e.g., 4 $\frac{1}{4}$  percent) to 2 weeks' vacation, etc. If the vacation plan provides 1 day's vacation per month of service, consider 5 or 6 days as equivalent to 1 week's vacation. If actual data are not available, approximations are acceptable.

B. Paid Holidays—Report the number of full- and half-day paid holidays which the majority of the production and related workers received in 1958. Do not include any unworked holidays which fell on Saturday or Sunday and for which workers were not paid. Holidays falling within the worker's vacation period, which were paid for in addition to vacation pay, should be included.

C. Paid Sick Leave—This item refers to sick leave paid by company directly to workers. Insurance plans are not included.

D. Paid Military Leave—Self explanatory.

E. Paid Jury, Witness, and Voting Leave—Self explanatory.

F. Pay for Personal Leave—List separately any items for which there is pay for personal leave, such as death in family.

UNITED STATES DEPARTMENT OF LABOR  
BUREAU OF LABOR STATISTICS

Item V. HOURS INFORMATION FOR PRODUCTION AND RELATED WORKERSA. 1 through 6

General—Entries for items 1 through 6 are intended to provide a record of those hours paid for but which were not worked due to the worker's excused absence. For each item listed, enter in column 1 the total annual man-hours or man-hours equivalent to pay received by production and related workers.

To determine man-hours equivalents, divide payment for the item by average hourly earnings. For example, if a worker regularly paid \$2 an hour was given \$5 for a day's absence for jury duty, the man-hours equivalent to this pay would be 2½ hours ( $\$5 \div \$2$  an hour). Similarly, if a worker received a day's sick leave at half his regular rate of pay, the man-hours equivalent would be 4, even though the worker was absent from work 8 hours.

Please provide data for each item separately, if possible. If necessary, however, items may be bracketed and a combined figure reported. Actual or estimated data may be reported. If estimated data are provided, use column 4 to indicate the method or basis of approximation.

If no hours were involved during the year for a given item, enter zero (0) in the appropriate space.

1. Paid Vacations—The figure to be reported here is the total man-hours equivalent to vacation pay received during 1958, whether the vacation was taken or not. If the individual worked at all during his vacation period, report the hours worked as part of total plant man-hours (item V-B), and do not include them in this item. For example, if an individual worked an entire week (40 hours) and also received a week's additional pay in lieu of vacation: The 40-vacation hours are to be reported here (item V-A-1) and the 40 hours worked are to be reported in item V-B.

2. Paid Holidays—Report the total man-hours equivalent to pay received for holidays during 1958, whether taken or not. If the individual worked during the holiday, report the hours worked as part of total plant man-hours (item V-B), and do not include them in this item.

3. Paid Sick Leave—Report the total man-hours equivalent to pay received directly from the company for sick leave during 1958. (Exclude payments made under insurance plans.) When partial payment is made, enter the man-hours equivalent to this pay.

4. Paid Military Leave—Report total man-hours equivalent for payment made by the company to workers while on temporary military duty such as, but not limited to National Guard or Reserves.

5. Paid Jury, Witness, or Voting Leave—Report total man-hours equivalent for payment made by the company to workers excused for jury and witness duty or to vote.

6. Paid Personal Leave—Report man-hours equivalent to payment made by the company for excused absence from work for personal reasons as listed in item IV-F.

A. Total—Enter the sum of hours reported for items 1 through 6.

B. Total Plant Man-Hours—Enter the total number of man-hours actually worked by production and related workers during 1958, including hours paid for standby or reporting time and holiday and vacation hours worked.

C. Total Man-Hours Paid For—Enter the sum of man-hours worked during 1958, including hours paid for standby or reporting time and holiday and vacation hours worked plus man-hours equivalent to pay received by workers directly from your firm for sick leave and for holidays and vacations. Do not convert overtime or other premium paid hours to straight-time equivalent hours. This entry should equal the sum of the entries in items V-A and V-B.