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SUPPLEMENTARY COMPENSATION FOR NONPRODUCTION WORKERS, 1963

Employer Expenditures

Employer Practices

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Bulletin No. 1470

UNITED STATES DEPARTMENT OF LABOR
W. Willard Wirtz, Secretary

BUREAU OF LABOR STATISTICS
Arthur M. Ross, Commissioner



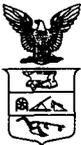
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Preface

As the Nation's largest employer, the Federal Government has an obligation to develop and maintain a sound program for compensating its employees—a program which is equitable both to the employees and to the country's taxpayers. Moreover, policies adopted by the Federal Government may have a substantial impact on employment and compensation practices in private industry.

The Federal Salary Reform Act of 1962 is a landmark in the evolution of Federal pay practices. It declares that, as a matter of policy, "Federal salary rates shall be comparable with private enterprise salary rates for the same levels of work." To implement this declaration, the statute calls upon the President to have prepared "annually a report which compares the rates of salary fixed by statute for Federal employees with the rates of salary paid for the same levels of work in private enterprise as determined on the basis of appropriate annual surveys conducted by the Bureau of Labor Statistics, . . ." Furthermore, the President is to report this comparison and his recommendations for revision of Federal practices annually to the Congress.¹

In keeping with this legislative mandate, the Bureau of Labor Statistics conducts annually a national survey of salary rates for a wide variety of professional, administrative, technical, and clerical jobs. Information is collected from a sample of establishments to provide representative data for much of the private industry sector of the economy.²

It is recognized that basic salary normally is only part, although the major part, of total employee compensation. Particularly since World War II, a host of supplementary pay practices (commonly called fringe benefits³) have become established as integral parts of the compensation package. Consequently, the Bureau of the Budget and the Civil Service Commission, which share responsibility for analyzing results of the BLS salary survey and for preparing the President's recommendations to the Congress on Federal pay, expressed a need for data on supplementary pay in private industry.

The Bureau of the Budget and the Civil Service Commission, therefore, requested BLS to conduct a study of supplementary compensation in private industry which could be analyzed in conjunction with the BLS salary survey. Plans for the survey were developed by staff of the three agencies.

1 For the most recent Presidential report, see Pay Increases for Certain Civilian Employees and Members of the Uniformed Services, Message from the President of the United States, 89th Cong., 1st sess., House of Representatives, Document 170 (May 12, 1965). See also Federal Statutory Salary Systems, Communication from the President of the United States Transmitting Joint Annual Report on Federal Statutory Pay Systems, Pursuant to the Federal Salary Reform Act of 1962, 89th Cong., 1st sess., House of Representatives, Document 174 (May 17, 1965). The Salary Reform Act does not apply to Federal manual workers, whose wages are tied to private industry wages in the localities where they work. The act also does not apply to employees in some agencies, such as the Tennessee Valley Authority, coming under separate pay systems.

2 See, for example, National Survey of Professional, Administrative, Technical, and Clerical Pay, February-March 1965 (BLS Bulletin 1469, 1965).

3 The term supplementary compensation is not more precise than fringe benefits, but it avoids some of the ambiguities of the latter, which implies that the practices are a small insignificant appendage to the wage and salary structure, voluntary on the part of the employer, and of exclusive benefit to the employee. None of these implications fit current conditions.

Preface—Continued

The resulting survey, the findings of which are reported in this bulletin, applied to the calendar year 1963 and covered nonproduction (white-collar) employees in metropolitan-area establishments having a total employment of 250 workers or more. Most private industries were included in the survey.⁴ To the extent that recordkeeping practices in private industry permitted, data were collected separately for groups of white-collar employees rather than simply for all such employees combined.⁵ Although the study emphasized collection of data on expenditures for various types of supplementary compensation, considerable material was collected on the practices giving rise to the expenditures. However, no attempt was made to measure expenditures for all supplementary compensation practices or to study labor costs—a still broader undertaking. The practices studied are believed to constitute the major elements of supplementary compensation in private industry.⁶

The sample of establishments originally selected for study included about 1,200 units. Approximately 750 reports were obtained, some for single-unit companies, others for individual establishments of larger firms, and still others for the total operations or divisions of multiestablishment companies. Many reports did not contain all the information requested. Consequently, it was not possible to weight the reports received to represent statistically the universe from which the sample was drawn. The adequacy of the data as an indicator of private industry practices is considered in the body of the report.

The BLS survey was designed principally to meet needs of the Federal Government, but the findings have considerably broader application. They will be of aid in evaluating pay practices in individual firms and also will be useful in various economic analyses. It is not unreasonable to assume that as the usefulness of data on expenditures for supplementary compensation becomes more widely recognized, more employers will maintain appropriate records, thereby simplifying data collection in future surveys. Appendix B contains a comparison of expenditures in the Federal Government and in private industry.

The Bureau of Labor Statistics, on its own behalf and on behalf of the other Federal agencies that participated in planning the survey, wishes to express its appreciation to the companies cooperating in this difficult and time-consuming endeavor and to the individuals who gave advice during the developmental stages of the survey.

This study was conducted in the Bureau's Division of National Wage and Salary Income by Norman J. Samuels, Chief of the Division, under the general direction of L. R. Linsenmayer, Assistant Commissioner for Wages and Industrial Relations. Samuel E. Cohen and Theodore J. Golonka devised the sampling procedures and supervised the selection of the sample. The analysis was prepared by Victor J. Sheifer, assisted by Gerald D. Weintraub. Field work for the survey was directed by the Bureau's Assistant Regional Directors for Wages and Industrial Relations. Data pertaining to the Federal Government were compiled and transmitted to the Bureau by the Bureau of the Budget and the Civil Service Commission.

4 The universe and the sampling procedures are described in detail in appendix A.

5 The reasons for collecting data separately by groups, and the criteria for selecting the groups, are considered in appendix A.

6 A more detailed discussion of the items studied is in appendix A. The framework for this study is similar to that used in other BLS studies of employer expenditures for supplementary compensation practices. A list of Bureau publications in the field is found at the end of this bulletin.

Contents

	Page
Chapter I. Introduction and summary -----	1
Employer expenditures -----	1
Supplementary compensation practices -----	4
Derivation of averages -----	6
Evaluation of survey results -----	7
Chapter II. Expenditures for supplements -----	10
All nonproduction employees -----	10
Expenditures for individual employee groups -----	15
Chapter III. Supplementary pay practices -----	37
Paid leave practices -----	37
Length of the workweek -----	41
Penalty pay practices -----	41
Private welfare plans -----	43
Miscellaneous practices -----	44
Variations among employee groups -----	44

Charts:

1. Average employer expenditures for supplementary compensation, all nonproduction employees, 1963 -----	2
2. Selected supplementary pay practices, 1963 -----	5
3. Patterns in employer expenditures for supplementary compensation, all nonproduction employees, 1963 -----	11
4. Patterns in employer expenditures for supplementary compensation, nonexempt nonproduction employees, 1963 -----	16
5. Patterns in employer expenditures for supplementary compensation, exempt nonproduction employees, 1963 -----	18
6. Formal paid vacation practices, 1963 -----	38
7. Weeks of vacation pay received by employees, 1963 -----	40
8. Penalty practices, 1963 -----	42
9. Selected private welfare plans, 1963 -----	45
10. Variations in practices among employee groups, 1963 -----	46

Tables:

Employer expenditures—all nonproduction employees:

1. Summary—all reporting units -----	8
2. Summary—units reporting expenditures -----	9
3. Paid leave, excluding sick leave -----	20
4. Retirement programs -----	21
5. Unemployment programs -----	22
6. Health benefit programs -----	23
7. Savings and thrift plans and yearend and other special bonuses -----	25
8. Penalty pay -----	26
9. Selected contributory and noncontributory private welfare plans -----	27

Contents—Continued

	Page
Tables—Continued	
Employee contributions—all nonproduction employees:	
10. Private welfare plans	28
Employer expenditures—nonexempt nonproduction employees:	
11. Paid leave	29
12. Payroll items in addition to basic salaries	30
Employer expenditures—all exempt employees:	
13. Paid leave	32
14. Payroll items in addition to basic salaries	33
Employer expenditures—upper management employees:	
15. Paid leave	35
16. Yearend and other special bonuses	36
Practices—	
17. Formal paid vacations—nonexempt nonproduction employees	47
18. Formal paid vacations—exempt employees excluding upper management	49
19. Formal paid vacations—upper management employees	51
20. Vacation pay received—nonexempt nonproduction employees	53
21. Vacation pay received—exempt employees excluding upper management	54
22. Vacation pay received—upper management employees	56
23. Paid holidays	58
24. Formal sick leave plans	59
25. Leave for civic responsibilities	60
26. Personal leave	61
27. Straight-time workweek	62
28. Pay for overtime work	63
29. Compensatory time off for overtime work	64
30. Extra pay for work on paid holidays	65
31. Compensatory time off for work on paid holidays	66
32. Premium pay for nightwork	67
33. Types of shift differentials	68
34. Shift differential—cents per hour—second shift	69
35. Shift differential—cents per hour—third shift	70
36. Shift differential—percent addition—second shift	71
37. Shift differential—percent addition—third shift	72
38. Employee coverage—premium pay and compensatory time off	73
39. Selected private welfare plans	74

Contents—Continued

	Page
Tables—Continued	
Practices—Continued	
40. Employee coverage—life insurance, accidental death and dismemberment insurance, or death benefits	76
41. Employee coverage—hospitalization, medical, or surgical benefits	77
42. Employee coverage—major medical benefits	78
43. Employee coverage—sickness and accident insurance	79
44. Employee coverage—pension or retirement benefits	80
45. Miscellaneous practices	81
46. Variations among employee groups	82
47. Variations in vacation and holiday practices among employee groups	85
Appendixes:	
A. Scope and method of survey	86
B. Comparison of employer expenditures for supplementary compen- sation in private industries and the Federal Government	90
C. Questionnaire	93

Supplementary Compensation for Nonproduction Workers, 1963

Chapter I. Introduction and Summary

Under today's many faceted systems for compensating employees, regular pay for hours actually worked is an inadequate measure of a worker's total earnings. Normally, part of an employee's pay represents a continuation of salary during leave periods, such as time away from the job because of vacations, holidays, or illnesses. Other employer payments to workers are in addition to regular or basic salary, examples of which are overtime pay, nonproduction bonuses, and severance pay. Further, some employer outlays for various retirement, health, unemployment, and related employee benefits are payments to funds, insurance companies, and governmental units. This bulletin analyzes major supplements, considering both employer expenditures for the supplements and the practices for which the payments are made.

Employer Expenditures

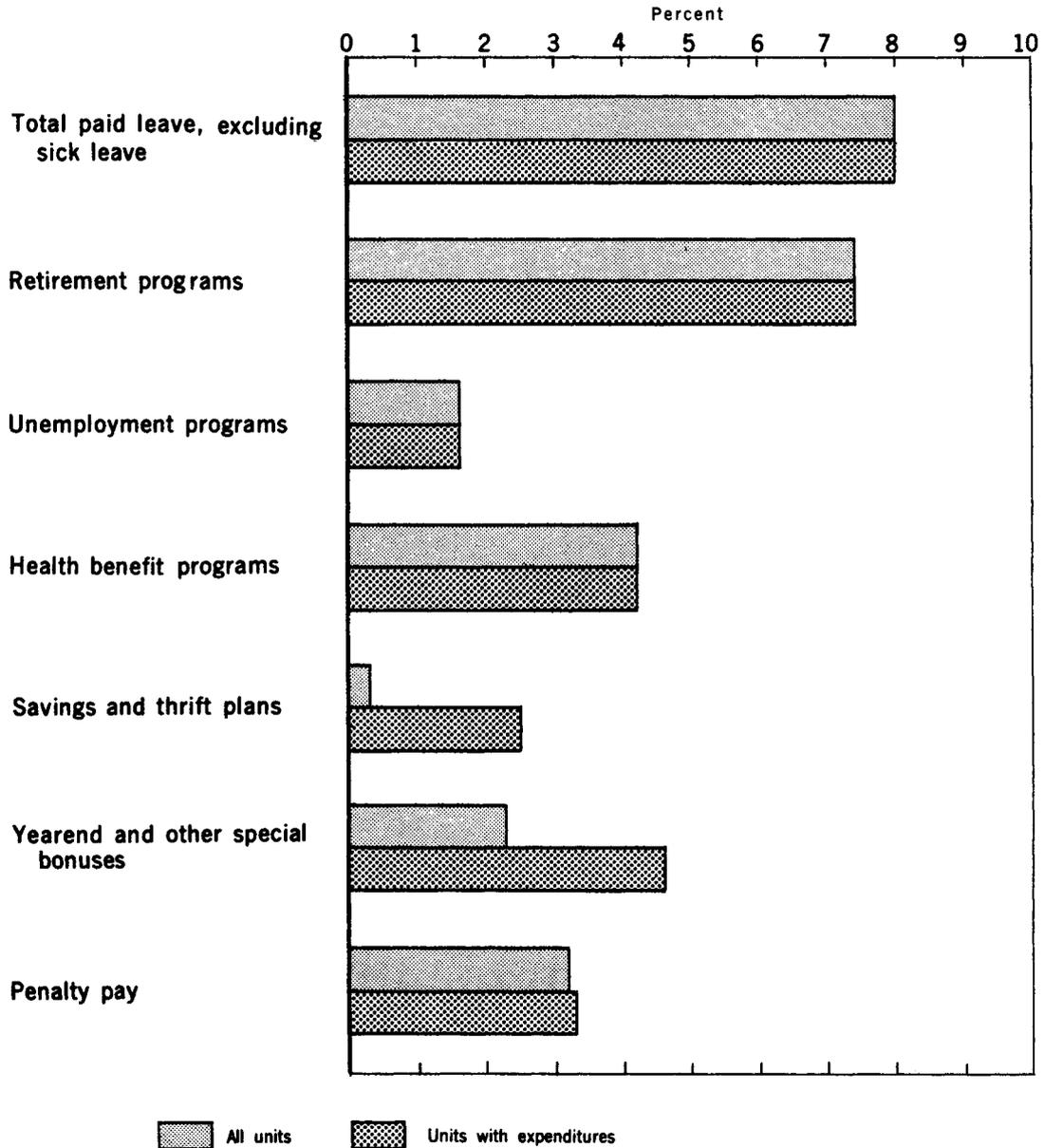
In 1963, employer expenditures for supplementary pay constituted a sizable portion of total outlays for employee compensation. The average reporting unit studied spent an amount equal to more than one-fourth of the basic salaries in providing to nonproduction employees the various supplements analyzed. (See chart 1 and table 1.) When considering this figure, it is important to remember that payments for leave are part of basic salary. Therefore, expenditures for basic salary and outlays for all supplements are not additive; combination of the two would involve double counting of leave payments.

It is useful to consider average employer expenditures for individual groups of supplements as well as outlays for all items combined. Total paid leave, excluding sick leave,¹ entailed the largest expenditure for nonproduction workers in the reporting units studied—8 percent of basic salaries. Substantial expenditures were also reported for retirement programs and health benefits programs—7.4 and 4.2 percent, respectively. Outlays for the remaining items studied were smaller: Penalty pay, 3.2 percent; yearend and other special bonuses, 2.3 percent; unemployment programs, 1.6 percent; and savings and thrift plans, 0.3 percent.

The figures in the preceding paragraphs were derived from all reports obtained in the study, including those stating there were no expenditures for a given item. In computing the averages, units with no expenditures were treated as having zero expenditures. Thus, the resulting averages are influenced by both the level of expenditures in units making payments and the relative number of units having expenditures. Averages were also computed based upon only those units which reported payments for given supplements.

¹ Conceptually, sick leave can be classified either as a form of paid leave or as a health benefit program. In tabulating data for all nonproduction employees combined, sick leave was included as a health benefit program. However, in computing expenditure rates for individual employee groups, sick leave was included as a type of paid leave, since aggregate expenditures for all health benefit programs were not determined by employee group.

**Chart 1. Average Employer Expenditures for Supplementary Compensation,
All Nonproduction Employees, 1963**
(Percent of basic salaries)



Because of widespread prevalence, averages computed for all reporting units and for units with expenditures were the same for total paid leave, excluding sick leave; retirement programs; unemployment programs; and health benefit programs. Penalty pay at 3.3 percent for units with expenditures was only slightly higher than for all reporting units. On the other hand, average expenditures for bonuses in units with such expenditures, 4.6 percent, were twice the average for all reporting units. Reflecting the relative infrequency with which the item appeared, the average for savings and thrift plans in units with these expenditures was 2.5 percent, more than eight times that for all reporting units (table 2).

As a general rule, units with 1,000 employees or more tended to have larger expenditures than did units with 250-999 employees.² However, yearend and other special bonuses provided a striking exception; the average for all of the smaller units was 3.1 percent, compared to 1.7 percent for the larger units. Bonus expenditures occurred relatively more frequently in units with 250-999 employees and, when found, on the average were greater in these units.

No consistent pattern of differentials between manufacturing and non-manufacturing industries is discernible in the findings of this study. For some groups of supplements, such as total paid leave, excluding sick leave, and unemployment programs, the averages for manufacturing and nonmanufacturing industries were almost identical. However, expenditures for retirement programs were markedly higher in nonmanufacturing industries—8.4 percent compared with 6.8 percent in manufacturing industries. On the other hand, expenditures for bonuses were higher in manufacturing industries than in the nonmanufacturing sector—respectively 2.6 percent for all reporting units as compared with 1.8 percent.

Similarly, no consistent differentials were found between expenditures for nonexempt and exempt³ nonproduction workers. In terms of expenditures for all reporting units, payments for total paid leave, including sick leave, averaged 9.6 percent for nonexempt workers and 9.9 percent for exempt employees. The closeness of the two figures gives no indication of the differences in individual components. Thus, while vacation expenditures were greater for exempt employees—5.3 as against 4.5 percent—the opposite was true for sick leave—1.7 percent for nonexempt and 1.4 percent for exempt employees. Little, if any, difference was found between the employee groups with respect to other types of leave. However, overtime payments for nonexempt employees averaged 5.6 percent for all reporting units compared to only 1 percent for exempt employees. Conversely, bonus expenditures were substantially higher for exempt employees—3.4 percent as against 1.1 percent for nonexempt employees in all reporting units (tables 11-14). Actually, the highest average payments reported for total paid leave, including sick leave, 10.2 percent, were made to upper management employees.⁴ Likewise, bonus expenditures were considerably higher for upper management employees, averaging 6.6 percent for all reporting units and 14.9 percent in units with expenditures (tables 15 and 16).

² Employment figures pertain to total employees in the unit, not to the number of nonproduction employees.

³ The terms "nonexempt" and "exempt" pertain to application of regulations under the Fair Labor Standards Act. The former group is subject to the act's overtime provisions, while the latter is not. In general, the nonexempt group consists of nonsupervisory workers, whereas the exempt group is made up of professional, administrative, and executive employees. More detail on this point is in appendix A.

⁴ In addition to being presented separately, payments to upper management employees are included in the all-exempt-employee figures.

Supplementary Compensation Practices

One or more forms of paid leave appeared in each of the reporting units. Each unit had some type of vacation plan. (See chart 2.) Typically, the amount of vacation pay varied with an individual's length of service, the maximum commonly being 3 or 4 weeks (tables 17-19). Thus, employer payments for vacations were dependent upon two factors, the vacation plan and the length-of-service distribution of the work force. In only a minority of the reporting units did at least half of those employees below the upper management group receive 3 weeks or more of vacation pay (tables 20-22). Paid holidays were reported in all but one of the units, the most common number per year being 7 or 8 (table 23). Formal sick leave plans occurred less frequently, but nevertheless existed in a majority of the reporting units. To some extent, sickness and accident insurance was a substitute for formal sick leave plans; however, both benefits were provided in many units, while others had neither (table 24). Paid leave for various civic responsibilities and paid personal leave also were common, and occurred relatively more frequently for exempt employees (tables 25 and 26).

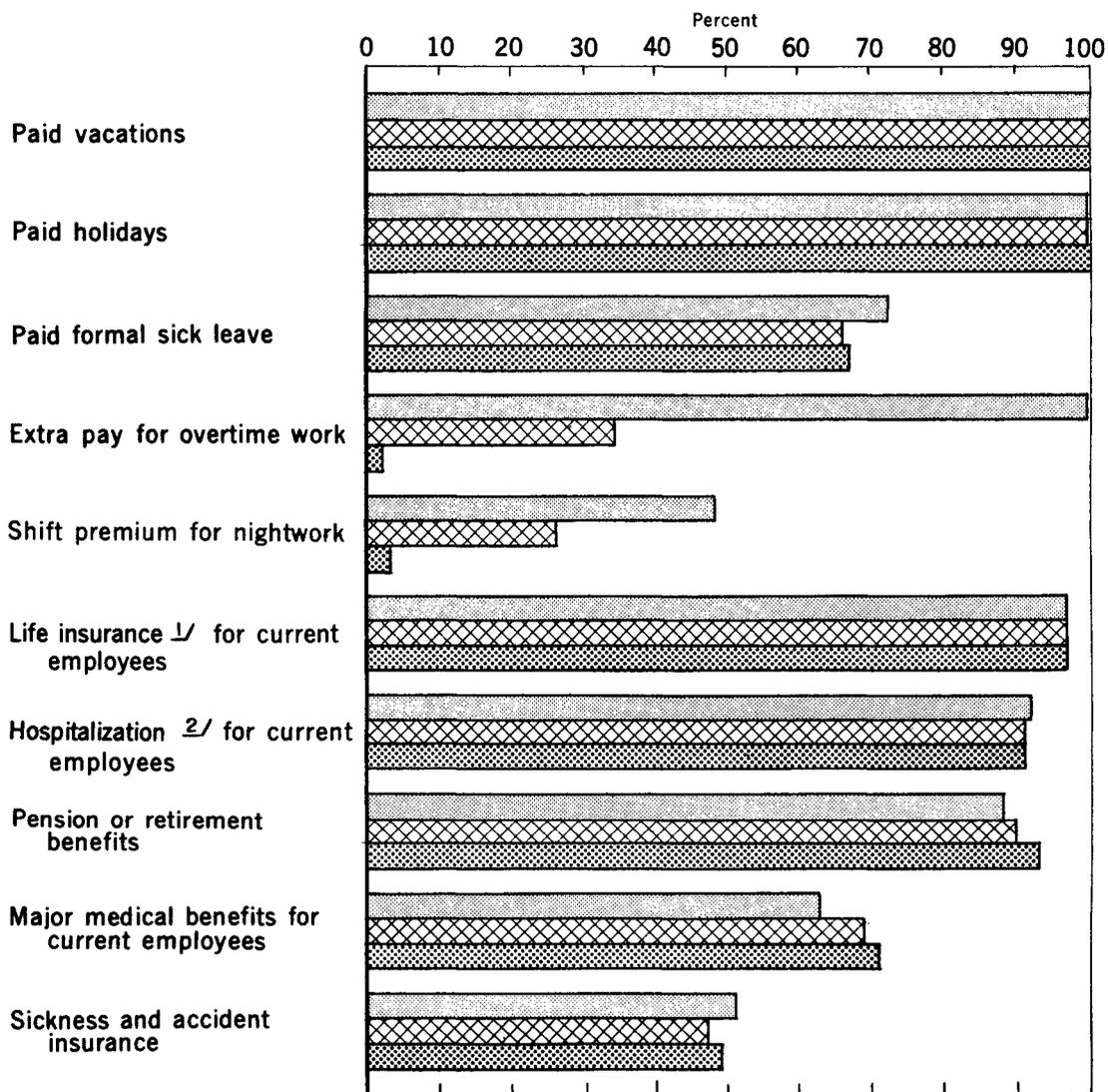
Close to four-fifths of the reporting units were on a 40-hour basic work-week. Nonexempt employees almost universally received extra pay, usually time and one-half, for extra work. Overtime pay was much less common for exempt employees, excluding upper management, occurring in about a third of the reporting units and most frequently at straight-time rates. Overtime was rarely paid to upper management employees. Occasionally, compensatory time off was available to exempt employees as a substitute for overtime pay. Extra pay for work on holidays was provided for nonexempt workers in over four-fifths of the reporting units. Such pay was found for exempt employees, excluding upper management, in only about one-fifth of the units, and was rare for upper management employees. Some units without extra-pay practices did not work on holidays and hence had no need for a pay practice. Shift differential practices followed the pattern found for other premium pay items. That is, extra pay for nightwork was common for nonexempt employees; less frequent for exempt employees, excluding upper management; and relatively rare for upper management. Where shift differentials were paid to exempt employees, excluding upper management, the practice often did not cover all workers in the group; e.g., in some instances, it applied only to first-line supervisors. (This coverage pattern also applied to overtime pay and extra pay for holiday work for exempt employees, excluding upper management.) (See tables 27-38.)

The vast majority of the reporting units provided the following, either on a contributory or noncontributory basis: Life insurance, accidental death and dismemberment insurance, or death benefits; hospitalization, medical, or surgical benefits (excluding major medical benefits); and private pension or retirement benefits. Major medical benefits were less common, but were found in over three-fifths of the units. Sickness and accident insurance was provided for nonexempt employees in just over half the units, but was extended to exempt employees in slightly less than half the units. Most plans covered 90 percent or more of the employees in a group. Proportionately, the lowest coverage applied to pension or retirement plans for nonexempt employees, about a quarter of these plans covering less than 90 percent of the employees. (See tables 39-44.)

Provision for pay for travel time on company business outside of regular working hours was found, for nonexempt employees, in over two-fifths of the reporting units. On the other hand, such payments were rarely made to exempt employees. Reimbursements for moving expenses caused by job changes within the company were made to exempt employees in over seven-tenths of the units, but slightly under half the units reimbursed nonexempt employees. Pay for travel

Chart 2. Selected Supplementary Pay Practices, 1963

(Percent of reporting units with the indicated practices)



- Nonexempt employees (subject to FLSA overtime provisions).
- Exempt employees, excluding upper management (not subject to FLSA overtime provisions).
- Upper management employees (all exempt).
- ^{1/} Includes accidental death and dismemberment insurance and death benefits.
- ^{2/} Includes medical and surgical benefits (excluding major medical benefits).

and transportation to the first job was granted less frequently than moving expense reimbursement, and only for upper management employees was it found in a majority of the reporting units (table 45). It must be kept in mind that many companies did not have these provisions because there were no occasions for their use.

Frequently, units with a given benefit provided it to employees in each of the three nonproduction worker groups, although not necessarily in precisely the same fashion. This was particularly true for many leave items and private welfare plans. However, premium pay often was limited to a single group—nonexempt employees (tables 46 and 47).

Derivation of Averages

In several major respects, methods of tabulating data obtained in the survey were affected by the limited response to requests for information. The inability or unwillingness of many companies to furnish data made it impossible to project survey findings to represent the universe of establishments from which the initial sample was drawn. Thus, figures presented in this bulletin refer only to the specific reporting units which supplied information.

Because a proper weighting scheme could not be devised, equal weight was given to each report, regardless of size. However, it should be observed that more large than small units, i.e., those with 1,000 employees or more, compared to those with 250–999 employees, were studied. Also, results are shown separately for units in the two size groups. Expenditures for each supplementary compensation item or group of items in a reporting unit were expressed as a percent of that unit's expenditures for basic salaries—defined in accordance with the concept of salary in Federal Service. Average compensation for an item (vacations or all retirement programs, for example) was determined by computing a simple average of the percents in each of the reporting units.

In many instances, companies were unable to furnish the specific amount paid for a given item, but did state whether or not there was an expenditure. Only units reporting dollar amounts were included when averages were computed for units with expenditures for an item. However, to avoid biasing the result, units reporting there were expenditures, but not showing the amounts, were included in computing averages for all reporting units on the assumption that the percents of basic salaries represented by their expenditures were not different from the average in units reporting the amount of expenditures.⁵

In this connection, it should be observed that estimates of averages for groups of items were based only upon reports giving actual dollar amounts (or reporting there were no expenditures) for all component items. Reports giving expenditures for some of the components were used in computing averages for those items but not for the group total. Therefore, the sum of the averages shown for the components may not necessarily equal the group total presented. As a rule, the discrepancy is minor. Aside from this, averages computed for reporting units with expenditures are not additive because the averages may be based upon different groups of reports.

⁵ The number of units reporting there were expenditures, but not showing the amount, is included in the detail tables. Since there were some reports which were not complete for all items, the number of reports used in computing the averages varies by item.

As described in the preface, some of the reports received in this study were for single-establishment companies, others were for individual establishments of multiunit companies, and still others were for the total operations or divisions of multiestablishment firms. Each report obtained was analyzed without regard to its coverage, and no allowance was made for variation in the scope of operations included.

Evaluation of Survey Results

While it is not possible to make any quantitative statements as to the reliability or deficiencies of the survey results, it can be presumed from external evidence that these results give an adequate picture of supplementary compensation practices and expenditures. Reasonably consistent and logical relationships appear in the data, such as relationships between large and small firms, manufacturing and nonmanufacturing industries, and nonexempt and exempt employees, in line with relationships apparent from prior analyses. Distributions of reporting units according to magnitude of expenditures appear consistent with known practices. Contrasts between the findings of this survey and of other BLS studies are included in subsequent chapters.

The problem of accuracy of survey findings is not limited to size of response. In many cases, respondents estimated the information supplied. For example, a number of companies estimated holiday pay by multiplying average hourly earnings by the number of holiday hours. Experience in past surveys indicates that figures derived through such techniques, although not taken from accounting statements, do adequately reflect the true picture.⁶

⁶ In some instances, BLS personnel estimated expenditure data for individual items in a report. These estimates were made only when there was sufficient information in the report to permit application of estimating techniques.

Table 1. Supplementary Compensation in All Reporting Units¹—All Nonproduction Employees

(Average employer expenditures as a percent of basic salaries, 1963)

Item	All industries surveyed			Manufacturing industries			Nonmanufacturing industries		
	All units	Units with 250-999 employees	Units with 1,000 employees or more	All units	Units with 250-999 employees	Units with 1,000 employees or more	All units	Units with 250-999 employees	Units with 1,000 employees or more
Total paid leave, excluding sick leave.....	8.0	7.6	8.5	8.1	7.6	8.3	8.2	7.7	8.6
Vacations.....	4.8	4.5	5.1	4.9	4.6	5.1	4.7	4.4	5.0
Holidays.....	2.9	2.9	3.0	2.9	2.8	2.9	3.1	3.0	3.2
Miscellaneous paid leave ²3	.2	.4	.3	.2	.3	.4	.3	.4
Retirement programs.....	7.4	7.0	7.7	6.8	6.5	7.0	8.4	7.9	8.8
Legally required programs ³	2.6	2.6	2.6	2.4	2.4	2.3	3.0	2.8	3.1
Private pension and retirement plans.....	4.9	4.6	5.1	4.5	4.3	4.7	5.5	5.2	5.7
Unemployment programs.....	1.6	1.6	1.6	1.6	1.6	1.6	1.7	1.7	1.7
Legally required programs ⁴	1.5	1.6	1.5	1.5	1.5	1.4	1.6	1.6	1.6
Severance or dismissal pay.....	.1	.1	.2	.2	.1	.2	.1	.1	.1
Supplemental unemployment benefits.....	(⁵)	(⁵)	(⁵)	(⁵)	(⁵)	(⁵)	(⁵)	-	(⁵)
Health benefit programs.....	4.2	4.0	4.4	4.4	4.1	4.6	4.0	3.8	4.1
Legally required work-connected disability programs ⁶3	.4	.3	.3	.4	.3	.3	.3	.2
Other legally required programs ⁷	(⁵)	(⁵)	(⁵)	(⁵)	(⁵)	(⁵)	(⁵)	(⁵)	(⁵)
Sick leave.....	1.5	1.3	1.6	1.4	1.3	1.5	1.6	1.3	1.7
Health, accident, and life insurance.....	2.5	2.5	2.6	2.8	2.7	2.8	2.2	2.1	2.2
Life insurance, accidental death and dismemberment insurance, and death benefits.....	.9	.9	.9	.9	1.0	.9	.9	.9	.9
Hospitalization, surgical, and medical plans and sickness and accident insurance.....	1.6	1.5	1.6	1.8	1.8	1.8	1.3	1.2	1.3
Savings and thrift plans.....	.3	.1	.4	.3	.1	.4	.3	.1	.4
Yearend and other special bonuses.....	2.3	3.1	1.7	2.6	3.3	2.1	1.8	2.7	1.2
Penalty pay.....	3.2	2.7	3.5	3.3	2.8	3.8	2.9	2.4	3.2
Total overtime pay.....	3.0	2.7	3.3	3.1	2.8	3.4	2.8	2.4	3.0
At straight-time rates.....	2.1	1.8	2.3	2.2	1.9	2.4	1.9	1.6	2.1
At premium rates.....	.9	.8	1.0	1.0	.8	1.1	.9	.7	1.0
Shift differentials.....	.2	.1	.2	.2	.1	.3	.2	.1	.2

¹ Averages include units reporting no expenditures for the item.² Includes military, jury, witness, voting, and personal leave.³ Old-age, survivors, and disability insurance plus railroad retirement.⁴ Unemployment compensation plus railroad unemployment insurance.⁵ Less than 0.05 percent.⁶ Workmen's compensation plus payments under Federal Employers' Liability Act.⁷ Includes temporary disability insurance and payments into Ohio Disabled Workmen's Relief Fund.

NOTE: See appendixes for survey coverage and definitions.

Table 2. Supplementary Compensation in Units Reporting Expenditures¹—All Nonproduction Employees

(Average employer expenditures as a percent of basic salaries, 1963)

Item	All industries surveyed			Manufacturing industries			Nonmanufacturing industries		
	All units	Units with 250-999 employees	Units with 1,000 employees or more	All units	Units with 250-999 employees	Units with 1,000 employees or more	All units	Units with 250-999 employees	Units with 1,000 employees or more
Total paid leave, excluding sick leave.....	8.0	7.6	8.5	8.1	7.6	8.3	8.2	7.7	8.6
Vacations.....	4.8	4.5	5.1	4.9	4.6	5.1	4.7	4.4	5.0
Holidays.....	3.0	2.9	3.0	2.9	2.8	2.9	3.1	3.0	3.2
Miscellaneous paid leave ²4	.3	.4	.3	.3	.3	.4	.3	.4
Retirement programs.....	7.4	7.0	7.7	6.8	6.5	7.0	8.4	7.9	8.8
Legally required programs ³	2.6	2.6	2.6	2.4	2.4	2.3	3.0	2.8	3.1
Private pension and retirement plans.....	5.5	5.6	5.5	5.1	5.4	4.9	6.2	5.9	6.4
Unemployment programs.....	1.6	1.6	1.6	1.6	1.6	1.6	1.7	1.7	1.7
Legally required programs ⁴	1.5	1.6	1.5	1.5	1.5	1.4	1.6	1.6	1.6
Severance or dismissal pay.....	.3	.3	.3	.4	.4	.3	.2	.2	.2
Supplemental unemployment benefits.....	.3	.2	.3	.3	.2	.3	.2	-	.2
Health benefit programs.....	4.2	4.0	4.4	4.4	4.1	4.6	4.0	3.8	4.1
Legally required work-connected disability programs ⁵3	.4	.3	.4	.4	.3	.3	.3	.3
Other legally required programs ⁶2	.3	.2	.2	.3	.2	.2	.2	.2
Sick leave.....	1.6	1.4	1.7	1.5	1.4	1.6	1.6	1.4	1.7
Health, accident, and life insurance.....	2.6	2.5	2.6	2.8	2.8	2.8	2.2	2.1	2.2
Life insurance, accidental death and dismemberment insurance, and death benefits.....	1.0	1.0	1.0	1.0	1.0	.9	1.0	1.0	1.0
Hospitalization, surgical, and medical plans and sickness and accident insurance.....	1.6	1.6	1.6	1.8	1.8	1.9	1.3	1.3	1.4
Savings and thrift plans.....	2.5	2.3	2.6	2.2	2.1	2.2	3.4	3.1	3.4
Yearend and other special bonuses.....	4.6	5.6	3.7	5.0	6.0	4.0	3.9	4.8	3.2
Penalty pay.....	3.3	2.9	3.6	3.4	3.0	3.8	3.0	2.5	3.2
Total overtime pay.....	3.1	2.8	3.3	3.2	3.0	3.4	2.9	2.5	3.1
At straight-time rates.....	2.1	2.0	2.3	2.2	2.1	2.4	2.0	1.7	2.1
At premium rates.....	1.0	.8	1.0	1.0	.9	1.1	.9	.8	1.0
Shift differentials.....	.4	.4	.4	.3	.3	.4	.4	.5	.4

¹ Averages exclude units reporting no expenditures for the item.

² Includes military, jury, witness, voting, and personal leave.

³ Old-age, survivors, and disability insurance plus railroad retirement.

⁴ Unemployment compensation plus railroad unemployment insurance.

⁵ Workmen's compensation plus payments under Federal Employers' Liability Act.

⁶ Includes temporary disability insurance and payments into Ohio Disabled Workmen's Relief Fund.

NOTE: See appendixes for survey coverage and definitions.

Chapter II. Expenditures for Supplements

Pay supplements may be grouped in several ways. For example, they may be classified according to the type of benefit provided, thereby taking into account the fact that individual items may complement each other or serve as substitute means of providing a general type of benefit. A second method of classification relates supplements to the manner in which expenditures are made, i. e., payments which are part of basic salaries are in one category, payroll expenditures in addition to basic salaries in a second group, and outlays in addition to payroll in a third. These two approaches are followed in this study, the former being used for data applying to all nonproduction employees combined and the latter applying to individual groups of white-collar employees.

All Nonproduction Employees

Paid Leave, Excluding Sick Leave. The widespread adoption of paid leave plans for white-collar employees is revealed clearly in table 3. All reporting units had expenditures for vacations, and all but one made holiday payments. Payments for military, jury, witness, voting, or personal leave (hereafter referred to as miscellaneous leave) were less frequent, but still occurred in over 9 out of 10 reporting units. Such payments were least common in manufacturing industry units with 250-999 employees, but even here were found in 8 out of 10 units.

The average reporting unit paid 8 percent of basic salaries for total paid leave, excluding sick leave. Vacations were the major item, 4.8 percent. Holiday pay added another 2.9 percent, and miscellaneous paid leave only 0.3 percent. On the average, units in manufacturing and nonmanufacturing industries spent approximately the same percentages of pay for the three leave items combined. However, expenditures were greater in reporting units with 1,000 employees or more as compared to those with 250-999 employees—8.5 as against 7.6 percent.

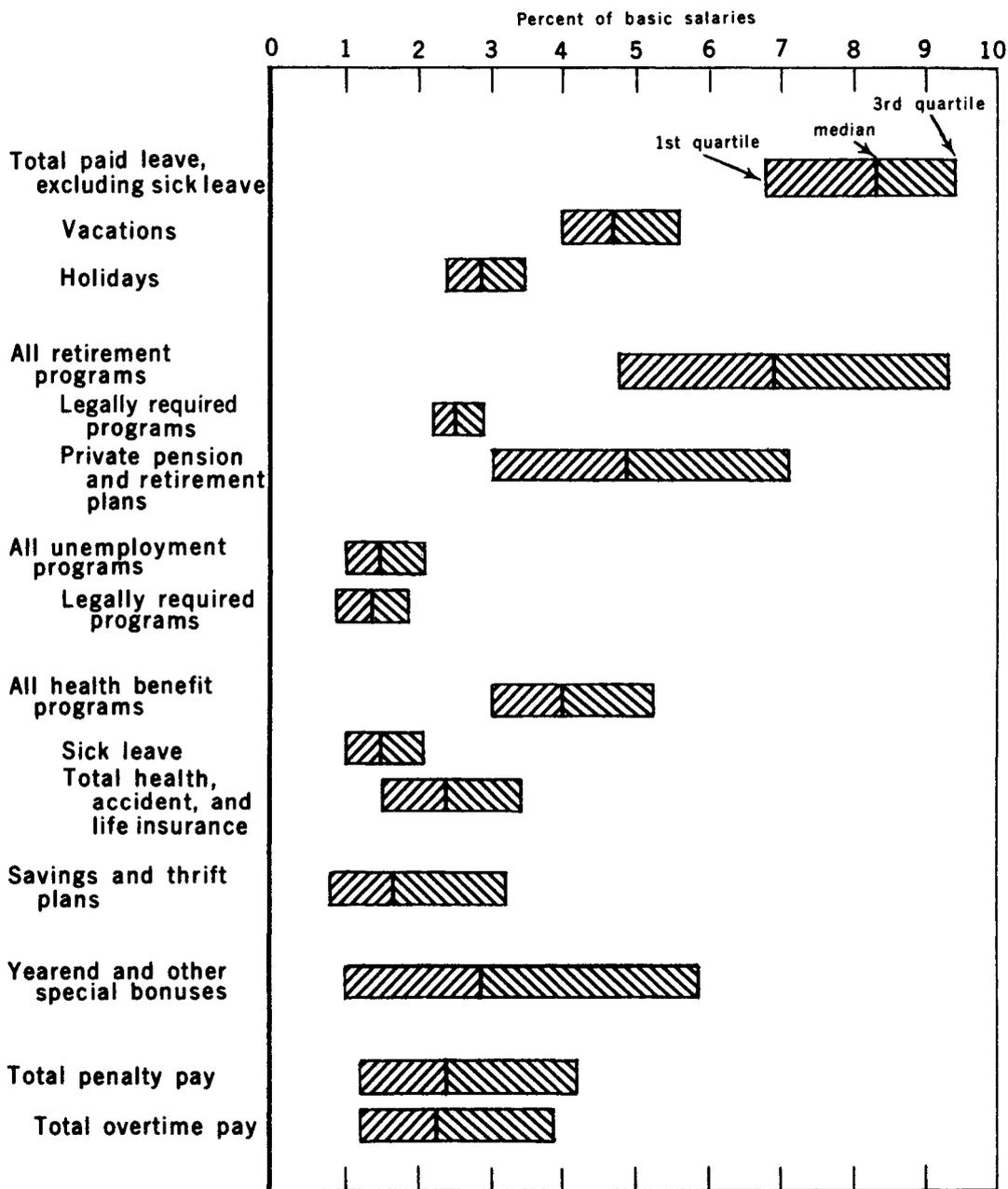
Concentration on average expenditures disregards the considerable variation in level of payments in individual reporting units. Three units showed outlays between 3 and 4 percent while, at the other extreme, two units reported expenditures between 13 and 14 percent. Nevertheless, there was a strong tendency for averages to cluster toward the center of the distribution. Three out of four units reporting expenditure figures fell in the range of 6-10 percent. Particularly interesting is a comparison of the distributions of holiday pay expenditures in manufacturing and nonmanufacturing industries, the former showing much less variation. This reflects the diverse practices in nonmanufacturing industries, which include, among others, retail trade companies, commonly having relatively few paid holidays, and financial institutions, often having many paid holidays.⁷

Additional information on variation in amount of expenditure is shown in chart 3, depicting the range within which the middle 50 percent of the units actually reporting expenditures were found. The general position of a bar in relation to the base line is a measure of the magnitude of expenditures, while the length of a bar indicates dispersion among units with respect to expenditure

⁷ See Wages and Related Benefits, Part II: Metropolitan Areas, United States and Regional Summaries, 1962-63 (BLS Bulletin 1345-83, 1964), p. 71.

Chart 3. Patterns in Employer Expenditures for Supplementary Compensation, All Nonproduction Employees, 1963

(Median expenditure and range containing middle 50 percent of reporting units)



NOTE: Group totals may include items not shown separately.

level. (The median value, also shown, is the central value in data ranked according to level of expenditures. It is the dividing line above and below which the number of units reporting expenditures are the same.)

Retirement Programs. Each of the reporting units in the survey was covered by a legally required retirement program—either old-age, survivors, and disability insurance (social security—OASDI) or railroad retirement. In addition, close to 90 percent of the units had expenditures for a private plan. There was no substantial difference between manufacturing and nonmanufacturing industries in the relative frequency of expenditures for private plans; however, such payments were more common in the larger units (table 4).

Average expenditures for all retirement programs, public and private, added 7.4 percent to basic salaries. Nonmanufacturing industries had higher expenditures than manufacturing units (8.4 versus 6.8 percent) and larger units spent more than smaller units (7.7 as against 7 percent). Interestingly, whereas at one time public plans were the primary ones, in 1963, private plans entailed the greater average employer outlay for all reporting units—4.9 compared to 2.6 percent. The average employer payment for private plans in units with such expenditures was 5.5 percent.

There is a striking contrast between the degree of variation in employer expenditures for legally required and private plans. This contrast is not surprising. In 1963, the employer's tax rate for OASDI was $3\frac{5}{8}$ percent of the first \$4,800 of each employee's pay. The railroad retirement tax was $7\frac{1}{4}$ percent, and was based on the first \$400 of monthly railroad compensation for the period to November 1 and on the first \$450 thereafter. Thus, the degree to which expenditures as a percent of basic salaries differ among units for a legally required plan is relatively small, being dependent on the extent of variation in the amount and frequency with which individual employee earnings exceed the statutory ceiling. On the other hand, much variation is to be expected among private plans, since expenditures for them are influenced by many forces, such as liberality of benefits, age composition of the work force, method of financing, and extent of funding past-service liabilities.

Unemployment Programs. As with retirement programs, each of the reporting units in the survey was covered by a legally required unemployment program, either the Federal-State unemployment compensation program or railroad unemployment insurance. However, employer expenditures for private plans providing benefits to laid-off employees were considerably less frequent than payments to private retirement programs. Just under half of the reporting units paid severance or dismissal pay and less than 1 out of 20 had expenditures for supplemental unemployment benefits (SUB). Four-fifths of the units reporting SUB payments were in manufacturing industries and had 1,000 employees or more (table 5).⁸

On an all-reporting-unit basis, expenditures for all unemployment programs averaged 1.6 percent and consisted almost exclusively of outlays for legally required programs—1.5 percent. Even in units which had severance and dismissal pay or SUB expenditures, payments averaged only 0.3 percent for each and rarely went as high as 1 percent.

⁸ A BLS study of provisions in major collective bargaining agreements, mainly covering blue-collar workers, also found a concentration of SUB plans in manufacturing industries. See Major Collective Bargaining Agreements: Supplemental Unemployment Benefit Plans and Wage Employment Guarantees (BLS Bulletin 1425-3, 1965).

Health Benefit Programs. All but one of the units reported expenditures for one or more health benefit programs (table 6). These programs take on a variety of forms. Some, such as sick leave and sickness and accident (wage and salary continuance) insurance, are designed to continue all or part of the salary of an employee absent from work because of illness. Others, such as hospitalization, medical, and surgical insurance, reimburse employees for expenses growing out of illness. Also included are payments occasioned by the death of an employee. Included are legally required programs—workmen's compensation, for example—and private plans. Since to a considerable extent these programs are complementary rather than alternative means of meeting a particular need, a reporting unit's compensation package usually included a number of programs. The vast majority of reporting units had expenditures for each of the following programs: Legally required work-connected disability programs; sick leave; life insurance, accidental death and dismemberment insurance, and death benefits; and hospitalization, surgical, and medical plans, and sickness and accident insurance. Outlays for "other" legally required programs, consisting of payments under temporary disability insurance laws (which exist in four States) and payments into the Ohio Disabled Workmen's Relief Fund, were found in 1 out of 6 units.

Expenditures for all health benefit programs combined averaged 4.2 percent, and consisted mainly of outlays for private plans. Reflecting the low incidence of accidents among white-collar employees, legally required work-connected disability programs entailed expenditures of only 0.3 percent. "Other" legally required programs resulted in average payments of less than 0.05 percent for all units and 0.2 percent in units with expenditures. Outlays for private plans encompassed both direct payments to employees, i. e., sick leave, and nonpayroll expenditures, primarily payments to insurance companies or funds for health, accident, and life insurance; the former amounted to 1.5 percent for all reporting units and the latter to 2.5 percent. Generally, only minor variations in average expenditures existed among industry and size groups, and were more important for private plans. Particularly notable is the higher expenditure for hospitalization, surgical, and medical plans, and sickness and accident insurance in manufacturing industries.

Other Programs. In addition to the items already discussed, several other programs were included in the study—savings and thrift plans, yearend and other special bonuses, and penalty pay (overtime pay and shift differentials). These three programs varied in frequency of occurrence. Only 1 of 10 reporting units had payments for savings and thrift plans, and half had expenditures for yearend and other special bonuses (table 7). On the other hand, some penalty pay was nearly universal, with almost all units paying overtime and close to half paying shift differentials (table 8).

Because of their limited occurrence, savings and thrift plans involved only a minor average expenditure for all reporting units—0.3 percent. The average outlay in all units with expenditures was 2.5 percent, ranging from 2.1 percent in manufacturing industry units with 250–999 employees to 3.4 percent in nonmanufacturing industry units with 1,000 employees or more. Expenditures for yearend and other special bonuses averaged 2.3 percent for all units and 4.6 percent in units actually having such payments. Interestingly, expenditures for supplements were greater in units with 1,000 employees or more as a general rule, but bonus payments showed a reverse pattern, being greater in the smaller units.⁹ Total penalty pay, 3.2 percent for all units, consisted predominantly of overtime pay. Shift differentials added only 0.2 percent to the expenditures.

⁹ A BLS study of production workers in manufacturing industries found higher bonus expenditures in establishments with under 100 employees than in units with either 100–499 employees or 500 employees or more. See Employer Expenditures for Selected Supplementary Compensation Practices for Production and Related Workers; Composition of Payroll Hours: Manufacturing Industries, 1962 (BLS Bulletin 1428, 1965), p. 76.

Even in units with shift payments, these premiums amounted to only 0.4 percent. Total overtime pay of 3 percent for all units consisted of overtime paid at straight-time rates, 2.1 percent, and overtime paid at premium rates, 0.9 percent. The relationship between overtime at straight-time and premium rates clearly reflects the influence of the practice of paying nonexempt employees time and one-half for overtime work.¹⁰

Expenditures for savings and thrift plans, bonuses, and penalty pay varied considerably among the units making these outlays. Particularly striking is the diversity of bonus payments. Seventy-seven units reported expenditures under 1 percent, while 17 reported expenditures of 15 percent and over. Variations in expenditures for savings and thrift plans and bonuses are the result of considerable differences among company plans. On the other hand, differences in the level of company expenditures for premium pay are mainly a function of variations in the volume of overtime work.

Contributory and Noncontributory Private Welfare Plans. Important insights into the operation of private welfare plans can be gained by examining the relative frequency of noncontributory and contributory plans and by contrasting expenditure patterns under these two types of plans. One-fourth of the units reporting health, accident, and life insurance plans paid the full cost of the plans; employees in three-fourths of the units paid part of the cost of one or more of these plans (table 9). Frequently, employers paid the total cost of some plans and shared the cost of others with the employees. Therefore, the relative frequency of noncontributory arrangements was greater for life insurance, accidental death and dismemberment insurance, and death benefits; and for hospitalization, surgical, and medical plans, and sickness and accident insurance individually than for total health, accident, and life insurance. Nevertheless, even for the two components separately, less than half of the reporting units paid the full cost. In contrast to the findings for health, accident, and life insurance, private pension plans did not involve employee contributions in 3 out of 5 units with plans.¹¹

The employer's share of the total cost was over half in 4 of 5 units with both employer and employee contributions for pension and retirement benefits. Similarly, about two-thirds of the employers with contributory arrangements paid over half the cost of hospitalization, surgical, and medical plans, and sickness and accident insurance. On the other hand, quite frequently employers contributed a smaller share of the cost of life insurance, accidental death and dismemberment insurance, and death benefits—2 out of 5 employers with contributory plans paid over 25 through 50 percent of the cost.

The relation between employer expenditures under noncontributory and contributory plans is interesting. In the case of health, accident, and life insurance, employer expenditures were higher under noncontributory than contributory plans—3.1 as compared to 2.4 percent. This relationship was also found in separate tabulations for life insurance, accidental death and dismemberment insurance, and death benefits; and for hospitalization, surgical, and medical plans, and sickness and accident insurance. On the other hand, no clear difference was

¹⁰ For purposes of this study, overtime at premium rates was defined as that part of total overtime pay which was above regular straight-time pay, e. g., the half time of time and one-half. The straight-time portion of total overtime pay was tabulated as overtime at straight-time rates.

¹¹ A 1965 study by the Bureau of Labor Statistics of about 15,000 single-employer private pension plans found that 7 out of 10 plans covering salaried employees were noncontributory. See The Older American Worker: Age Discrimination in Employment, Report of the Secretary of Labor to the Congress Under Section 715 of the Civil Rights Act of 1964, Research Materials (June 1965), p. 28. Additional information on the relative importance of contributory and noncontributory health, insurance, and pension plans is found in Health and Insurance Benefits and Pension Plans for Salaried Employees, Spring 1963 (BLS Bulletin 1405, 1964); and Part II of BLS Bulletin 1345-83, cited in footnote 7.

found for pension and retirement plans for which employer expenditures were higher under contributory plans in reporting units with 250-999 employees (5.8 as compared to 5.1 percent) and higher under noncontributory plans in the larger units (5.6 versus 4.9 percent). Although not conclusive evidence, these findings suggest that employee contributions for health, accident, and life insurance tend to defray part of the cost of a fixed benefit package, whereas worker contributions for retirement programs frequently purchase additional benefits. With but a single exception (hospitalization, surgical, and medical plans, and sickness and accident insurance in nonmanufacturing industry units with 250-999 employees), in each of the industry-size groups average employer expenditures consistently rose for each of the benefits studied as the employer's share of the total expenditure under contributory plans increased.

Employee Contributions. While the emphasis in the study was on employer expenditures, data were collected also on employee payments under contributory private welfare plans. The average employee contribution in units with contributory health, accident, and life insurance was 1.3 percent of basic salaries. The figure for pension and retirement plans was 2 percent (table 10). In both of these cases, there was relatively little variation among industry-size groups, and relatively few units reported employee contributions of 3 percent and over. Moreover, in both cases, the average employee contribution was less than the corresponding average employer expenditure under contributory plans.

Expenditures for Individual Employee Groups

In order to compare expenditures for individual employee groups, employers' payroll expenditures were collected separately for nonexempt nonproduction employees; exempt employees, excluding upper management; and upper management employees.¹² Since employers often do not keep records on expenditures for legally required insurance and private welfare plans separately for individual groups of white-collar employees, it was not possible to collect data on these expenditure items by employee group. For some types of private plans, the Internal Revenue Code provisions encourage employers to establish single plans for all nonproduction employees. Nevertheless, some information was obtained on expenditures for special private welfare plans for upper management employees.

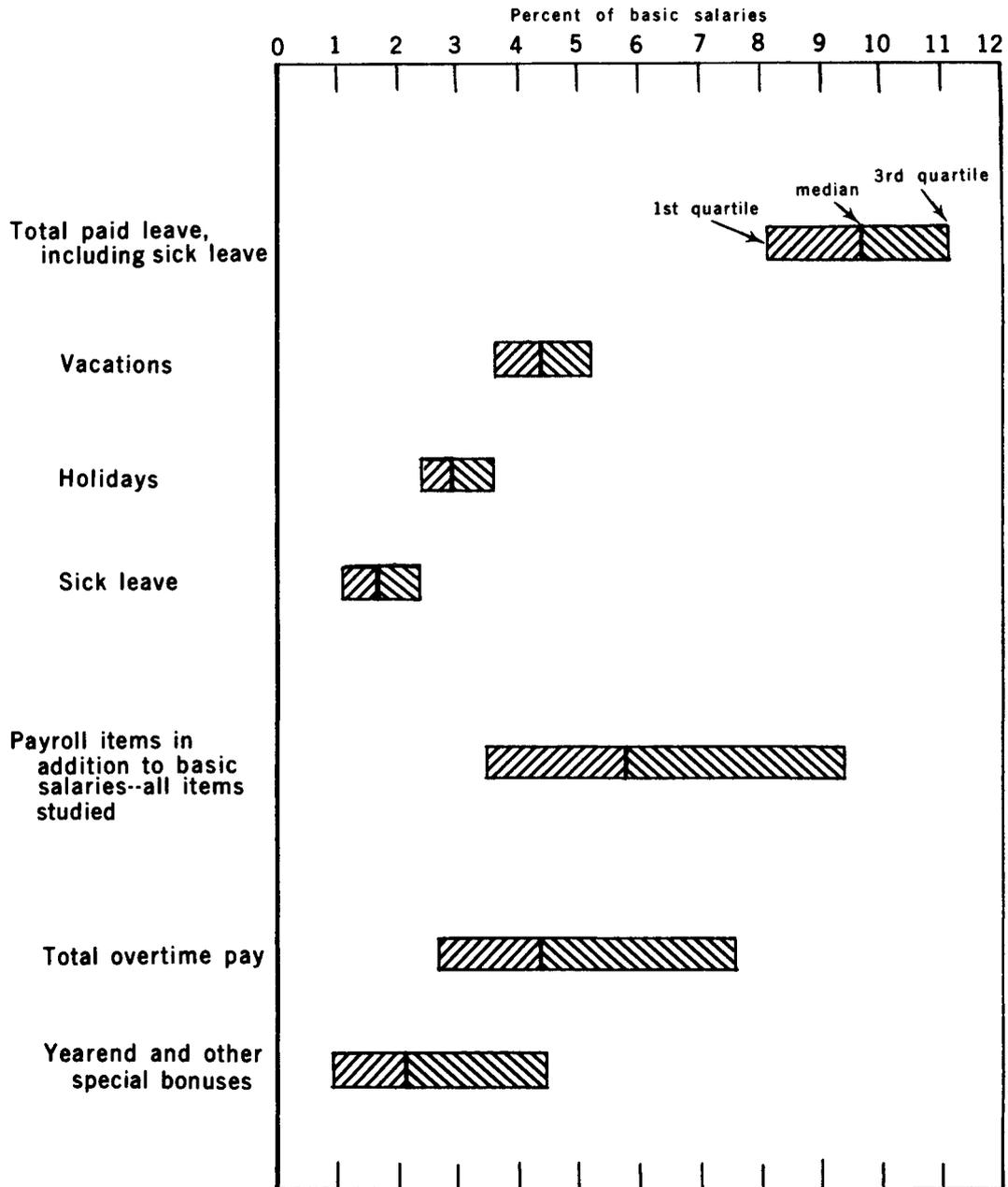
Nonexempt Nonproduction Employees. Nonexempt employees in each of the reporting units received pay for one or more types of leave time. All of the units paid for vacations and all but one paid for holidays. Pay for sick leave and miscellaneous leave, although not quite as common, occurred in the vast majority of the units, the former being found in 94 percent of the units and the latter in 86 percent (table 11).

On the average, total paid leave accounted for 9.6 percent of the nonexempt employees' basic salaries. Thus, only nine-tenths of the employees' regular pay was for work performed and time not worked but spent at the workplace, e.g., coffee breaks. None of the units reporting expenditures spent less than 3 percent for paid leave, and four of them spent 15 percent or more (chart 4). Vacations accounted for nearly half of all leave expenditures—4.5 percent. Average expenditures for holiday pay were 3 percent. Sick leave and miscellaneous leave entailed lower outlays—1.7 and 0.4 percent, respectively, for all reporting units. For each of the types of paid leave, units with 250-999 employees spent, on the average, less than the larger units; however, except for vacations (4.1 against 4.7 percent) the differences between the two groups were minor. Percentage differences between manufacturing and nonmanufacturing industries, likewise, were minimal.

¹² Some units could not provide information in this detail. Therefore, the number of units shown in the all-employee tables differs from that included in the tables for individual employee groups.

Chart 4. Patterns in Employer Expenditures for Supplementary Compensation, Nonexempt Nonproduction Employees, 1963

(Median expenditure and range containing middle 50 percent of reporting units)



NOTE: Group totals include items not shown separately.

In nearly all of the reporting units, the nonexempt group's pay included additions to regular salary. The most frequent addition was overtime pay, found in over 95 percent of the units. Two out of five units made payments for shift differentials, and the same proportion gave severance or dismissal pay. Over a third of the units paid bonuses, and close to a fourth made still other payments— incentive awards, retroactive pay, etc. (table 12).

Expenditures for these additions to the basic salaries of nonexempt workers averaged 7.1 percent for all units and 7.2 percent in units with expenditures. Overtime pay was clearly the dominant component, averaging 5.6 and 5.8 percent, respectively. These averages hide the considerable variation in overtime expenditures; 31 units reporting expenditures spent under 1 percent and 25 spent 15 percent or more. On an all-reporting-unit basis, total overtime pay was divided into overtime at straight-time rates—3.8 percent—and overtime at premium rates—1.9 percent. Average total overtime in manufacturing—6.4 percent—was considerably higher than the corresponding figure in nonmanufacturing—4.1 percent. Average bonus expenditures—1.1 percent for all units and 3.1 percent in units with expenditures—were important. On the other hand, shift differentials, severance or dismissal pay, and other pay contributed only minor percent additions to average employer payrolls.

All Exempt Employees. The findings on leave payments to exempt employees closely parallel those concerning nonexempt employees, both as to frequency of occurrence and rate of expenditure (table 13 and chart 5). The most noticeable difference was in vacation pay, for which employers paid on the average greater amounts to exempt employees—5.3 percent compared with 4.5 percent for nonexempt workers.

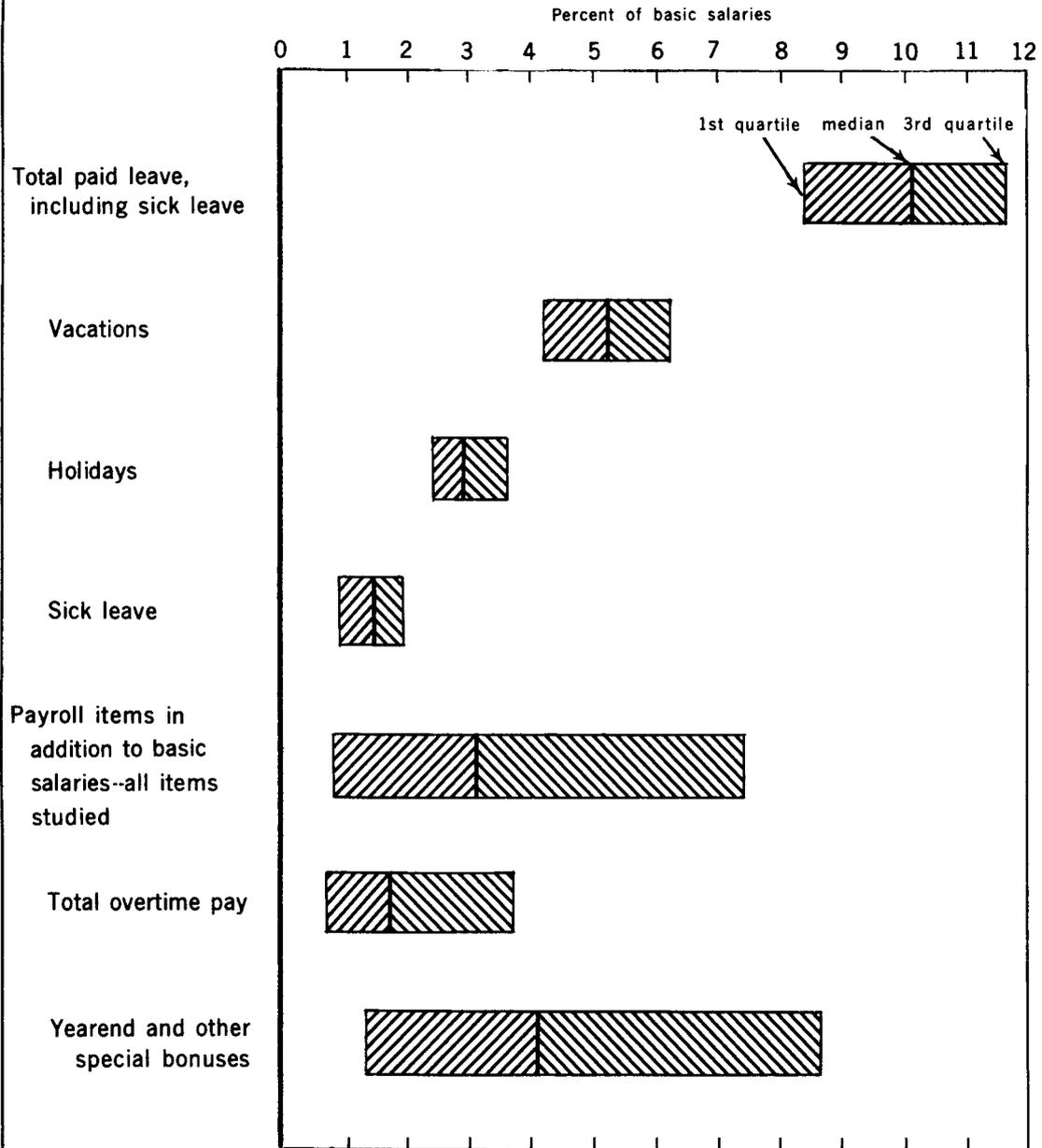
Payroll expenditures in addition to basic salaries occurred less often for exempt employees, mainly because of the frequent absence of overtime payments to employees exempt from the overtime provisions of the Fair Labor Standards Act. Nevertheless, over four-fifths of the reporting units did add to the basic salaries of exempt employees (table 14). Nearly two-fifths paid overtime, a fifth paid shift premiums, a third severance or dismissal pay, nearly half bonuses, and almost a fourth other pay. Mainly because of lower overtime payments—1 percent for all units and 2.8 percent in units with expenditures—total expenditures for additions to exempt employees' basic salaries were lower than in the case of nonexempt employees—4.9 percent for all units and 5.8 percent in units with expenditures. Overtime pay for exempt employees, it may be observed, consisted primarily of payments at straight-time rates; premium pay was relatively minor. However, bonus pay—at 3.4 percent for all units and 7 percent in units with expenditures—was higher than for nonexempt employees.

Upper Management Employees. All units with upper management employees paid for vacations and holidays. However, only 85 percent actually paid sick leave and 75 percent, miscellaneous leave. For the latter two types of leave, the relative frequency of payments was less for upper management employees than for either nonexempt or all exempt employees. Leave payments to upper management employees averaged 10.2 percent, higher than for either nonexempt or all exempt employees. The major item, vacations, entailed expenditures of 5.8 percent (table 15).

Payroll additions to the basic salaries of upper management employees were made too infrequently to warrant tabular presentation for most of the items. Overtime pay was reported in only 10 of 436 units and shift differentials even less frequently. Severance or dismissal pay was found in close to a fifth of the

Chart 5. Patterns in Employer Expenditures for Supplementary Compensation. Exempt Nonproduction Employees, 1963

(Median expenditure and range containing middle 50 percent of reporting units)



NOTE: Group totals include items not shown separately.

units and other pay in a tenth. However, bonuses were paid more frequently, in over 2 of 5 units, and occasioned high average expenditures—6.6 percent for all units and 14.9 percent in units with expenditures. In fact, 52 of the 157 units reporting bonus expenditures showed payments of 15 percent or more (table 16).

It is known that some companies have separate private welfare plans for upper management employees. Some of these plans supplement plans having wider coverage, which also include upper management employees. In other instances, the upper management group is covered solely by special plans and not by plans applying to lower level employees. Some information on this point was obtained in the survey. Of the units with upper management employees, 76 reported expenditures for separate health, accident, and life insurance plans for upper management, averaging 2 percent. Fifty-eight reported expenditures for separate pension and retirement plans, averaging 6.2 percent. However, it was not determined to what extent these plans supplemented plans having broader employee coverage or were substitutes for the broader plans.¹³

¹³ Payroll data for upper management employees are included in the figures for all exempt employees. Similarly, the data on separate private welfare plans are included in the all-employee figures.

Table 3. Paid Leave, Excluding Sick Leave—All Nonproduction Employees

(Employer expenditures as a percent of basic salaries, 1963)

Item, industry, and size of reporting unit	Average expenditures		Total	Reporting no expenditures	Reporting there were expenditures but not showing the amount	Number of units															
	All reporting units	Reporting units with expenditures				Reporting expenditures of—															
						Under 1	1 and under 2	2 3	3 4	4 5	5 6	6 7	7 8	8 9	9 10	10 11	11 12	12 13	13 14	14 15	15 and over
Total paid leave, excluding sick leave																					
All industries surveyed	8.0	8.0	690	-	384	-	-	-	3	12	17	55	47	73	61	24	9	3	2	-	-
Units with 250-999 employees	7.6	7.6	289	-	151	-	-	-	2	7	12	33	24	29	18	8	2	2	1	-	-
Units with 1,000 employees or more	8.5	8.5	401	-	233	-	-	-	1	5	5	22	23	44	43	16	7	1	1	-	-
Manufacturing industries	8.1	8.1	423	-	239	-	-	-	2	7	10	27	32	48	39	13	4	2	-	-	-
Units with 250-999 employees	7.6	7.6	189	-	99	-	-	-	1	5	8	17	17	21	13	5	1	2	-	-	-
Units with 1,000 employees or more	8.3	8.3	234	-	140	-	-	-	1	2	2	10	15	27	26	8	3	-	-	-	-
Nonmanufacturing industries	8.2	8.2	267	-	145	-	-	-	1	5	7	28	15	25	22	11	5	1	2	-	-
Units with 250-999 employees	7.7	7.7	100	-	52	-	-	-	1	2	4	16	7	8	5	3	1	-	1	-	-
Units with 1,000 employees or more	8.6	8.6	167	-	93	-	-	-	3	3	12	8	17	17	8	4	1	1	-	-	-
Vacations																					
All industries surveyed	4.8	4.8	695	-	73	1	4	22	123	215	169	62	23	3	-	-	-	-	-	-	-
Units with 250-999 employees	4.5	4.5	293	-	21	1	3	13	78	93	57	23	3	1	-	-	-	-	-	-	-
Units with 1,000 employees or more	5.1	5.1	402	-	52	-	1	9	45	122	112	39	20	2	-	-	-	-	-	-	-
Manufacturing industries	4.9	4.9	426	-	26	1	3	14	76	131	109	46	19	1	-	-	-	-	-	-	-
Units with 250-999 employees	4.6	4.6	192	-	8	1	2	8	54	56	43	16	3	1	-	-	-	-	-	-	-
Units with 1,000 employees or more	5.1	5.1	234	-	18	-	1	6	22	75	66	30	16	-	-	-	-	-	-	-	-
Nonmanufacturing industries	4.7	4.7	269	-	47	-	1	8	47	84	60	16	4	2	-	-	-	-	-	-	-
Units with 250-999 employees	4.4	4.4	101	-	13	-	1	5	24	37	14	7	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	5.0	5.0	168	-	34	-	-	3	23	47	46	9	4	2	-	-	-	-	-	-	-
Holidays																					
All industries surveyed	2.9	3.0	695	1	46	3	35	325	231	50	4	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	2.9	2.9	293	1	13	1	19	141	94	23	1	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	3.0	3.0	402	-	33	2	16	184	137	27	3	-	-	-	-	-	-	-	-	-	-
Manufacturing industries	2.9	2.9	426	-	11	2	14	229	155	14	1	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	2.8	2.8	192	-	6	1	8	97	73	7	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	2.9	2.9	234	-	5	1	6	132	82	7	1	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing industries	3.1	3.1	269	1	35	1	21	96	76	36	3	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	3.0	3.0	101	1	7	-	11	44	21	16	1	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	3.2	3.2	168	-	28	1	10	52	55	20	2	-	-	-	-	-	-	-	-	-	-
Miscellaneous paid leave¹																					
All industries surveyed	.3	.4	690	62	380	230	16	2	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	.2	.3	289	50	150	85	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	.4	.4	401	12	230	145	12	2	-	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing industries	.3	.3	423	44	237	131	10	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	.2	.3	189	38	98	51	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	.3	.3	234	6	139	80	8	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing industries	.4	.4	267	18	143	99	6	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	.3	.3	100	12	52	34	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	.4	.4	167	6	91	65	4	1	-	-	-	-	-	-	-	-	-	-	-	-	-

¹ Includes military, jury, witness, voting, and personal leave.

NOTE: See appendixes for survey coverage and definitions.

Table 4. Retirement Programs—All Nonproduction Employees

(Employer expenditures as a percent of basic salaries, 1963)

Item, industry, and size of reporting unit	Average expenditures		Number of units																		
	All reporting units	Reporting units with expenditures	Total	Reporting no expenditures	Reporting there were expenditures but not showing the amount	Reporting expenditures of—															
						Under 1	1 and under 2	3	4	5	6	7	8	9	10	11	12	13	14	15 and over	
All retirement programs																					
All industries surveyed.....	7.4	7.4	686	-	67	-	4	60	50	49	81	75	85	50	40	40	19	14	14	15	23
Units with 250-999 employees.....	7.0	7.0	287	-	24	-	4	42	28	20	33	19	31	21	14	14	8	6	5	7	11
Units with 1,000 employees or more.....	7.7	7.7	399	-	43	-	-	18	22	29	48	56	54	29	26	26	11	8	9	8	12
Manufacturing industries	6.8	6.8	419	-	36	-	3	45	34	37	52	51	56	34	19	16	11	4	2	8	11
Units with 250-999 employees.....	6.5	6.5	187	-	14	-	3	33	19	15	24	13	16	15	7	5	6	4	2	5	6
Units with 1,000 employees or more.....	7.0	7.0	232	-	22	-	-	12	15	22	28	38	40	19	12	11	5	-	-	3	5
Nonmanufacturing industries	8.4	8.4	267	-	31	-	1	15	16	12	29	24	29	16	21	24	8	10	12	7	12
Units with 250-999 employees.....	7.9	7.9	100	-	10	-	1	9	9	5	9	6	15	6	7	9	2	2	3	2	5
Units with 1,000 employees or more.....	8.8	8.8	167	-	21	-	-	6	7	7	20	18	14	10	14	15	6	8	9	5	7
Legally required programs¹																					
All industries surveyed.....	2.6	2.6	693	-	14	-	74	486	95	-	22	2	-	-	-	-	-	-	-	-	-
Units with 250-999 employees.....	2.6	2.6	289	-	4	-	31	195	57	-	1	1	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more.....	2.6	2.6	404	-	10	-	43	291	38	-	21	1	-	-	-	-	-	-	-	-	-
Manufacturing industries	2.4	2.4	426	-	7	-	61	328	30	-	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees.....	2.4	2.4	189	-	2	-	25	141	21	-	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more.....	2.3	2.3	237	-	5	-	36	187	9	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing industries	3.0	3.0	267	-	7	-	13	158	65	-	22	2	-	-	-	-	-	-	-	-	-
Units with 250-999 employees.....	2.8	2.8	100	-	2	-	6	54	36	-	1	1	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more.....	3.1	3.1	167	-	5	-	7	104	29	-	21	1	-	-	-	-	-	-	-	-	-
Private pension and retirement plans																					
All industries surveyed.....	4.9	5.5	690	78	61	30	50	55	77	74	72	51	38	25	19	16	13	8	8	5	10
Units with 250-999 employees.....	4.6	5.6	289	51	23	14	20	21	33	27	27	13	14	9	10	6	6	4	4	2	5
Units with 1,000 employees or more.....	5.1	5.5	401	27	38	16	30	34	44	47	45	38	24	16	9	10	7	4	4	3	5
Manufacturing industries	4.5	5.1	423	48	36	17	33	36	59	44	53	34	14	13	12	4	4	5	4	3	4
Units with 250-999 employees.....	4.3	5.4	189	39	14	9	13	15	24	14	18	8	7	4	8	4	3	3	1	2	3
Units with 1,000 employees or more.....	4.7	4.9	234	9	22	8	20	21	35	30	35	26	7	9	4	-	1	2	3	1	1
Nonmanufacturing industries	5.5	6.2	267	30	25	13	17	19	18	30	19	17	24	12	7	12	9	3	4	2	6
Units with 250-999 employees.....	5.2	5.9	100	12	9	5	7	6	9	13	9	5	7	5	2	2	3	1	3	-	2
Units with 1,000 employees or more.....	5.7	6.4	167	18	16	8	10	13	9	17	10	12	17	7	5	10	6	2	1	2	4

¹ Old-age, survivors, and disability insurance plus railroad retirement.

NOTE: See appendixes for survey coverage and definitions.

Table 5. Unemployment Programs—All Nonproduction Employees

(Employer expenditures as a percent of basic salaries, 1963)

Item, industry, and size of reporting unit	Average expenditures		Total	Reporting no expenditures	Reporting there were expenditures but not showing the amount	Number of units																					
	All reporting units	Reporting units with expenditures				Reporting expenditures of—																					
						Under 1	1 and under 2	2 3	3 4	4 5	5 6	6 7	7 8	8 9	9 10	10 11	11 12	12 13	13 14	14 15	15 and over						
All unemployment programs																											
All industries surveyed	1.6	1.6	666	-	128	127	268	105	32	5	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Units with 250-999 employees	1.6	1.6	276	-	41	52	116	53	11	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Units with 1,000 employees or more	1.6	1.6	390	-	87	75	152	52	21	2	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Manufacturing industries	1.6	1.6	404	-	66	76	184	62	11	4	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Units with 250-999 employees	1.6	1.6	181	-	19	39	80	35	6	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Units with 1,000 employees or more	1.6	1.6	223	-	47	37	104	27	5	2	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing industries	1.7	1.7	262	-	62	51	84	43	21	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Units with 250-999 employees	1.7	1.7	95	-	22	13	36	18	5	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Units with 1,000 employees or more	1.7	1.7	167	-	40	38	48	25	16	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Legally required programs¹																											
All industries surveyed	1.5	1.5	693	-	34	176	346	111	24	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	1.6	1.6	289	-	13	66	142	58	8	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	1.5	1.5	404	-	21	110	204	53	16	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing industries	1.5	1.5	426	-	20	104	235	60	5	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	1.5	1.5	189	-	8	45	93	37	4	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	1.4	1.4	237	-	12	59	142	23	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing industries	1.6	1.6	267	-	14	72	111	51	19	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	1.6	1.6	100	-	5	21	49	21	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	1.6	1.6	167	-	9	51	62	30	15	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Severance or dismissal pay																											
All industries surveyed	.1	.3	687	354	112	208	8	4	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	.1	.3	288	191	34	60	2	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	.2	.3	399	163	78	148	6	3	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing industries	.2	.4	422	228	57	127	6	3	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	.1	.4	191	141	15	33	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	.2	.3	231	87	42	94	4	3	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing industries	.1	.2	265	126	55	81	2	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	.1	.2	97	50	19	27	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	.1	.2	168	76	36	54	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Supplemental unemployment benefits																											
All industries surveyed	(²)	.3	689	658	1	29	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	(²)	.2	288	284	-	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	(²)	.3	401	374	1	25	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing industries	(²)	.3	422	393	-	28	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	(²)	.2	188	184	-	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	(²)	.3	234	209	-	24	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing industries	(²)	.2	267	265	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	(²)	.2	100	100	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	(²)	.2	167	165	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

¹ Unemployment compensation plus railroad unemployment insurance.

² Less than 0.05 percent.

NOTE: See appendixes for survey coverage and definitions.

Table 6. Health Benefit Programs—All Nonproduction Employees

(Employer expenditures as a percent of basic salaries, 1963)

Item, industry, and size of reporting unit	Average expenditures		Number of units																		
	All reporting units	Reporting units with expenditures	Total	Reporting no expenditures	Reporting there were expenditures but not showing the amount	Reporting expenditures of—															
						Under 1	1 and under 2	2 3	3 4	4 5	5 6	6 7	7 8	8 9	9 10	10 11	11 12	12 13	13 14	14 15	15 and over
All health benefit programs																					
All industries surveyed.....	4.2	4.2	664	1	324	4	22	61	80	72	46	35	10	3	3	2	-	-	1	-	-
Units with 250-999 employees.....	4.0	4.0	273	1	132	3	13	35	28	26	10	18	3	-	2	2	-	-	-	-	-
Units with 1,000 employees or more.....	4.4	4.4	391	-	192	1	9	26	52	46	36	17	7	3	1	-	-	-	1	-	-
Manufacturing industries.....	4.4	4.4	405	1	204	2	14	34	46	35	29	25	7	2	3	2	-	-	1	-	-
Units with 250-999 employees.....	4.1	4.1	180	1	86	2	11	22	17	16	5	13	3	-	2	2	-	-	-	-	-
Units with 1,000 employees or more.....	4.6	4.6	225	-	118	-	3	12	29	19	24	12	4	2	1	-	-	-	1	-	-
Nonmanufacturing industries.....	4.0	4.0	259	-	120	2	8	27	34	37	17	10	3	1	-	-	-	-	-	-	-
Units with 250-999 employees.....	3.8	3.8	93	-	46	1	2	13	11	10	5	5	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more.....	4.1	4.1	166	-	74	1	6	14	23	27	12	5	3	1	-	-	-	-	-	-	-
Legally required work-connected disability programs¹																					
All industries surveyed.....	.3	.3	688	48	76	536	24	1	1	1	-	-	-	-	-	-	1	-	-	-	-
Units with 250-999 employees.....	.4	.4	286	20	23	225	15	1	1	1	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more.....	.3	.3	402	28	53	311	9	-	-	-	-	-	-	-	-	-	1	-	-	-	-
Manufacturing industries.....	.3	.4	424	32	43	329	16	1	1	1	-	-	-	-	-	-	1	-	-	-	-
Units with 250-999 employees.....	.4	.4	189	15	15	145	11	1	1	1	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more.....	.3	.3	235	17	28	184	5	-	-	-	-	-	-	-	-	-	1	-	-	-	-
Nonmanufacturing industries.....	.3	.3	264	16	33	207	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees.....	.3	.3	97	5	8	80	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more.....	.2	.3	167	11	25	127	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other legally required programs²																					
All industries surveyed.....	(3)	.2	691	579	19	90	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees.....	(3)	.3	288	247	2	38	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more.....	(3)	.2	403	332	17	52	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing industries.....	(3)	.2	425	364	13	47	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees.....	(3)	.3	189	169	1	19	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more.....	(3)	.2	236	195	12	28	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing industries.....	(3)	.2	266	215	6	43	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees.....	(3)	.2	99	78	1	19	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more.....	(3)	.2	167	137	5	24	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sick leave																					
All industries surveyed.....	1.5	1.6	689	28	289	91	181	87	10	2	-	1	-	-	-	-	-	-	-	-	-
Units with 250-999 employees.....	1.3	1.4	288	18	124	50	68	25	2	-	-	1	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more.....	1.6	1.7	401	10	165	41	113	62	8	2	-	-	-	-	-	-	-	-	-	-	-
Manufacturing industries.....	1.4	1.5	422	21	183	62	103	44	7	1	-	1	-	-	-	-	-	-	-	-	-
Units with 250-999 employees.....	1.3	1.4	188	12	80	36	41	16	2	-	-	1	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more.....	1.5	1.6	234	9	103	26	62	28	5	1	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing industries.....	1.6	1.6	267	7	106	29	78	43	3	1	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees.....	1.3	1.4	100	6	44	14	27	9	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more.....	1.7	1.7	167	1	62	15	51	34	3	1	-	-	-	-	-	-	-	-	-	-	-

See footnotes at end of table.

Table 6. Health Benefit Programs—All Nonproduction Employees—Continued

(Employer expenditures as a percent of basic salaries, 1963)

Item, industry, and size of reporting unit	Average expenditures		Number of units																									
	All reporting units	Reporting units with expenditures	Total	Reporting no expenditures	Reporting there were expenditures but not showing the amount	Reporting expenditures of—																						
						Under 1	1 and under 2	2 3	3 4	4 5	5 6	6 7	7 8	8 9	9 10	10 11	11 12	12 13	13 14	14 15	15 and over							
<u>Total health, accident, and life insurance</u> ⁴																												
All industries surveyed	2.5	2.6	690	6	49	73	184	172	107	64	20	7	3	2	3	-	-	-	-	-	-	-	-	-	-	-	-	
Units with 250-999 employees	2.5	2.5	289	5	17	45	66	70	43	23	10	4	2	1	3	-	-	-	-	-	-	-	-	-	-	-	-	
Units with 1,000 employees or more	2.6	2.6	401	1	32	28	118	102	64	41	10	3	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	
Manufacturing industries	2.8	2.8	423	3	25	29	108	110	77	39	18	6	3	2	3	-	-	-	-	-	-	-	-	-	-	-	-	
Units with 250-999 employees	2.7	2.8	189	3	9	22	44	47	29	17	9	3	2	1	3	-	-	-	-	-	-	-	-	-	-	-	-	
Units with 1,000 employees or more	2.8	2.8	234	-	16	7	64	63	48	22	9	3	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing industries	2.2	2.2	267	3	24	44	76	62	30	25	2	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Units with 250-999 employees	2.1	2.1	100	2	8	23	22	23	14	6	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Units with 1,000 employees or more	2.2	2.2	167	1	16	21	54	39	16	19	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<u>Life insurance, accidental death and dismemberment insurance, and death benefits</u>																												
All industries surveyed	.9	1.0	690	26	150	323	140	38	11	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	.9	1.0	289	20	57	130	60	16	5	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	.9	1.0	401	6	93	193	80	22	6	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing industries	.9	1.0	423	15	97	198	82	20	9	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	1.0	1.0	189	14	39	85	36	10	4	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	.9	.9	234	1	58	113	46	10	5	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing industries	.9	1.0	267	11	53	125	58	18	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	.9	1.0	100	6	18	45	24	6	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	.9	1.0	167	5	35	80	34	12	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<u>Hospitalization, surgical, and medical plans and sickness and accident insurance</u>																												
All industries surveyed	1.6	1.6	690	23	143	156	202	118	32	9	4	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	1.5	1.6	289	17	57	69	77	49	11	5	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	1.6	1.6	401	6	86	87	125	69	21	4	2	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing industries	1.8	1.8	423	8	93	82	115	86	25	7	4	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	1.8	1.8	189	6	40	41	48	37	8	5	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	1.8	1.9	234	2	53	41	67	49	17	2	2	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing industries	1.3	1.3	267	15	50	74	87	32	7	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	1.2	1.3	100	11	17	28	29	12	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	1.3	1.4	167	4	33	46	58	20	4	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

¹ Workmen's compensation plus payments under Federal Employers' Liability Act.² Includes temporary disability insurance and payments into Ohio Disabled Workmen's Relief Fund.³ Less than 0.05 percent.⁴ Life insurance, accidental death and dismemberment insurance, and death benefits plus hospitalization, surgical, and medical plans and sickness and accident insurance.

NOTE: See appendixes for survey coverage and definitions.

Table 7. Savings and Thrift Plans and Yearend and Other Special Bonuses—All Nonproduction Employees

(Employer expenditures as a percent of basic salaries, 1963)

Item, industry, and size of reporting unit	Average expenditures		Number of units																						
	All reporting units	Reporting units with expenditures	Total	Reporting no expenditures	Reporting there were expenditures but not showing the amount	Reporting expenditures of—																			
						Under 1	1 and under 2	2 3	3 4	4 5	5 6	6 7	7 8	8 9	9 10	10 11	11 12	12 13	13 14	14 15	15 and over				
Savings and thrift plans																									
All industries surveyed	0.3	2.5	689	613	2	22	23	9	6	4	1	3	3	2	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	.1	2.3	288	272	1	3	5	3	2	1	-	1	-	-	-	-	-	1	-	-	-	-	-	-	-
Units with 1,000 employees or more	.4	2.6	401	341	1	19	18	6	4	3	1	2	3	2	-	-	-	1	-	-	-	-	-	-	-
Manufacturing industries	.3	2.2	422	368	2	17	18	6	4	3	1	2	3	2	-	-	-	1	-	-	-	-	-	-	-
Units with 250-999 employees	.1	2.1	188	176	1	2	5	2	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	.4	2.2	234	192	1	15	13	4	2	3	1	-	1	2	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing industries	.3	3.4	267	245	-	5	5	3	3	-	-	3	2	-	-	-	-	1	-	-	-	-	-	-	-
Units with 250-999 employees	.1	3.1	100	96	-	1	-	1	1	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	.4	3.4	167	149	-	4	5	2	2	-	-	2	2	-	-	-	-	1	-	-	-	-	-	-	-
Yearend and other special bonuses																									
All industries surveyed	2.3	4.6	692	346	37	77	44	36	38	20	18	15	10	9	7	6	4	3	2	3	2	3	17	1	13
Units with 250-999 employees	3.1	5.6	291	131	10	29	22	17	15	12	10	5	7	7	3	4	2	2	1	1	1	1	1	1	1
Units with 1,000 employees or more	1.7	3.7	401	215	27	48	22	19	23	8	8	10	3	2	4	2	4	3	3	1	1	2	4	2	4
Manufacturing industries	2.6	5.0	424	199	25	50	32	23	20	9	12	13	6	4	2	4	3	3	2	1	1	2	12	1	16
Units with 250-999 employees	3.3	6.0	191	86	6	20	16	11	9	6	6	6	4	5	3	1	2	2	1	1	1	1	1	1	4
Units with 1,000 employees or more	2.1	4.0	233	113	19	30	16	12	11	3	6	9	1	1	1	2	2	1	1	1	1	1	1	1	4
Nonmanufacturing industries	1.8	3.9	268	147	12	27	12	13	18	11	6	2	4	5	5	2	2	1	-	-	-	-	-	-	-
Units with 250-999 employees	2.7	4.8	100	45	4	9	6	6	6	4	1	2	4	2	2	2	1	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	1.2	3.2	168	102	8	18	6	7	12	5	2	1	2	1	3	-	-	-	-	-	-	-	-	-	-

NOTE: See appendixes for survey coverage and definitions.

Table 8. Penalty Pay—All Nonproduction Employees

(Employer expenditures as a percent of basic salaries, 1963)

Item, industry, and size of reporting unit	Average expenditures		Number of units																		
	All reporting units	Reporting units with expenditures	Total	Reporting no expenditures	Reporting there were expenditures but not showing the amount	Reporting expenditures of—															
						Under 1	1 and under 2	2 3	3 4	4 5	5 6	6 7	7 8	8 9	9 10	10 11	11 12	12 13	13 14	14 15	15 and over
Total penalty pay¹																					
All industries surveyed.....	3.2	3.3	691	20	130	102	136	92	66	46	26	14	14	14	7	8	5	-	1	1	9
Units with 250-999 employees.....	2.7	2.9	292	17	36	67	57	43	27	11	6	4	6	4	3	3	2	-	-	-	6
Units with 1,000 employees or more.....	3.5	3.6	399	3	94	35	79	49	39	35	20	10	8	10	4	5	3	-	1	1	3
Manufacturing industries.....	3.3	3.4	424	12	69	65	82	55	43	28	18	7	9	10	6	7	5	-	1	1	6
Units with 250-999 employees.....	2.8	3.0	192	12	21	43	33	25	21	7	5	2	4	3	3	2	2	-	-	-	4
Units with 1,000 employees or more.....	3.8	3.8	232	-	48	22	49	25	22	21	13	5	5	7	3	5	3	-	1	1	2
Nonmanufacturing industries.....	2.9	3.0	267	8	61	37	54	37	23	18	8	7	5	4	1	1	-	-	-	-	3
Units with 250-999 employees.....	2.4	2.5	100	5	15	24	24	13	6	4	1	2	2	1	-	1	-	-	-	-	2
Units with 1,000 employees or more.....	3.2	3.2	167	3	46	13	30	24	17	14	7	5	3	3	1	-	-	-	-	-	1
Total overtime pay																					
All industries surveyed.....	3.0	3.1	693	20	76	114	156	103	80	46	24	18	15	13	7	6	6	1	-	-	8
Units with 250-999 employees.....	2.7	2.8	293	17	22	68	62	46	29	12	8	7	5	3	3	3	3	-	-	-	5
Units with 1,000 employees or more.....	3.3	3.3	400	3	54	46	94	57	51	34	16	11	10	10	4	3	3	1	-	-	3
Manufacturing industries.....	3.1	3.2	425	12	40	76	94	58	50	25	16	10	10	10	7	5	5	1	-	-	6
Units with 250-999 employees.....	2.8	3.0	192	12	16	44	35	31	21	6	6	4	3	3	3	2	2	-	-	-	4
Units with 1,000 employees or more.....	3.4	3.4	233	-	24	32	59	27	29	19	10	6	7	7	4	3	3	1	-	-	2
Nonmanufacturing industries.....	2.8	2.9	268	8	36	38	62	45	30	21	8	8	5	3	-	1	1	-	-	-	2
Units with 250-999 employees.....	2.4	2.5	101	5	6	24	27	15	8	6	2	3	2	-	-	1	1	-	-	-	1
Units with 1,000 employees or more.....	3.0	3.1	167	3	30	14	35	30	22	15	6	5	3	3	-	-	-	-	-	-	1
Overtime at straight-time rates																					
All industries surveyed.....	2.1	2.1	693	21	113	192	155	96	41	30	14	11	8	3	1	1	2	1	-	3	1
Units with 250-999 employees.....	1.8	2.0	293	17	33	99	65	38	11	12	3	4	4	2	-	1	2	1	-	1	-
Units with 1,000 employees or more.....	2.3	2.3	400	4	80	93	90	58	30	18	11	7	4	1	1	-	-	-	-	2	1
Manufacturing industries.....	2.2	2.2	425	12	54	128	92	59	23	20	10	10	7	3	1	1	2	-	-	2	1
Units with 250-999 employees.....	1.9	2.1	192	12	19	64	41	27	6	8	2	4	3	2	-	1	2	-	-	1	-
Units with 1,000 employees or more.....	2.4	2.4	233	-	35	64	51	32	17	12	8	6	4	1	1	-	-	-	-	1	1
Nonmanufacturing industries.....	1.9	2.0	268	9	59	64	63	37	18	10	4	1	1	-	-	-	1	-	-	-	-
Units with 250-999 employees.....	1.6	1.7	101	5	14	35	24	11	5	4	1	-	1	-	-	-	1	-	-	-	-
Units with 1,000 employees or more.....	2.1	2.1	167	4	45	29	39	26	13	6	3	1	-	-	-	-	-	-	-	1	-
Overtime at premium rates																					
All industries surveyed.....	.9	1.0	693	22	109	374	127	41	12	4	3	1	-	-	-	-	-	-	-	-	-
Units with 250-999 employees.....	.8	.8	293	19	33	179	40	11	7	1	3	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more.....	1.0	1.0	400	3	76	195	87	30	5	3	-	1	-	-	-	-	-	-	-	-	-
Manufacturing industries.....	1.0	1.0	425	12	50	238	81	27	10	3	3	1	-	-	-	-	-	-	-	-	-
Units with 250-999 employees.....	.8	.9	192	12	20	117	27	7	6	-	3	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more.....	1.1	1.1	233	-	30	121	54	20	4	3	-	1	-	-	-	-	-	-	-	-	-
Nonmanufacturing industries.....	.9	.9	268	10	59	136	46	14	2	1	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees.....	.7	.8	101	7	13	62	13	4	1	1	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more.....	1.0	1.0	167	3	46	74	33	10	1	-	-	-	-	-	-	-	-	-	-	-	-
Shift differentials																					
All industries surveyed.....	.2	.4	692	371	89	218	10	2	-	2	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees.....	.1	.4	292	224	19	45	2	1	-	1	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more.....	.2	.4	400	147	70	173	8	1	-	1	-	-	-	-	-	-	-	-	-	-	-
Manufacturing industries.....	.2	.3	424	220	47	149	6	2	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees.....	.1	.3	192	151	9	31	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more.....	.3	.3	232	69	38	118	6	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing industries.....	.2	.4	268	151	42	69	4	-	-	2	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees.....	.1	.5	100	73	10	14	2	-	-	1	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more.....	.2	.4	168	78	32	55	2	-	-	1	-	-	-	-	-	-	-	-	-	-	-

¹ Overtime pay plus shift differentials.

NOTE: See appendixes for survey coverage and definitions.

Table 9. Selected Contributory and Noncontributory Private Welfare Plans—All Nonproduction Employees

(Employer expenditures as a percent of basic salaries, 1963)

Item, industry, and size of reporting unit	Average expenditures in units reporting data for—						Number of units reporting data for—					
	Noncontributory plans	Contributory plans	Contributory plans with employer expenditures as a percent of combined employer-employee expenditures of—				Noncontributory plans	Contributory plans	Contributory plans with employer expenditures as a percent of combined employer-employee expenditures of—			
			25 percent and under	Over 25 through 50 percent	Over 50 through 75 percent	Over 75 percent			25 percent and under	Over 25 through 50 percent	Over 50 through 75 percent	Over 75 percent
Total health, accident, and life insurance¹												
All industries surveyed	3.1	2.4	0.5	1.5	2.4	3.3	154	445	20	104	193	128
Units with 250-999 employees	3.0	2.4	.5	1.3	2.4	3.3	82	177	10	35	77	55
Units with 1,000 employees or more	3.2	2.4	.5	1.6	2.4	3.3	72	268	10	69	116	73
Manufacturing industries	3.2	2.6	.4	1.5	2.4	3.6	125	243	6	47	104	86
Units with 250-999 employees	3.1	2.6	.5	1.3	2.3	3.7	69	101	2	18	44	37
Units with 1,000 employees or more	3.3	2.6	.4	1.6	2.5	3.5	56	142	4	29	60	49
Nonmanufacturing industries	2.7	2.1	.5	1.5	2.3	2.8	29	202	14	57	89	42
Units with 250-999 employees	2.4	2.1	.5	1.3	2.5	2.7	13	76	8	17	33	18
Units with 1,000 employees or more	3.1	2.1	.5	1.6	2.3	2.8	16	126	6	40	56	24
Life insurance, accidental death and dismemberment insurance, and death benefits												
All industries surveyed	1.1	.9	.2	.6	1.1	1.5	179	323	34	125	113	51
Units with 250-999 employees	1.1	.9	.1	.5	1.2	1.4	92	119	11	42	44	22
Units with 1,000 employees or more	1.1	.9	.2	.6	1.1	1.5	87	204	23	83	69	29
Manufacturing industries	1.1	.9	.2	.6	1.1	1.4	135	167	18	66	52	31
Units with 250-999 employees	1.1	.9	.1	.5	1.2	1.4	72	62	4	23	22	13
Units with 1,000 employees or more	1.1	.8	.2	.6	1.0	1.4	63	105	14	43	30	18
Nonmanufacturing industries	1.1	.9	.1	.6	1.1	1.5	44	156	16	59	61	20
Units with 250-999 employees	1.1	.9	.1	.6	1.2	1.3	20	57	7	19	22	9
Units with 1,000 employees or more	1.2	.9	.2	.7	1.1	1.7	24	99	9	40	39	11
Hospitalization, surgical, and medical plans and sickness and accident insurance												
All industries surveyed	1.9	1.4	.3	.9	1.5	2.2	208	305	27	66	130	82
Units with 250-999 employees	1.9	1.4	.3	.8	1.6	2.0	95	118	14	26	43	35
Units with 1,000 employees or more	2.0	1.4	.3	.9	1.4	2.2	113	187	13	40	87	47
Manufacturing industries	2.1	1.6	.2	.9	1.4	2.4	155	158	7	38	61	52
Units with 250-999 employees	2.0	1.5	.3	.8	1.5	2.3	80	61	3	16	20	22
Units with 1,000 employees or more	2.2	1.6	.1	.9	1.4	2.4	75	97	4	22	41	30
Nonmanufacturing industries	1.4	1.3	.3	.9	1.5	1.8	53	147	20	28	69	30
Units with 250-999 employees	1.4	1.2	.3	.8	1.7	1.6	15	57	11	10	23	13
Units with 1,000 employees or more	1.4	1.3	.4	.9	1.4	2.0	38	90	9	18	46	17
Pension and retirement plans												
All industries surveyed	5.4	5.3	.1	1.9	4.6	7.8	334	224	7	30	105	82
Units with 250-999 employees	5.1	5.8	-	1.9	4.8	8.1	133	89	2	11	37	39
Units with 1,000 employees or more	5.6	4.9	.1	1.9	4.6	7.4	201	135	5	19	68	43
Manufacturing industries	4.9	5.0	.1	2.1	4.7	7.4	198	146	7	21	69	49
Units with 250-999 employees	4.8	5.6	-	2.2	4.8	8.0	86	57	2	8	24	23
Units with 1,000 employees or more	4.9	4.6	.1	2.1	4.6	6.8	112	89	5	13	45	26
Nonmanufacturing industries	6.3	5.8	-	1.5	4.5	8.3	136	78	-	9	36	33
Units with 250-999 employees	5.7	6.1	-	1.2	4.6	8.3	47	32	-	3	13	16
Units with 1,000 employees or more	6.6	5.5	-	1.7	4.5	8.3	89	46	-	6	23	17

¹ Life insurance, accidental death and dismemberment insurance, and death benefits plus hospitalization, surgical, and medical plans and sickness and accident insurance.

NOTE: See appendixes for survey coverage and definitions.

Table 10. Employee Contributions for Selected Contributory Private Welfare Plans—All Nonproduction Employees

(Employee contributions as a percent of basic salaries, 1963)

Item, industry, and size of reporting unit	Average contributions in units reporting data	Number of units reporting data						
		Total	With contributions of—					
			Under 1	1 and under 2	2 3	3 4	4 5	5 and over
<u>Total health, accident, and life insurance¹</u>								
All industries surveyed	1.3	458	186	183	71	12	6	-
Units with 250-999 employees	1.3	183	79	76	19	5	4	-
Units with 1,000 employees or more	1.4	275	107	107	52	7	2	-
Manufacturing industries	1.3	250	106	107	32	4	1	-
Units with 250-999 employees	1.2	103	50	42	9	1	1	-
Units with 1,000 employees or more	1.3	147	56	65	23	3	-	-
Nonmanufacturing industries	1.4	208	80	76	39	8	5	-
Units with 250-999 employees	1.4	80	29	34	10	4	3	-
Units with 1,000 employees or more	1.4	128	51	42	29	4	2	-
<u>Life insurance, accidental death and dismemberment insurance, and death benefits</u>								
All industries surveyed7	338	254	76	6	2	-	-
Units with 250-999 employees6	129	103	25	1	-	-	-
Units with 1,000 employees or more8	209	151	51	5	2	-	-
Manufacturing industries7	177	133	40	4	-	-	-
Units with 250-999 employees6	68	55	13	-	-	-	-
Units with 1,000 employees or more8	109	78	27	4	-	-	-
Nonmanufacturing industries7	161	121	36	2	2	-	-
Units with 250-999 employees7	61	48	12	1	-	-	-
Units with 1,000 employees or more8	100	73	24	1	2	-	-
<u>Hospitalization, surgical, and medical plans and sickness and accident insurance</u>								
All industries surveyed9	317	206	100	10	1	-	-
Units with 250-999 employees9	124	81	36	6	1	-	-
Units with 1,000 employees or more8	193	125	64	4	-	-	-
Manufacturing industries8	164	111	51	2	-	-	-
Units with 250-999 employees8	64	44	19	1	-	-	-
Units with 1,000 employees or more8	100	67	32	1	-	-	-
Nonmanufacturing industries9	153	95	49	8	1	-	-
Units with 250-999 employees	1.0	60	37	17	5	1	-	-
Units with 1,000 employees or more9	93	58	32	3	-	-	-
<u>Pension and retirement plans</u>								
All industries surveyed	2.0	232	46	78	70	28	8	2
Units with 250-999 employees	2.0	94	19	29	33	10	2	1
Units with 1,000 employees or more	2.0	138	27	49	37	18	6	1
Manufacturing industries	2.1	149	23	49	49	21	6	1
Units with 250-999 employees	2.2	59	9	16	23	9	2	-
Units with 1,000 employees or more	2.1	90	14	33	26	12	4	1
Nonmanufacturing industries	1.8	83	23	29	21	7	2	1
Units with 250-999 employees	1.7	35	10	13	10	1	-	1
Units with 1,000 employees or more	1.9	48	13	16	11	6	2	-

¹ Life insurance, accidental death and dismemberment insurance, and death benefits plus hospitalization, surgical, and medical plans and sickness and accident insurance.

NOTE: See appendixes for survey coverage and definitions.

Table II. Paid Leave—Nonexempt Nonproduction Employees

(Employer expenditures as a percent of basic salaries, 1963)

Item, industry, and size of reporting unit	Average expenditures		Number of units																		
	All reporting units	Reporting units with expenditures	Total	Reporting no expenditures	Reporting there were expenditures but not showing the amount	Reporting expenditures of—															
						Under 1	1 and under 2	2 3	3 4	4 5	5 6	6 7	7 8	8 9	9 10	10 11	11 12	12 13	13 14	14 15	15 and over
Total paid leave, including sick leave																					
All industries surveyed	9.6	9.6	629	-	260	-	-	-	4	8	5	25	43	61	58	66	46	35	9	5	4
Units with 250-999 employees	8.9	8.9	282	-	119	-	-	3	7	3	18	27	26	28	23	14	8	2	1	3	
Units with 1,000 employees or more	10.1	10.1	347	-	141	-	-	1	1	2	7	16	35	30	43	32	27	7	4	1	
Manufacturing industries	9.6	9.6	399	-	167	-	-	4	3	3	18	23	39	35	49	30	17	7	2	2	
Units with 250-999 employees	8.9	8.9	190	-	80	-	-	3	3	3	14	12	19	18	20	11	3	1	1	2	
Units with 1,000 employees or more	10.1	10.1	209	-	87	-	-	1	-	-	4	11	20	17	29	19	14	6	1	-	
Nonmanufacturing industries	9.7	9.7	230	-	93	-	-	-	5	2	7	20	22	23	17	16	18	2	3	2	
Units with 250-999 employees	8.9	8.9	92	-	39	-	-	-	4	-	4	15	7	10	3	3	5	1	-	1	
Units with 1,000 employees or more	10.2	10.2	138	-	54	-	-	-	1	2	3	5	15	13	14	13	13	1	3	1	
Vacations																					
All industries surveyed	4.5	4.5	633	-	51	3	9	36	170	196	115	40	9	3	1	-	-	-	-	-	-
Units with 250-999 employees	4.1	4.1	285	-	16	3	8	25	102	73	43	13	1	-	1	-	-	-	-	-	-
Units with 1,000 employees or more	4.7	4.7	348	-	35	-	1	11	68	123	72	27	8	3	-	-	-	-	-	-	-
Manufacturing industries	4.5	4.5	402	-	16	3	7	20	101	129	84	33	8	-	1	-	-	-	-	-	-
Units with 250-999 employees	4.2	4.2	193	-	6	3	6	15	66	49	35	11	1	-	1	-	-	-	-	-	-
Units with 1,000 employees or more	4.8	4.8	209	-	10	-	1	5	35	80	49	22	7	-	-	-	-	-	-	-	-
Nonmanufacturing industries	4.3	4.3	231	-	35	-	2	16	69	67	31	7	1	3	-	-	-	-	-	-	-
Units with 250-999 employees	3.9	3.9	92	-	10	-	2	10	36	24	8	2	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	4.6	4.6	139	-	25	-	-	6	33	43	23	5	1	3	-	-	-	-	-	-	-
Holidays																					
All industries surveyed	3.0	3.0	633	1	43	3	31	282	217	51	4	1	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	2.9	2.9	285	1	13	1	19	135	90	25	-	1	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	3.0	3.0	348	-	30	2	12	147	127	26	4	-	-	-	-	-	-	-	-	-	-
Manufacturing industries	2.9	2.9	402	-	16	3	17	195	152	17	1	1	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	2.9	2.9	193	-	7	1	11	94	70	9	-	1	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	2.9	2.9	209	-	9	2	6	101	82	8	1	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing industries	3.1	3.1	231	1	27	-	14	87	65	34	3	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	2.9	3.0	92	1	6	-	8	41	20	16	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	3.2	3.2	139	-	21	-	6	46	45	18	3	-	-	-	-	-	-	-	-	-	-
Sick leave																					
All industries surveyed	1.7	1.8	629	38	159	87	186	127	23	7	1	1	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	1.5	1.6	282	26	71	47	82	46	7	3	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	1.8	1.9	347	12	88	40	104	81	16	4	1	1	-	-	-	-	-	-	-	-	-
Manufacturing industries	1.6	1.7	399	28	96	60	119	72	17	5	1	1	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	1.4	1.6	190	20	46	35	56	24	7	2	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	1.8	1.9	209	8	50	25	63	48	10	3	1	1	-	-	-	-	-	-	-	-	-
Nonmanufacturing industries	1.7	1.8	230	10	63	27	67	55	6	2	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	1.6	1.7	92	6	25	12	26	22	-	1	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	1.8	1.8	138	4	38	15	41	33	6	1	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous paid leave¹																					
All industries surveyed	.4	.4	630	89	265	247	24	1	1	3	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	.3	.4	283	70	109	93	8	-	1	2	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	.4	.4	347	19	156	154	16	1	-	1	-	-	-	-	-	-	-	-	-	-	-
Manufacturing industries	.3	.4	400	63	159	161	15	-	1	1	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	.3	.5	191	53	71	58	7	-	1	1	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	.3	.4	209	10	88	103	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing industries	.4	.5	230	26	106	86	9	1	-	2	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	.3	.4	92	17	38	35	1	-	-	1	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	.5	.6	138	9	68	51	8	1	-	1	-	-	-	-	-	-	-	-	-	-	-

¹ Includes military, jury, witness, voting, and personal leave.

NOTE: See appendixes for survey coverage and definitions.

Table 12. Payroll Items in Addition to Basic Salaries—Nonexempt Nonproduction Employees

(Employer expenditures as a percent of basic salaries, 1963)

Item, industry, and size of reporting unit	Average expenditures		Number of units																		
	All reporting units	Reporting units with expenditures	Total	Reporting no expenditures	Reporting there were expenditures but not showing the amount	Reporting expenditures of—															
						Under 1	1 and under 2	2 - 3	3 - 4	4 - 5	5 - 6	6 - 7	7 - 8	8 - 9	9 - 10	10 - 11	11 - 12	12 - 13	13 - 14	14 - 15	15 and over
<u>All items studied</u>																					
All industries surveyed	7.1	7.2	624	8	154	13	30	44	57	57	37	44	31	26	17	22	12	13	11	8	40
Units with 250-999 employees	7.2	7.3	278	7	52	11	15	20	29	23	13	23	12	10	9	12	6	8	6	3	19
Units with 1,000 employees or more	7.1	7.1	346	1	102	2	15	24	28	34	24	21	19	16	8	10	6	5	5	5	21
Manufacturing industries	7.8	7.9	397	4	79	11	16	27	32	36	21	29	21	18	12	18	11	12	10	8	32
Units with 250-999 employees	7.7	7.9	190	4	28	9	9	15	17	13	8	18	10	6	6	10	6	8	5	3	15
Units with 1,000 employees or more	7.9	7.9	207	-	51	2	7	12	15	23	13	11	11	12	6	8	5	4	5	5	17
Nonmanufacturing industries	5.7	5.8	227	4	75	2	14	17	25	21	16	15	10	8	5	4	1	1	1	-	8
Units with 250-999 employees	5.8	6.0	88	3	24	2	6	5	12	10	5	5	2	4	3	2	-	-	1	-	4
Units with 1,000 employees or more	5.6	5.6	139	1	51	-	8	12	13	11	11	10	8	4	2	2	1	1	-	-	4
<u>Total overtime pay</u>																					
All industries surveyed	5.6	5.8	632	19	57	31	57	74	89	61	52	31	38	22	18	15	14	11	10	8	25
Units with 250-999 employees	5.4	5.7	285	17	18	20	29	30	42	24	16	14	15	13	9	8	7	4	4	3	12
Units with 1,000 employees or more	5.7	5.8	347	2	39	11	28	44	47	37	36	17	23	9	9	7	7	7	6	5	13
Manufacturing industries	6.4	6.5	401	11	25	17	33	41	48	37	29	23	30	19	16	13	12	10	8	8	21
Units with 250-999 employees	6.1	6.5	193	11	14	11	17	18	24	15	11	11	12	11	9	7	6	4	2	3	10
Units with 1,000 employees or more	6.6	6.6	208	-	14	6	16	23	24	22	18	12	18	8	7	6	6	6	6	5	11
Nonmanufacturing industries	4.1	4.3	231	8	32	14	24	33	41	24	23	8	8	3	2	2	2	1	2	-	4
Units with 250-999 employees	3.9	4.2	92	6	7	9	12	12	18	9	5	3	3	2	-	1	1	1	2	-	2
Units with 1,000 employees or more	4.3	4.3	139	2	25	5	12	21	23	15	18	5	5	1	2	1	1	1	-	-	2
<u>Overtime at straight-time rates</u>																					
All industries surveyed	3.8	3.9	632	20	75	56	102	112	78	52	37	28	23	13	12	7	2	2	5	2	6
Units with 250-999 employees	3.7	3.9	285	17	26	35	40	52	25	24	20	15	11	3	5	2	1	1	2	2	4
Units with 1,000 employees or more	3.8	3.9	347	3	49	21	62	60	53	28	17	13	12	10	7	5	1	1	3	-	2
Manufacturing industries	4.2	4.3	401	11	33	35	58	62	51	35	30	27	17	10	12	5	2	2	4	2	5
Units with 250-999 employees	4.0	4.3	193	11	15	22	24	30	18	17	17	15	8	1	5	1	1	1	2	2	3
Units with 1,000 employees or more	4.4	4.4	208	-	18	13	34	32	33	18	13	12	9	9	7	4	1	1	2	-	2
Nonmanufacturing industries	2.9	3.0	231	9	42	21	44	50	27	17	1	6	3	-	2	-	-	-	1	-	1
Units with 250-999 employees	2.8	3.0	92	6	11	13	16	22	7	7	3	-	3	2	-	1	-	-	-	-	1
Units with 1,000 employees or more	2.9	3.0	139	3	31	8	28	28	20	10	4	1	3	1	-	1	-	-	1	-	-
<u>Overtime at premium rates</u>																					
All industries surveyed	1.9	2.0	632	21	76	156	192	85	52	23	11	7	4	2	2	-	-	1	-	-	-
Units with 250-999 employees	1.8	1.9	285	19	25	77	81	36	27	6	4	3	4	1	1	-	-	1	-	-	-
Units with 1,000 employees or more	2.0	2.0	347	2	51	79	111	49	25	17	7	4	-	1	1	-	-	-	-	-	-
Manufacturing industries	2.1	2.2	401	11	33	86	113	69	46	20	9	6	4	1	2	-	-	1	-	-	-
Units with 250-999 employees	2.0	2.2	193	11	15	45	51	30	25	4	3	3	4	-	1	-	-	1	-	-	-
Units with 1,000 employees or more	2.3	2.3	208	-	18	41	62	39	21	16	6	3	4	-	1	-	-	-	-	-	-
Nonmanufacturing industries	1.4	1.4	231	10	43	70	79	16	6	3	2	1	-	1	-	-	-	-	-	-	-
Units with 250-999 employees	1.3	1.4	92	8	10	32	30	6	2	2	1	-	-	1	-	-	-	-	-	-	-
Units with 1,000 employees or more	1.4	1.5	139	2	33	38	49	10	4	1	1	1	-	-	-	-	-	-	-	-	-

Table 12. Payroll Items in Addition to Basic Salaries—Nonexempt Nonproduction Employees—Continued

(Employer expenditures as a percent of basic salaries, 1963)

Item, industry, and size of reporting unit	Average expenditures		Number of units																						
	All reporting units	Reporting units with expenditures	Total	Reporting no expenditures	Reporting there were expenditures but not showing the amount	Reporting expenditures of—																			
						Under 1	1 and under 2	2 3	3 4	4 5	5 6	6 7	7 8	8 9	9 10	10 11	11 12	12 13	13 14	14 15	15 and over				
Shift differentials																									
All industries surveyed	0.2	0.5	630	359	65	184	16	3	1	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	.1	.6	284	224	15	40	3	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	.3	.5	346	135	50	144	13	3	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing industries	.2	.5	400	223	28	132	12	3	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	.1	.5	193	157	5	28	2	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	.4	.5	207	66	23	104	10	3	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing industries	.2	.4	230	136	37	52	4	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	.1	.6	91	67	10	12	1	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	.2	.3	139	69	27	40	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Severance or dismissal pay																									
All industries surveyed	.2	.4	624	372	86	149	10	6	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	.1	.3	279	201	27	48	2	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	.2	.4	345	171	59	101	8	5	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing industries	.2	.5	397	250	42	91	8	5	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	.1	.4	191	150	13	26	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	.2	.5	206	100	29	65	6	5	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing industries	.1	.2	227	122	44	58	2	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	.1	.2	88	51	14	22	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	.1	.2	139	71	30	36	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Yearend and other special bonuses																									
All industries surveyed	1.1	3.1	631	402	16	60	42	33	19	16	11	8	7	4	6	1	1	1	1	2	1	1	1	1	1
Units with 250-999 employees	1.4	3.3	283	164	4	30	24	17	10	9	6	5	3	4	2	1	-	1	2	-	1	2	-	1	1
Units with 1,000 employees or more	.9	2.9	348	238	12	30	18	16	9	7	5	3	4	-	4	-	1	-	-	-	1	-	-	-	-
Manufacturing industries	1.0	2.8	401	261	7	42	28	21	9	7	7	6	4	3	2	1	1	1	1	1	1	1	1	1	1
Units with 250-999 employees	1.2	3.1	192	115	2	19	18	12	5	4	5	3	2	3	1	1	-	1	1	-	1	1	-	-	-
Units with 1,000 employees or more	.7	2.4	209	146	5	23	10	9	4	3	2	3	2	-	1	-	1	-	-	-	-	-	-	-	-
Nonmanufacturing industries	1.4	3.6	230	141	9	18	14	12	10	9	4	2	3	1	4	-	-	-	-	-	1	1	1	1	1
Units with 250-999 employees	1.7	3.6	91	49	2	11	6	5	5	1	2	1	1	1	-	-	-	-	-	-	1	-	1	1	1
Units with 1,000 employees or more	1.2	3.5	139	92	7	7	8	7	5	4	3	-	2	-	3	-	-	-	-	-	1	-	-	-	-
Other pay																									
All industries surveyed	.1	.3	630	482	38	104	3	1	1	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	.1	.4	282	241	10	28	1	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	.1	.3	348	241	28	76	2	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing industries	.1	.4	400	307	24	64	2	1	1	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	.1	.6	191	169	8	12	-	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	.1	.3	209	138	16	52	2	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing industries	(1)	.2	230	175	14	40	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	(1)	.2	91	72	2	16	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	(1)	.2	139	103	12	24	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

¹ Less than 0.05 percent.

NOTE: See appendixes for survey coverage and definitions.

Table 13. Paid Leave—All Exempt Employees

(Employer expenditures as a percent of basic salaries, 1963)

Item, industry, and size of reporting unit	Average expenditures		Number of units																		
	All reporting units	Reporting units with expenditures	Total	Reporting no expenditures	Reporting there were expenditures but not showing the amount	Reporting expenditures of—															
						Under 1	1 and under 2	3	4	5	6	7	8	9	10	11	12	13	14	15 and over	
Total paid leave, including sick leave																					
All industries surveyed	9.9	9.9	609	-	372	-	-	1	-	5	7	13	21	29	39	45	31	30	7	6	3
Units with 250-999 employees	9.4	9.4	273	-	163	-	-	-	-	3	5	9	14	13	26	15	9	12	2	1	1
Units with 1,000 employees or more	10.5	10.5	336	-	209	-	-	1	-	2	2	4	7	16	13	30	22	18	5	5	2
Manufacturing industries	9.6	9.6	383	-	238	-	-	1	-	3	4	11	13	20	25	28	19	15	5	-	1
Units with 250-999 employees	9.2	9.2	184	-	112	-	-	-	-	2	3	7	9	9	14	12	6	9	1	-	-
Units with 1,000 employees or more	10.0	10.0	199	-	126	-	-	1	-	1	1	4	4	11	11	16	13	6	4	-	1
Nonmanufacturing industries	10.5	10.5	226	-	134	-	-	-	-	2	3	2	8	9	14	17	12	15	2	6	2
Units with 250-999 employees	9.6	9.6	89	-	51	-	-	-	-	1	2	2	5	4	12	3	3	3	1	1	1
Units with 1,000 employees or more	11.1	11.1	137	-	83	-	-	-	-	1	1	-	3	5	2	14	9	12	1	5	1
Vacations																					
All industries surveyed	5.3	5.3	613	-	80	1	3	17	86	131	146	95	37	16	-	1	-	-	-	-	-
Units with 250-999 employees	5.0	5.0	276	-	21	1	2	11	59	61	72	33	7	8	-	1	-	-	-	-	-
Units with 1,000 employees or more	5.5	5.5	337	-	59	-	1	6	27	70	74	62	30	8	-	-	-	-	-	-	-
Manufacturing industries	5.1	5.1	385	-	30	1	3	11	65	90	103	53	24	5	-	-	-	-	-	-	-
Units with 250-999 employees	4.9	4.9	186	-	9	1	2	7	44	41	52	21	5	4	-	-	-	-	-	-	-
Units with 1,000 employees or more	5.4	5.4	199	-	21	-	1	4	21	49	51	32	19	1	-	-	-	-	-	-	-
Nonmanufacturing industries	5.6	5.6	228	-	50	-	-	6	21	41	43	42	13	11	-	1	-	-	-	-	-
Units with 250-999 employees	5.2	5.2	98	-	12	-	-	4	15	20	20	12	2	4	-	1	-	-	-	-	-
Units with 1,000 employees or more	5.9	5.9	138	-	38	-	-	2	6	21	23	30	11	7	-	-	-	-	-	-	-
Holidays																					
All industries surveyed	3.0	3.0	613	1	60	4	39	252	207	45	3	-	2	-	-	-	-	-	-	-	-
Units with 250-999 employees	2.9	2.9	276	1	16	2	20	123	90	22	-	-	2	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	3.0	3.0	337	-	44	2	19	129	117	23	3	-	-	-	-	-	-	-	-	-	-
Manufacturing industries	2.9	2.9	385	-	21	3	24	184	137	15	1	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	2.8	2.8	186	-	8	1	12	88	69	8	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	2.9	2.9	199	-	13	2	12	96	68	7	1	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing industries	3.1	3.2	228	1	39	1	15	68	70	30	2	-	2	-	-	-	-	-	-	-	-
Units with 250-999 employees	3.0	3.1	90	1	8	1	8	35	21	14	-	-	2	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	3.2	3.2	138	-	31	-	7	33	49	16	2	-	-	-	-	-	-	-	-	-	-
Sick leave																					
All industries surveyed	1.4	1.5	610	39	281	83	148	46	8	3	1	-	1	-	-	-	-	-	-	-	-
Units with 250-999 employees	1.3	1.4	274	24	123	44	58	17	6	-	1	-	1	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	1.5	1.6	336	15	158	39	90	29	2	3	-	-	-	-	-	-	-	-	-	-	-
Manufacturing industries	1.4	1.5	383	28	174	59	85	27	7	1	1	-	1	-	-	-	-	-	-	-	-
Units with 250-999 employees	1.3	1.4	184	15	81	33	36	12	5	-	1	-	1	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	1.5	1.5	199	13	93	26	49	15	2	1	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing industries	1.4	1.6	227	11	107	24	63	19	1	2	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	1.2	1.4	90	9	42	11	22	5	1	-	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	1.6	1.6	137	2	65	13	41	14	-	2	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous paid leave¹																					
All industries surveyed	.3	.4	609	87	347	160	14	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	.3	.3	273	63	141	64	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	.4	.4	336	24	206	96	9	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing industries	.3	.3	383	58	221	95	8	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	.2	.3	184	46	97	39	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	.3	.3	199	12	124	56	6	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing industries	.4	.4	226	29	126	65	6	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	.3	.4	89	17	44	25	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	.4	.5	137	12	82	40	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-

¹ Includes military, jury, witness, voting, and personal leave.

NOTE: See appendixes for survey coverage and definitions.

Table 14. Payroll Items in Addition to Basic Salaries—All Exempt Employees

(Employer expenditures as a percent of basic salaries, 1963)

Item, industry, and size of reporting unit	Average expenditures		Number of units																		
	All reporting units	Reporting units with expenditures	Total	Reporting no expenditures	Reporting there were expenditures but not showing the amount	Reporting expenditures of—															
						Under 1	1 and under 2	2 - 3	3 - 4	4 - 5	5 - 6	6 - 7	7 - 8	8 - 9	9 - 10	10 - 11	11 - 12	12 - 13	13 - 14	14 - 15	15 and over
<u>All items studied</u>																					
All industries surveyed	4.9	5.8	602	97	146	109	39	28	34	14	21	18	15	11	9	8	7	3	5	4	34
Units with 250-999 employees	5.7	7.2	269	57	41	48	14	10	15	7	13	8	6	5	7	4	4	1	3	3	23
Units with 1,000 employees or more	4.0	4.5	333	40	105	61	25	18	19	7	8	10	9	6	2	4	3	2	2	1	11
Manufacturing industries	5.8	6.8	379	54	94	53	25	20	26	10	17	11	7	5	6	8	5	3	4	3	28
Units with 250-999 employees	6.2	7.7	183	36	26	29	11	8	11	5	12	6	2	2	5	4	2	1	2	2	19
Units with 1,000 employees or more	5.2	5.7	196	18	68	24	14	12	15	5	5	5	3	1	4	3	2	2	1	1	9
Nonmanufacturing industries	3.3	4.1	223	43	52	56	14	8	8	4	4	7	8	6	3	-	2	-	1	1	6
Units with 250-999 employees	4.6	6.0	86	21	15	19	3	2	4	2	1	2	4	3	2	-	2	-	1	1	4
Units with 1,000 employees or more	2.3	2.8	137	22	37	37	11	6	4	2	3	5	4	3	1	-	-	-	-	-	2
<u>Total overtime pay</u>																					
All industries surveyed	1.0	2.8	611	386	48	63	38	19	18	9	6	10	5	3	-	-	-	2	1	1	1
Units with 250-999 employees	.7	2.8	276	207	12	22	12	3	4	4	4	3	1	2	-	-	-	-	1	1	-
Units with 1,000 employees or more	1.3	2.7	335	179	36	41	26	16	14	5	2	7	4	1	-	-	-	2	1	-	1
Manufacturing industries	1.2	2.9	384	223	30	42	27	12	18	9	4	8	4	2	-	-	-	2	2	1	-
Units with 250-999 employees	.9	2.9	186	129	9	17	11	3	4	4	3	2	-	2	-	-	-	-	1	1	-
Units with 1,000 employees or more	1.5	2.9	198	94	21	25	16	9	14	5	1	6	4	-	-	-	-	2	1	-	-
Nonmanufacturing industries	.7	2.3	227	163	18	21	11	7	-	-	2	2	1	1	-	-	-	-	-	-	1
Units with 250-999 employees	.3	2.4	90	78	3	5	1	-	-	-	1	1	1	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	.9	2.3	137	85	15	16	10	7	-	-	1	1	-	1	-	-	-	-	-	-	1
<u>Overtime at straight-time rates</u>																					
All industries surveyed	.9	2.5	611	401	50	64	29	22	15	11	6	3	4	2	-	-	1	-	1	1	1
Units with 250-999 employees	.6	2.7	276	213	12	19	10	5	4	5	3	1	1	2	-	-	-	-	-	1	-
Units with 1,000 employees or more	1.0	2.4	335	188	38	45	19	17	11	6	3	2	3	-	-	-	1	-	1	-	1
Manufacturing industries	1.0	2.6	384	233	33	39	23	17	14	9	5	3	3	2	-	-	-	1	-	1	-
Units with 250-999 employees	.8	2.7	186	133	8	16	10	4	4	4	3	1	-	2	-	-	-	-	-	1	-
Units with 1,000 employees or more	1.3	2.6	198	100	25	23	13	13	10	5	2	2	3	-	-	-	1	-	1	-	-
Nonmanufacturing industries	.5	2.1	227	168	17	25	6	5	1	2	1	-	1	-	-	-	-	-	-	-	1
Units with 250-999 employees	.3	2.7	90	80	4	3	-	1	-	1	-	-	1	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	.7	1.9	137	88	13	22	6	4	1	1	1	-	-	-	-	-	-	-	-	-	1
<u>Overtime at premium rates</u>																					
All industries surveyed	.2	.8	611	456	43	78	21	9	1	2	1	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	.1	.8	276	237	12	21	2	2	1	1	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	.3	.8	335	219	31	57	19	7	-	1	1	-	-	-	-	-	-	-	-	-	-
Manufacturing industries	.3	1.0	384	284	26	44	21	6	-	2	1	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	.1	.8	186	156	9	16	2	2	-	1	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	.4	1.0	198	128	17	28	19	4	-	1	1	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing industries	.1	.6	227	172	17	34	-	3	1	-	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	.1	.8	90	81	3	5	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	.2	.5	137	91	14	29	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-

Table 14. Payroll Items in Addition to Basic Salaries—All Exempt Employees—Continued

(Employer expenditures as a percent of basic salaries, 1963)

Item, industry, and size of reporting unit	Average expenditures		Number of units																						
	All reporting units	Reporting units with expenditures	Total	Reporting no expenditures	Reporting there were expenditures but not showing the amount	Reporting expenditures of—																			
						Under 1	1 and under 2	2 3	3 4	4 5	5 6	6 7	7 8	8 9	9 10	10 11	11 12	12 13	13 14	14 15	15 and over				
<u>Shift differentials</u>																									
All industries surveyed	0.1	0.4	609	482	35	85	7	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	(¹)	.4	275	247	7	19	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	.1	.3	334	235	28	66	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing industries	.1	.4	382	278	23	75	6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	(¹)	.3	186	161	6	18	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	.2	.4	196	117	17	57	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing industries	(¹)	.2	227	204	12	10	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	(¹)	.8	89	86	1	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	(¹)	.1	138	118	11	9	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<u>Severance or dismissal pay</u>																									
All industries surveyed	.1	.4	603	402	79	106	9	5	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	.1	.5	270	205	25	34	4	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	.2	.4	333	197	54	72	5	3	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing industries	.2	.5	379	250	45	71	7	4	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	.1	.5	184	144	14	22	3	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	.2	.5	195	106	31	49	4	3	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing industries	.1	.3	224	152	34	35	2	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	.1	.5	86	61	11	12	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	.1	.2	138	91	23	23	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<u>Yearend and other special bonuses</u>																									
All industries surveyed	3.4	7.0	611	317	40	57	23	18	27	19	10	19	10	12	8	7	3	-	5	2	34	-	-	-	-
Units with 250-999 employees	4.3	8.4	274	132	9	27	9	10	11	13	5	11	3	5	4	4	3	-	3	2	23	-	-	-	-
Units with 1,000 employees or more	2.5	5.4	337	185	31	30	14	8	16	6	5	8	7	7	4	3	-	-	2	-	11	-	-	-	-
Manufacturing industries	3.8	7.4	384	187	26	38	16	12	16	14	8	13	5	7	5	5	1	-	3	1	27	-	-	-	-
Units with 250-999 employees	4.5	8.5	185	87	6	18	7	8	7	8	5	9	2	3	1	3	1	-	1	1	18	-	-	-	-
Units with 1,000 employees or more	3.0	6.0	199	100	20	20	9	4	9	6	3	4	3	4	4	2	-	-	2	1	7	-	-	-	-
Nonmanufacturing industries	2.6	6.2	227	130	14	19	7	6	11	5	2	6	5	5	3	2	2	-	2	1	7	-	-	-	-
Units with 250-999 employees	4.0	8.0	89	45	3	9	2	2	4	5	-	2	1	2	3	1	2	-	2	1	5	-	-	-	-
Units with 1,000 employees or more	1.4	4.4	138	85	11	10	5	4	7	-	2	4	4	3	-	1	-	-	-	-	2	-	-	-	-
<u>Other pay</u>																									
All industries surveyed	.3	1.3	610	469	44	74	7	5	1	3	1	1	1	-	-	-	2	-	1	-	1	-	-	-	-
Units with 250-999 employees	.3	1.7	273	224	10	29	1	3	1	2	-	-	-	-	-	-	1	-	1	-	1	-	-	-	-
Units with 1,000 employees or more	.3	.9	337	245	34	45	6	2	1	1	1	1	1	-	-	-	1	-	-	-	-	-	-	-	-
Manufacturing industries	.3	1.4	383	290	32	44	5	5	1	1	-	1	1	-	-	-	2	-	1	-	-	-	-	-	-
Units with 250-999 employees	.3	2.0	184	154	8	15	-	3	1	1	-	-	-	-	-	-	1	-	1	-	-	-	-	-	-
Units with 1,000 employees or more	.3	1.1	199	136	24	29	5	2	-	-	1	1	1	-	-	-	1	-	-	-	-	-	-	-	-
Nonmanufacturing industries	.2	1.1	227	179	12	30	2	-	-	2	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	.3	1.5	89	70	2	14	1	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	.1	.7	138	109	10	16	1	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

¹ Less than 0.05 percent.

NOTE: See appendixes for survey coverage and definitions.

Table 15. Paid Leave—Upper Management Employees

(Employer expenditures as a percent of basic salaries, 1963)

Item, industry, and size of reporting unit	Average expenditures		Number of units																		
	All reporting units	Reporting units with expenditures	Total	Reporting no expenditures	Reporting there were expenditures but not showing the amount	Reporting expenditures of—															
						Under 1	1 and under 2	2 3	3 4	4 5	5 6	6 7	7 8	8 9	9 10	10 11	11 12	12 13	13 14	14 15	15 and over
Total paid leave, including sick leave																					
All industries surveyed	10.2	10.2	432	-	277	-	-	-	1	2	6	10	10	22	21	29	18	18	7	6	5
Units with 250-999 employees	9.4	9.4	166	-	101	-	-	-	1	2	3	7	7	11	9	7	6	8	1	2	1
Units with 1,000 employees or more	10.8	10.8	266	-	176	-	-	-	-	3	3	3	11	12	22	12	10	6	4	4	4
Manufacturing industries	10.0	10.0	262	-	170	-	-	-	1	1	2	9	6	14	13	20	9	7	3	4	3
Units with 250-999 employees	8.9	8.9	107	-	67	-	-	-	1	1	2	6	6	7	4	4	3	4	1	1	-
Units with 1,000 employees or more	10.9	10.9	155	-	103	-	-	-	-	3	-	7	9	16	6	3	2	3	3	3	3
Nonmanufacturing industries	10.5	10.5	170	-	107	-	-	-	1	4	1	4	8	8	9	9	11	4	2	2	2
Units with 250-999 employees	10.2	10.2	59	-	34	-	-	-	1	1	1	1	4	5	3	3	4	-	1	1	1
Units with 1,000 employees or more	10.7	10.7	111	-	73	-	-	-	-	3	-	3	4	3	6	6	7	4	1	1	1
Vacations																					
All industries surveyed	5.8	5.8	436	-	78	-	2	6	57	58	103	42	57	19	6	3	2	2	-	-	1
Units with 250-999 employees	5.4	5.4	169	-	19	-	2	1	38	24	43	13	18	9	-	1	-	1	-	-	-
Units with 1,000 employees or more	6.1	6.1	267	-	59	-	-	5	19	34	60	29	39	10	6	2	2	1	-	-	1
Manufacturing industries	5.5	5.5	264	-	34	-	1	5	46	42	72	27	27	6	1	1	-	1	-	-	1
Units with 250-999 employees	5.1	5.1	109	-	10	-	1	1	32	16	30	8	8	2	-	1	-	-	-	-	-
Units with 1,000 employees or more	5.8	5.8	155	-	24	-	-	4	14	26	42	19	19	4	1	-	-	1	-	-	1
Nonmanufacturing industries	6.5	6.5	172	-	44	-	1	1	11	16	31	15	30	13	5	2	2	1	-	-	-
Units with 250-999 employees	6.1	6.1	60	-	9	-	1	-	6	8	13	5	10	7	-	-	1	-	-	-	-
Units with 1,000 employees or more	6.7	6.7	112	-	35	-	-	1	5	8	18	10	20	6	5	2	2	-	-	-	-
Holidays																					
All industries surveyed	3.0	3.0	436	-	58	2	25	155	155	38	3	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	2.9	2.9	169	-	13	1	15	67	58	14	1	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	3.1	3.1	267	-	45	1	10	88	97	24	2	-	-	-	-	-	-	-	-	-	-
Manufacturing industries	2.9	2.9	264	-	24	2	14	105	106	12	1	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	2.8	2.8	109	-	7	1	9	44	43	5	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	3.0	3.0	155	-	17	1	5	61	63	7	1	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing industries	3.1	3.1	172	-	34	-	11	50	49	26	2	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	3.0	3.0	60	-	6	-	6	23	15	9	1	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	3.2	3.2	112	-	28	-	5	27	34	17	1	-	-	-	-	-	-	-	-	-	-
Sick leave																					
All industries surveyed	1.6	1.9	432	66	214	57	54	26	8	1	2	1	-	-	1	1	-	-	-	-	1
Units with 250-999 employees	1.8	2.3	166	37	79	24	12	7	2	1	2	-	-	-	1	1	-	-	-	-	1
Units with 1,000 employees or more	1.5	1.7	266	29	135	33	42	19	6	-	-	1	-	-	1	-	-	-	-	-	-
Manufacturing industries	1.7	2.1	262	45	127	34	29	18	4	-	1	1	-	1	1	-	-	-	-	-	1
Units with 250-999 employees	2.0	2.7	107	27	50	16	6	4	1	-	1	-	-	-	1	-	-	-	-	-	1
Units with 1,000 employees or more	1.6	1.8	155	18	77	18	23	14	3	-	1	-	1	-	1	-	-	-	-	-	-
Nonmanufacturing industries	1.3	1.5	170	21	87	23	25	8	4	1	1	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	1.4	1.7	59	10	29	8	6	3	1	1	1	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	1.3	1.5	111	11	58	15	19	5	3	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous paid leave¹																					
All industries surveyed	.3	.4	432	107	262	57	6	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	.3	.5	166	55	89	20	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	.3	.4	266	52	173	37	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing industries	.3	.4	262	68	157	33	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	.3	.5	107	38	58	9	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	.3	.3	155	30	99	24	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing industries	.4	.5	170	39	105	24	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	.3	.4	59	17	31	11	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	.4	.5	111	22	74	13	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-

¹ Includes military, jury, witness, voting, and personal leave.

NOTE: See appendixes for survey coverage and definitions.

Table 16. Yearend and Other Special Bonuses—Upper Management Employees

(Employer expenditures as a percent of basic salaries, 1963)

Industry and size of reporting unit	Average expenditures		Number of units																		
	All reporting units	Reporting units with expenditures	Total	Reporting no expenditures	Reporting there were expenditures but not showing the amount	Reporting expenditures of—															
						Under 1	1 and under 2	2 3	3 4	4 5	5 6	6 7	7 8	8 9	9 10	10 11	11 12	12 13	13 14	14 15	15 and over
All industries surveyed.....	6.6	14.9	435	242	36	23	8	5	6	13	4	14	4	11	5	2	5	1	3	1	52
Units with 250-999 employees.....	8.1	17.2	168	89	8	6	4	2	1	10	1	3	1	5	3	1	3	1	2	-	28
Units with 1,000 employees or more.....	5.5	13.0	267	153	28	17	4	3	5	3	11	3	6	2	1	2	-	1	1	1	24
Manufacturing industries.....	9.1	18.0	264	131	25	13	4	4	1	6	3	10	2	10	1	2	5	-	3	-	44
Units with 250-999 employees.....	9.7	19.7	109	55	6	4	2	2	-	3	1	3	1	5	1	1	3	-	2	-	20
Units with 1,000 employees or more.....	8.5	16.7	155	76	19	9	2	2	1	3	2	7	1	5	-	1	2	-	1	-	24
Nonmanufacturing industries.....	2.8	7.9	171	111	11	10	4	1	5	7	1	4	2	1	4	-	-	1	-	1	8
Units with 250-999 employees.....	5.1	12.0	59	34	2	2	2	-	1	7	-	-	-	2	-	-	1	-	-	-	8
Units with 1,000 employees or more.....	1.3	4.3	112	77	9	8	2	1	4	-	1	4	2	1	2	-	-	-	-	1	-

¹ Units were distributed as follows: 16 at 15 to 20 percent; 7 at 20 to 25 percent; 9 at 25 to 30 percent; 4 at 30 to 40 percent; 6 at 40 to 50 percent; and 10 at 50 percent and over.

NOTE: See appendixes for survey coverage and definitions.

Chapter III. Supplementary Pay Practices

This study focused primarily on employer expenditures for pay supplements described in the preceding chapters. Since the request for material on dollar outlays placed a heavy reporting burden on respondents, it was impractical to ask detailed questions on the supplementary pay practices as such. Nevertheless, a limited amount of pay practice information was collected, in part for use in checking and interpreting expenditure reports and in part to indicate the prevalence of some practices for which there is only scant knowledge. This chapter presents findings regarding supplementary pay practices. Information is presented separately for nonexempt nonproduction employees; exempt employees, excluding upper management; and upper management employees.¹⁴ It must be stressed that the practices were not examined in depth, and the results should be analyzed with care. Some of the limitations are pointed out in the discussion. For example, where a practice is shown for a reporting unit, it does not follow that all white-collar employees necessarily were covered. Respondents were instructed to report they had a practice for a given employee group if there was a practice covering any workers in that group; it was not necessary that the practice apply to all or even a majority of the employees. In addition, the practice need not have been invoked.

Paid Leave Practices

Vacations. All reporting units in the survey granted paid vacations. Moreover, this benefit was provided universally to each of the three employee groups—nonexempt employees; exempt employees, excluding upper management; and upper management employees. In substantially all instances, vacation plans were formal, usually providing paid vacations (or the equivalent in vacation pay) which varied in duration according to the individual employee's length of service. (See chart 6 and tables 17–19.)

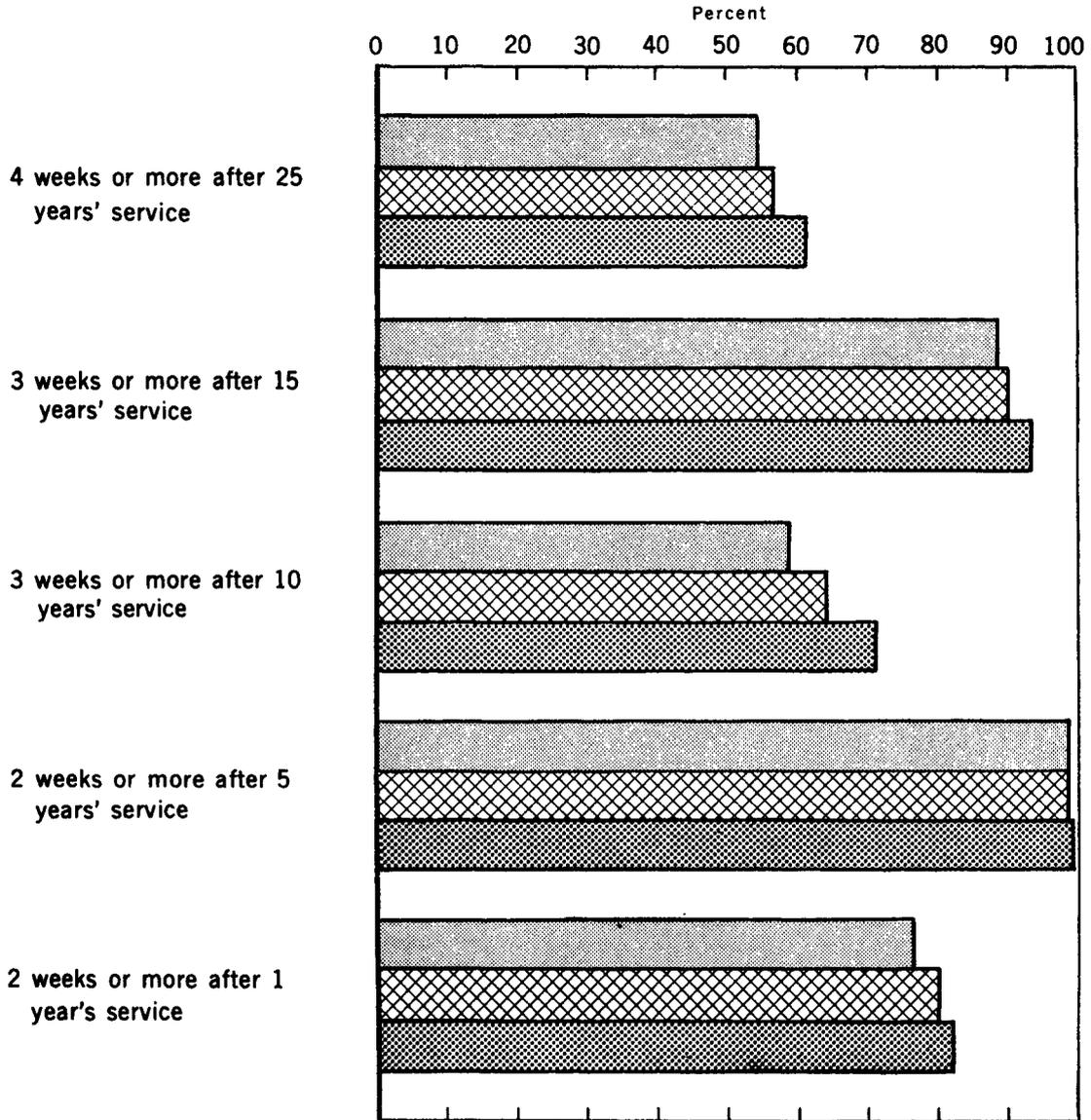
Two-week vacations were standard for nonexempt employees with 1 year of service, being found in three-fourths of the units reporting formal plans for these workers.¹⁵ The pattern after 5 years of service was dominated even more by 2-week vacations, 6 out of 7 units following this policy. Longer vacations were common after 10 years of service; over half the units granted 3-week vacations to nonexempt employees, although 2-week vacations were found in one-third. Three-week vacations clearly dominated after 15 years of service, existing in four-fifths of the units. Three-week vacations were also the major practice after 20 years, but longer vacations—usually 4 weeks—were given in nearly a third of the units. However, over half the units gave 4-week vacations to nonexempt employees with 25 years of service.¹⁶ These figures pertain to basic vacation plans only. A relatively small number of the reporting units with formal plans (23 out of 743) gave additional vacations, for example, an extra week at 5-year intervals beginning with a specified length of service, commonly 20 years. Practices for the two groups of exempt employees were similar to those for nonexempt employees, although tending to be somewhat more liberal.

¹⁴ Information is not shown on an all-employee level. Figures for all employees combined are difficult to interpret and evaluate where practices differ among the individual employee groups.

¹⁵ Where practices varied, companies were instructed to report the practice applying to the largest number of workers in an employee group.

¹⁶ The periods of service for which data are presented were selected as representative of the most common practices, but they do not necessarily reflect individual company provisions for progression. For example, the changes in proportions indicated at 5 years of service may include changes which occurred after 4 years.

Chart 6. Formal Paid Vacation Practices, 1963
 (Percent of reporting units granting specified amounts of vacation pay after indicated lengths of service)



Nonexempt employees (subject to FLSA overtime provisions).
 Exempt employees, excluding upper management (not subject to FLSA overtime provisions).
 Upper management employees (all exempt).

NOTE: Data include basic vacation plans only.

The combined effect of employers' vacation plans and individual employees' lengths of service is seen in figures on the actual amount of vacation time (or pay) received by workers. (See chart 7 and tables 20-22.) In over half the reporting units, a majority of the nonexempt employees received between 2 and 3 weeks of vacation. Three-week or longer vacations were received by a majority of these employees in only a tenth of the units. Vacations tended to be longer for exempt employees, excluding upper management; over two-fifths of the units gave 3-week or longer vacations to a majority of these employees. As one would expect, largely because of their generally greater length of service, upper management employees received the most liberal vacations, nearly 3 out of 4 units granting half the employees 3-week or longer vacations and one-third granting 4 weeks and over.

Holidays. Paid holidays were reported in all but one of the units.¹⁷ The most common number of holidays was 7 or 8, although some units had under 5, and others 13 and over (table 23). With few exceptions, companies maintained a single holiday schedule for all white-collar employees. Thus, the distributions of reporting units by number of holidays were quite similar for each employee group. On the other hand, differences appeared between manufacturing and non-manufacturing industries; both above- and below-average number of holidays were relatively more frequent in the latter.

Formal Sick Leave. Close to three-fourths of the reporting units had formal sick leave plans for nonexempt employees (table 24). Such plans were less prevalent for each of the exempt employee categories, being found in two-thirds of the units. However, it does not follow that nonexempt employees were treated more generously. A number of companies without formal plans continued to pay the salary of employees out of work because of illness. It is quite likely that such informal salary continuation plans were more common for exempt employees.¹⁸

Sickness and accident insurance is a second method for continuing employee income during periods of illness. For this reason, tabulations were prepared relating the presence of formal sick leave plans and sickness and accident insurance. It is noteworthy that less than half of the units without formal sick leave had sickness and accident insurance, the percents being 47 for nonexempt workers and 43 for each of the exempt employee categories. One out of 6 or 1 out of 7 reporting units (depending upon employee group) had neither benefit. Furthermore, sickness and accident insurance was relatively more common in units which also had formal sick leave plans. This does not mean employees often received duplicate benefits. Companies with both sick leave and sickness and accident insurance commonly either utilize the former to compensate workers during short absences and the latter to provide earnings during long-term illnesses, or integrate cash payments under the two programs so that employees do not receive more than their regular salaries.¹⁹

Miscellaneous Leave. Employers commonly paid workers for leave due to civic responsibilities, such as military, jury, witness,²⁰ and voting leave. A majority of the reporting units paid for each of these types of leave, relatively more often for exempt employees (table 25). Well over half the units paid exempt employees for leave taken for one or more other types of civic responsibility, e.g., meetings of civic organizations, but such leave was provided nonexempt

¹⁷ This unit did not have upper management employees. All units reporting for these employees had paid holidays.

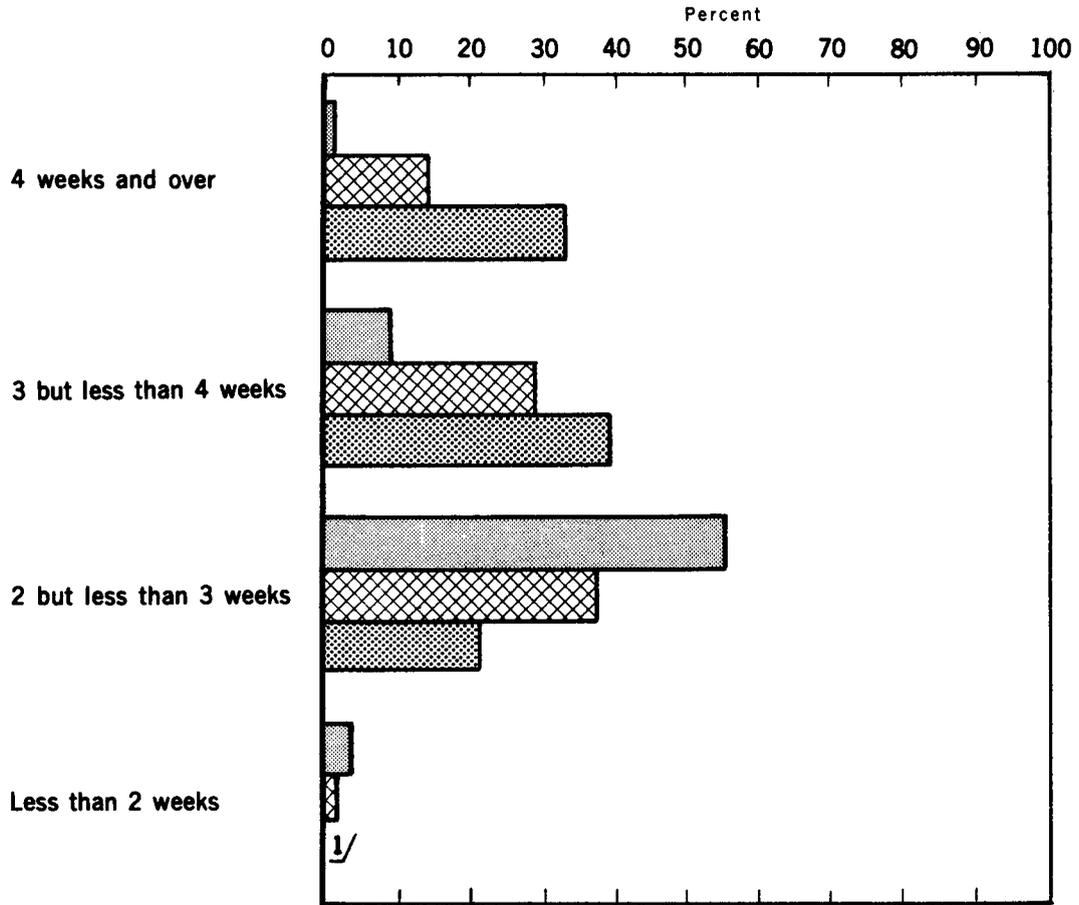
¹⁸ Although information collected on sick leave practices was limited to formal plans, data collected on sick leave expenditures included employer outlays under both formal and informal plans.

¹⁹ See BLS Bulletin 1405, cited in footnote 11, pp. 3 and 4.

²⁰ Company payments to an employee appearing in court as a witness for the company were not considered leave payments.

Chart 7. Weeks of Vacation Pay Received by Employees, 1963

(Percent of reporting units in which 50 percent or more of the employees received the indicated weeks of vacation pay)



- Nonexempt employees (subject to FLSA overtime provisions).
- Exempt employees, excluding upper management (not subject to FLSA overtime provisions).
- Upper management employees (all exempt).

^{1/} Less than 0.5 percent for upper management employees.

employees in only 45 percent of the units. Of the four leave types analyzed separately (military, jury, witness, and voting leave), paid leave for jury duty occurred most frequently and voting leave least often. However, it must be remembered that some companies gave Election Day as a paid holiday and thus had no need to give voting leave on this day.²¹

A great majority of the reporting units granted paid leave for family emergencies and death in the family. Over half also gave leave for one or more other personal reasons. As with leave for civic responsibilities, personal leave was relatively more common for exempt employees (table 26).

Length of the Workweek

Close to four-fifths of the reporting units were on a 40-hour straight-time workweek. Longer workweeks were infrequently reported. Workweeks under 40 hours were found in one-fifth of the units, the most common such workweek being 37½ hours (table 27). For each employee group, the 40-hour week was relatively more common in manufacturing industries, while shorter workweeks were reported relatively more often in nonmanufacturing industries.

Penalty Pay Practices

Overtime Work. With only two exceptions, all units reported paying nonexempt employees extra money—usually time and one-half—for overtime work. (See chart 8 and table 28.) Overtime payments were considerably less common for exempt employees, excluding upper management, occurring in about a third of the units. The most frequently reported overtime rate for these employees was straight-time. Upper management employees rarely received overtime pay.²²

Compensatory time off for overtime work was more common for exempt employees than for nonexempt employees. However, even in the former case, it was reported in only a small minority of the units. With respect to exempt employees, a majority of both the units granting compensatory time off and those not granting such time off did not pay overtime. Nevertheless, overtime pay was relatively more frequent in units granting compensatory time off (table 29). It should be borne in mind that, in establishments with the two practices, employees working overtime did not necessarily receive both overtime pay and compensatory time off, although this might have occurred. In some instances, employees received either of the benefits, and in other cases, each benefit applied to a different group of workers, e.g., first-line supervisors received overtime pay while other exempt employees, excluding upper management, received compensatory time off.

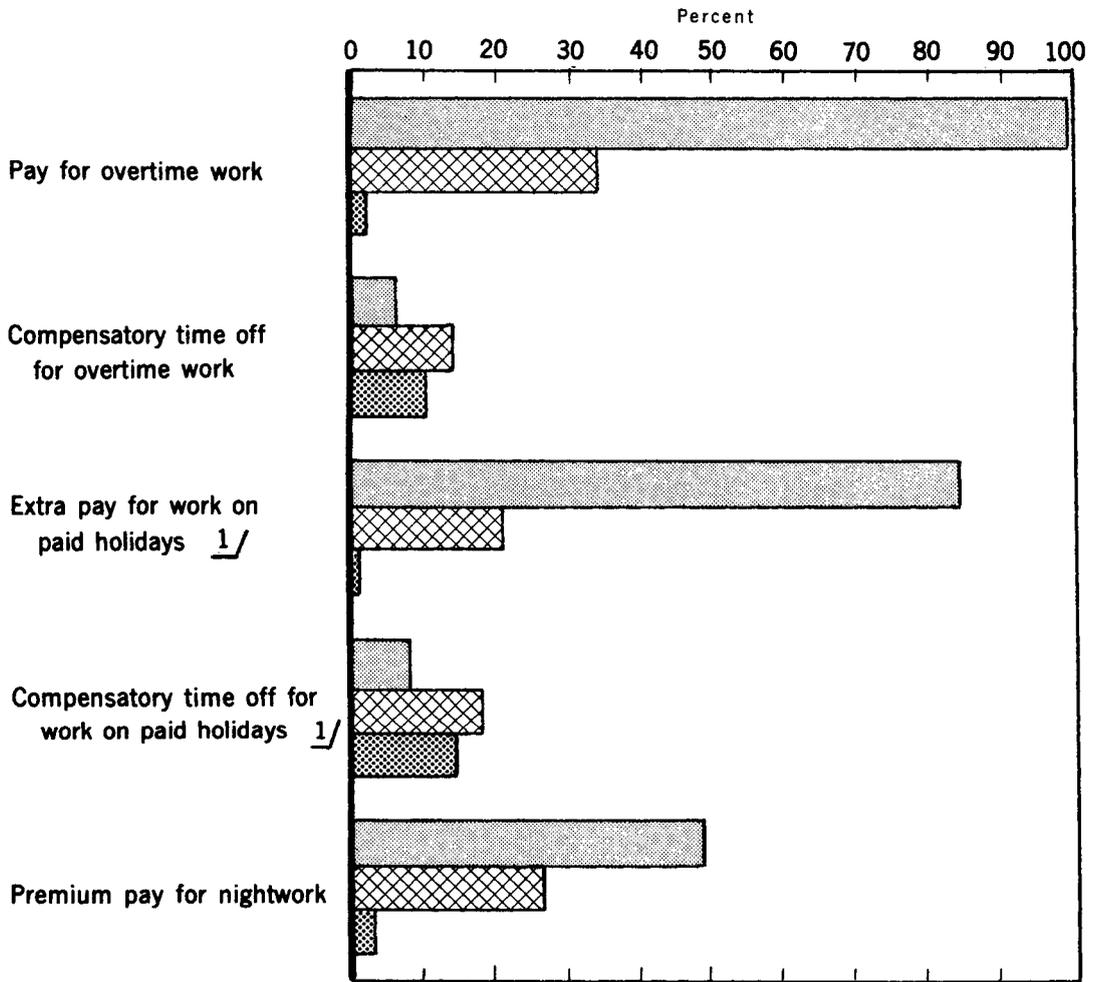
Holiday Work. Over four-fifths of the reporting units paid nonexempt employees extra money for work on paid holidays. Such payments were considerably less frequent for exempt employees, excluding upper management, occurring in a fifth of the units, and were rare for upper management employees (table 30). Actually, these figures tend to understate the prevalence of extra pay for holiday work, since a number of the units without extra-pay practices probably did not work on holidays and thus had no need for a pay practice. The survey did not determine the number of units without extra-pay practices which had employees working on paid holidays. The most common pay rates (although neither existed in a majority of the units) were time and one-half (plus holiday pay as such) for nonexempt employees and straight-time for exempt employees.

²¹ A number of States have laws providing paid time off for voting. Such time off commonly is permitted only if there is insufficient time outside working hours during which an employee may vote. See Time Off For Voting Under State Laws (Bureau of Labor Standards, Bulletin 138, 1964 Revision). Some units in States with these laws reported no policy of granting paid voting leave. Apparently, employees in these units had sufficient time to vote outside working hours.

²² Tabulations on overtime pay do not include supper money and related payments.

Chart 8. Penalty Practices, 1963

(Percent of reporting units with the indicated practices)



-  Nonexempt employees (subject to FLSA overtime provisions).
-  Exempt employees, excluding upper management (not subject to FLSA overtime provisions).
-  Upper management employees (all exempt).

^{1/} Number of units with the practice is related to the number of units reporting paid holidays.

A minority of the units reported they granted compensatory time off for holiday work. The practice was most common for exempt employees, excluding upper management, but even here was found in less than 1 out of 5 units. With respect to exempt employees, the bulk of the units granting compensatory time off did not give extra pay for holiday work. Conversely, a majority of the units with compensatory time off for nonexempt workers also granted holiday pay to this employee group.

Shift Differentials. Close to half the reporting units had premium pay practices for nightwork performed by nonexempt employees. Of course, almost 4 out of 5 without shift differentials did not have nonexempt nonproduction employees working night shifts, and hence had no need for the practice. Premiums for nightwork were considerably less common for exempt employees, particularly upper management (table 32). Employers most frequently paid shift differentials as cents-per-hour (or other amounts per time unit, e.g., dollars per week or month) additions to day rates, although percent additions also were common (table 33). Cents-per-hour (or the equivalent) additions to day rates tended to cluster between 7.5 cents and 15 cents for second-shift work (table 34) and between 10 and 17.5 cents for third-shift work (table 35). Percent additions most often were between 10 and 12.5 percent for the second and third shifts (tables 36 and 37).²³

Coverage of Practices. In a great majority of the cases, each of the premium pay and compensatory time off practices applied to all nonexempt employees, although for each practice there were some units which limited coverage to only a part of the employee group (table 38). Limited coverage for nonexempt employees was most common with respect to shift differentials; 1 out of 6 units with this practice did not extend it to all employees. For example, some units paid shift differentials only to employees in data processing operations. (It is possible that some units developed practices only for the types of employees actually working at night.)

Regarding exempt employees, excluding upper management, a majority of the reporting units with compensatory time off practices applied them to all such employees. Conversely, most units limited the coverage of premium pay practices. A number of the units restricted premium pay either to first-line supervisors or to employees below a specified salary level. Units providing compensatory time off to upper management employees generally extended the benefit to all such employees. Too few units had premium pay practices for upper management employees to permit generalization about coverage of the plans.

Private Welfare Plans

Reporting units generally had a variety of private welfare benefits. The great majority provided the following, either on a contributory or noncontributory basis: Life insurance, accidental death and dismemberment insurance, or death benefits; hospitalization, medical, or surgical benefits (excluding major medical benefits); and private pension or retirement benefits (table 39). Major medical benefits were less common, but were found in over three-fifths of the units. Just over half the reporting units provided sickness and accident insurance for non-exempt employees; however, slightly less than half extended this benefit to exempt employees, who probably were more frequently covered by more liberal sick-leave practices.

²³ A BLS study of shift differentials for production and related workers in manufacturing industries in 1962 found that cents-per-hour premiums commonly ranged between 5 and 11 cents for the second shift and between 5 and 13 cents for the third shift. Percent differentials most frequently were 5 or 10 percent for the second shift and 10 percent for the third shift. See article by Arnold Strasser, "Provisions for Late Shifts in Manufacturing Industries," Monthly Labor Review, May 1965, pp. 511-516.

In many instances, employers granted these benefits to retired employees and workers' dependents. Thus, most of the reporting units continued employees' life insurance (although not necessarily in the same amount) after retirement, although only a small minority provided this benefit for dependents of current employees. Current employees' dependents generally were covered by health benefits, but retired employees and their dependents were covered in only a minority of the units.

At times, employers limited the coverage of private welfare plans, for example, to employees with a minimum length of service or age. Nevertheless, most plans covered 90 percent of the employees in a group or more. On a proportionate basis, the lowest coverage applied to pension or retirement plans for non-exempt employees, where about one-fourth of the plans covered less than 90 percent of the employees. (See chart 9 and tables 39-44.)

Miscellaneous Practices

Over two-fifths of the units reported a practice of paying nonexempt employees for travel time on company business outside of regular working hours. However, exempt employees rarely received such payments (table 45). As with several practices already discussed, it must be remembered that many companies did not have a pay practice since employees did not travel on company business. Conversely, some firms reported a pay practice for nonexempt employees because of requirements under the Fair Labor Standards Act, although actual payments were not made since the circumstance did not arise.

Over seven-tenths of the reporting units had plans covering reimbursement of exempt employees for moving expenses caused by job changes within the company but slightly under half the units had such plans for nonexempt employees. Here too, many companies did not have plans because there were no occasions for their use. In addition to paying direct moving expenses, a number of companies financed the costs of househunting trips, temporary quarters, and subsistence. Other company payments, although found less frequently, were for incidental expenses, storage of furniture, reimbursement for losses in the sale of real estate, brokers' commissions, and other payments relating to the purchase or sale of real estate.

Pay for travel and transportation to the first job occurred less frequently than moving expense reimbursement, and only for upper management employees was it a practice in a majority of the reporting units. It may well be that many units did not have the practice because local people were hired, particularly at lower levels.

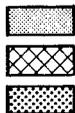
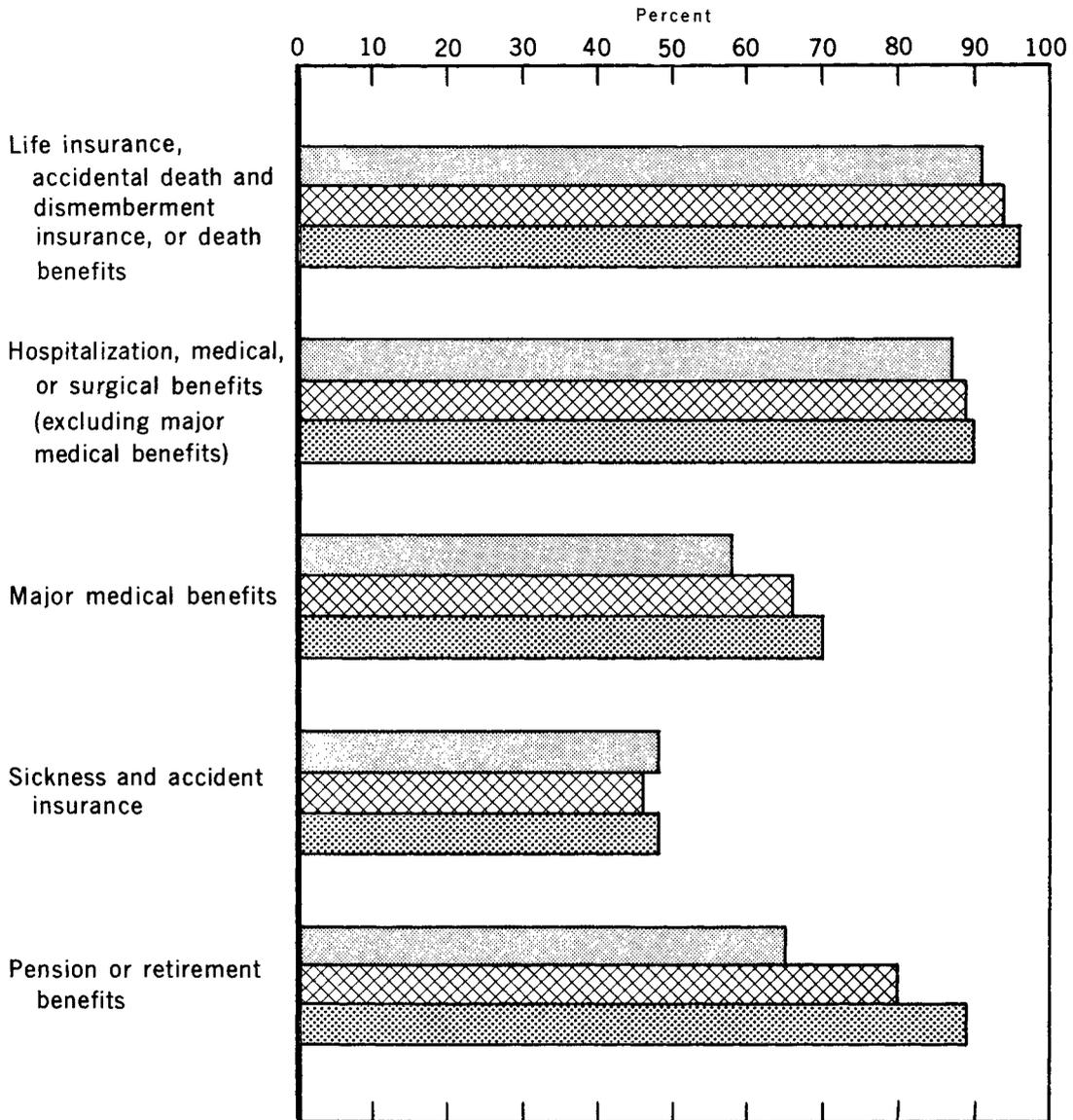
Variations Among Employee Groups

Frequently, companies having a given type of benefit extended it to employees in each of the three nonproduction worker groups, although not necessarily in precisely the same manner. (See chart 10 and table 46.) This was particularly evident with respect to paid leave items and private welfare plans. In sharp contrast, premium pay often was granted to only a single employee group—nonexempt employees.

Vacations and holidays, both of which were provided to employees in all three groups by each reporting unit with employees in all three groups, were examined in greater detail. Nearly 3 out of 4 units had a uniform vacation schedule for the three groups and practically all units granted the same holidays to the three groups (table 47). There was a greater tendency for uniform vacation schedules in manufacturing than in nonmanufacturing industries.

Chart 9. Selected Private Welfare Plans, 1963

(Percent of reporting units with plans covering 90 percent or more of employees) ^{1/}

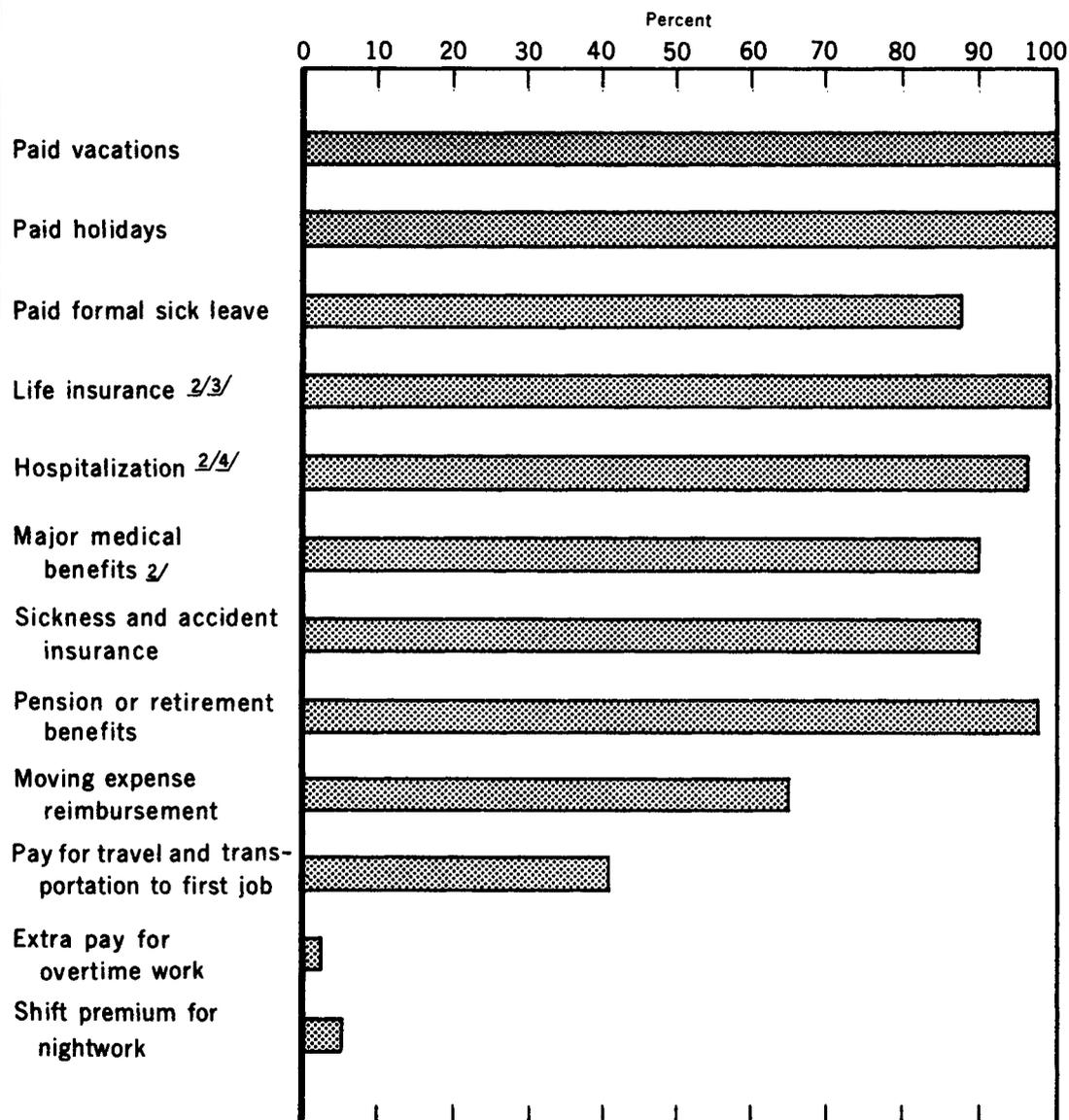


Nonexempt employees (subject to FLSA overtime provisions).
 Exempt employees, excluding upper management (not subject to FLSA overtime provisions).
 Upper management employees (all exempt).

^{1/} Includes only plans providing for company contributions for benefits.

Chart 10. Variations in Practices Among Employee Groups, 1963

(Units with benefits for all 3 employee groups ^{1/} as a percent of all reporting units with benefits for one or more employee group)



^{1/} Nonexempt employees; exempt employees, excluding upper management; and upper management employees.

^{2/} For current employees.

^{3/} Includes accidental death and dismemberment insurance and death benefits.

^{4/} Includes medical and surgical benefits (excluding major medical benefits).

NOTE: Includes only units with employees in each of the groups.

Table 17. Formal Paid Vacation Practices—Nonexempt Nonproduction Employees

(Number of units granting specified amounts of vacation pay after indicated lengths of service, 1963)

Amount of vacation pay	All industries surveyed			Manufacturing industries			Nonmanufacturing industries		
	All units	Units with 250-999 employees	Units with 1,000 employees or more	All units	Units with 250-999 employees	Units with 1,000 employees or more	All units	Units with 250-999 employees	Units with 1,000 employees or more
Number of reporting units.....	743	313	430	460	202	258	283	111	172
<u>After 1 year of service</u>									
1 week.....	167	77	90	86	53	33	81	24	57
Over 1 and under 2 weeks.....	6	2	4	3	1	2	3	1	2
2 weeks.....	556	231	325	361	145	216	195	86	109
Over 2 weeks.....	14	3	11	10	3	7	4	-	4
<u>After 2 years of service</u>									
1 week.....	49	26	23	33	21	12	16	5	11
Over 1 and under 2 weeks.....	20	5	15	4	2	2	16	3	13
2 weeks.....	651	276	375	407	175	232	244	101	143
Over 2 weeks.....	23	6	17	16	4	12	7	2	5
<u>After 3 years of service</u>									
1 week.....	22	15	7	19	14	5	3	1	2
Over 1 and under 2 weeks.....	4	1	3	4	1	3	-	-	-
2 weeks.....	683	285	398	413	178	235	270	107	163
Over 2 and under 3 weeks.....	18	6	12	12	4	8	6	2	4
3 weeks.....	15	6	9	12	5	7	3	1	2
Over 3 weeks.....	1	-	1	-	-	-	1	-	1
<u>After 5 years of service</u>									
1 week.....	8	6	2	8	6	2	-	-	-
Over 1 and under 2 weeks.....	-	-	-	-	-	-	-	-	-
2 weeks.....	639	263	376	401	170	231	238	93	145
Over 2 and under 3 weeks.....	35	12	23	17	6	11	18	6	12
3 weeks.....	59	32	27	33	20	13	26	12	14
Over 3 weeks.....	2	-	2	1	-	1	1	-	1
<u>After 8 years of service</u>									
1 week.....	8	6	2	8	6	2	-	-	-
Over 1 and under 2 weeks.....	-	-	-	-	-	-	-	-	-
2 weeks.....	584	244	340	352	155	197	232	89	143
Over 2 and under 3 weeks.....	52	17	35	33	10	23	19	7	12
3 weeks.....	95	45	50	65	31	34	30	14	16
Over 3 weeks.....	4	1	3	2	-	2	2	1	1
<u>After 10 years of service</u>									
1 week.....	5	4	1	5	4	1	-	-	-
Over 1 and under 2 weeks.....	-	-	-	-	-	-	-	-	-
2 weeks.....	240	131	109	125	74	51	115	57	58
Over 2 and under 3 weeks.....	59	16	43	49	12	37	10	4	6
3 weeks.....	428	157	271	276	110	166	152	47	105
Over 3 weeks.....	11	5	6	5	2	3	6	3	3

See footnote at end of table.

Table 17. Formal Paid Vacation Practices¹—Nonexempt Nonproduction Employees—Continued

(Number of units granting specified amounts of vacation pay after indicated lengths of service, 1963)

Amount of vacation pay	All industries surveyed			Manufacturing industries			Nonmanufacturing industries		
	All units	Units with 250-999 employees	Units with 1,000 employees or more	All units	Units with 250-999 employees	Units with 1,000 employees or more	All units	Units with 250-999 employees	Units with 1,000 employees or more
<u>After 12 years of service</u>									
Under 2 weeks	4	3	1	4	3	1	-	-	-
2 weeks	202	117	85	101	66	35	101	51	50
Over 2 and under 3 weeks	60	20	40	49	15	34	11	5	6
3 weeks	459	165	294	297	114	183	162	51	111
Over 3 and under 4 weeks	5	1	4	3	-	3	2	1	1
4 weeks	12	7	5	6	4	2	6	3	3
Over 4 weeks	1	-	1	-	-	-	1	-	1
<u>After 15 years of service</u>									
Under 2 weeks	4	3	1	4	3	1	-	-	-
2 weeks	75	58	17	50	37	13	25	21	4
Over 2 and under 3 weeks	6	1	5	3	1	2	3	-	3
3 weeks	603	229	374	373	149	224	230	80	150
Over 3 and under 4 weeks	23	7	16	10	2	8	13	5	8
4 weeks	30	14	16	19	9	10	11	5	6
Over 4 weeks	2	1	1	1	1	-	1	-	1
<u>After 20 years of service</u>									
Under 2 weeks	4	3	1	4	3	1	-	-	-
2 weeks	70	53	17	48	35	13	22	18	4
Over 2 and under 3 weeks	3	-	3	1	-	1	2	-	2
3 weeks	432	184	248	251	115	136	181	69	112
Over 3 and under 4 weeks	12	3	9	9	2	7	3	1	2
4 weeks	216	67	149	144	45	99	72	22	50
Over 4 weeks	6	3	3	3	2	1	3	1	2
<u>After 25 years of service</u>									
Under 2 weeks	4	3	1	4	3	1	-	-	-
2 weeks	69	52	17	48	35	13	21	17	4
Over 2 and under 3 weeks	2	-	2	1	-	1	1	-	1
3 weeks	251	124	127	151	83	68	100	41	59
Over 3 and under 4 weeks	10	2	8	10	2	8	-	-	-
4 weeks	389	127	262	241	77	164	148	50	98
Over 4 and under 5 weeks	12	3	9	2	-	2	10	3	7
5 weeks	5	1	4	2	1	1	3	-	3
Over 5 weeks	1	1	-	1	1	-	-	-	-
<u>After 30 years of service</u>									
Under 2 weeks	4	3	1	4	3	1	-	-	-
2 weeks	69	52	17	48	35	13	21	17	4
Over 2 and under 3 weeks	2	-	2	1	-	1	1	-	1
3 weeks	246	122	124	150	82	68	96	40	56
Over 3 and under 4 weeks	9	2	7	9	2	7	-	-	-
4 weeks	392	128	264	241	78	163	151	50	101
Over 4 and under 5 weeks	6	2	4	2	-	2	4	2	2
5 weeks	13	3	10	3	1	2	10	2	8
Over 5 weeks	2	1	1	2	1	1	-	-	-

¹ Includes basic plans only. Excludes plans such as vacation-savings and those plans which offer "extended" or "sabbatical" benefits beyond basic plans. Includes only plans for which the employer made payment directly to the employee. Funded arrangements are excluded.

NOTE: See appendixes for survey coverage and definitions.

Table 18. Formal Paid Vacation Practices¹—Exempt Employees Excluding Upper Management

(Number of units granting specified amounts of vacation pay after indicated lengths of service, 1963)

Amount of vacation pay	All industries surveyed			Manufacturing industries			Nonmanufacturing industries		
	All units	Units with 250-999 employees	Units with 1,000 employees or more	All units	Units with 250-999 employees	Units with 1,000 employees or more	All units	Units with 250-999 employees	Units with 1,000 employees or more
Number of reporting units.....	728	304	424	458	200	258	270	104	166
<u>After 1 year of service</u>									
1 week.....	142	62	80	74	43	31	68	19	49
Over 1 and under 2 weeks.....	3	1	2	3	1	2	-	-	-
2 weeks.....	524	228	296	353	151	202	171	77	94
Over 2 weeks.....	59	13	46	28	5	23	31	8	23
<u>After 2 years of service</u>									
1 week.....	43	22	21	28	18	10	15	4	11
Over 1 and under 2 weeks.....	11	2	9	3	1	2	8	1	7
2 weeks.....	607	265	342	394	175	219	213	90	123
Over 2 weeks.....	67	15	52	33	6	27	34	9	25
<u>After 3 years of service</u>									
1 week.....	16	11	5	15	11	4	1	-	1
Over 1 and under 2 weeks.....	2	-	2	2	-	2	-	-	-
2 weeks.....	633	273	360	401	179	222	232	94	138
Over 2 and under 3 weeks.....	16	5	11	11	4	7	5	1	4
3 weeks.....	50	14	36	21	6	15	29	8	21
Over 3 weeks.....	11	1	10	8	-	8	3	1	2
<u>After 5 years of service</u>									
1 week.....	5	3	2	5	3	2	-	-	-
Over 1 and under 2 weeks.....	-	-	-	-	-	-	-	-	-
2 weeks.....	584	248	336	381	170	211	203	78	125
Over 2 and under 3 weeks.....	24	9	15	14	5	9	10	4	6
3 weeks.....	102	43	59	49	22	27	53	21	32
Over 3 weeks.....	13	1	12	9	-	9	4	1	3
<u>After 8 years of service</u>									
1 week.....	5	3	2	5	3	2	-	-	-
Over 1 and under 2 weeks.....	-	-	-	-	-	-	-	-	-
2 weeks.....	544	230	314	346	156	190	198	74	124
Over 2 and under 3 weeks.....	39	14	25	27	8	19	12	6	6
3 weeks.....	127	56	71	71	33	38	56	23	33
Over 3 weeks.....	13	1	12	9	-	9	4	1	3
<u>After 10 years of service</u>									
1 week.....	2	1	1	2	1	1	-	-	-
Over 1 and under 2 weeks.....	-	-	-	-	-	-	-	-	-
2 weeks.....	213	115	98	121	73	48	92	42	50
Over 2 and under 3 weeks.....	50	16	34	41	12	29	9	4	5
3 weeks.....	437	165	272	280	112	168	157	53	104
Over 3 and under 4 weeks.....	2	-	2	1	-	1	1	-	1
4 weeks.....	23	7	16	13	2	11	10	5	5
Over 4 weeks.....	1	-	1	-	-	-	1	-	1

See footnote at end of table.

Table 18. Formal Paid Vacation Practices¹—Exempt Employees Excluding Upper Management—Continued

(Number of units granting specified amounts of vacation pay after indicated lengths of service, 1963)

Amount of vacation pay	All industries surveyed			Manufacturing industries			Nonmanufacturing industries		
	All units	Units with 250-999 employees	Units with 1,000 employees or more	All units	Units with 250-999 employees	Units with 1,000 employees or more	All units	Units with 250-999 employees	Units with 1,000 employees or more
<u>After 12 years of service</u>									
Under 2 weeks -----	2	1	1	2	1	1	-	-	-
2 weeks -----	176	101	75	96	64	32	80	37	43
Over 2 and under 3 weeks -----	51	18	33	43	14	29	8	4	4
3 weeks -----	466	174	292	299	117	182	167	57	110
Over 3 and under 4 weeks -----	6	1	5	3	-	3	3	1	2
4 weeks -----	26	9	17	15	4	11	11	5	6
Over 4 weeks -----	1	-	1	-	-	-	1	-	1
<u>After 15 years of service</u>									
Under 2 weeks -----	2	1	1	2	1	1	-	-	-
2 weeks -----	67	51	16	49	37	12	18	14	4
Over 2 and under 3 weeks -----	4	1	3	2	1	1	2	-	2
3 weeks -----	583	226	357	366	149	217	217	77	140
Over 3 and under 4 weeks -----	22	7	15	8	2	6	14	5	9
4 weeks -----	48	17	31	30	9	21	18	8	10
Over 4 weeks -----	2	1	1	1	1	-	1	-	1
<u>After 20 years of service</u>									
Under 2 weeks -----	2	1	1	2	1	1	-	-	-
2 weeks -----	62	46	16	46	34	12	16	12	4
Over 2 and under 3 weeks -----	1	-	1	-	-	-	1	-	1
3 weeks -----	416	179	237	249	114	135	167	65	102
Over 3 and under 4 weeks -----	12	3	9	8	2	6	4	1	3
4 weeks -----	229	72	157	150	47	103	79	25	54
Over 4 weeks -----	6	3	3	3	2	1	3	1	2
<u>After 25 years of service</u>									
Under 2 weeks -----	2	1	1	2	1	1	-	-	-
2 weeks -----	62	46	16	46	34	12	16	12	4
Over 2 and under 3 weeks -----	1	-	1	-	-	-	1	-	1
3 weeks -----	243	122	121	153	83	70	90	39	51
Over 3 and under 4 weeks -----	5	1	4	5	1	4	-	-	-
4 weeks -----	398	129	269	247	79	168	151	50	101
Over 4 and under 5 weeks -----	12	3	9	2	-	2	10	3	7
5 weeks -----	4	1	3	2	1	1	2	-	2
Over 5 weeks -----	1	1	-	1	1	-	-	-	-
<u>After 30 years of service</u>									
Under 2 weeks -----	2	1	1	2	1	1	-	-	-
2 weeks -----	62	46	16	46	34	12	16	12	4
Over 2 and under 3 weeks -----	1	-	1	-	-	-	1	-	1
3 weeks -----	238	120	118	153	83	70	85	37	48
Over 3 and under 4 weeks -----	4	1	3	4	1	3	-	-	-
4 weeks -----	401	130	271	246	79	167	155	51	104
Over 4 and under 5 weeks -----	6	2	4	2	-	2	4	2	2
5 weeks -----	12	3	9	3	1	2	9	2	7
Over 5 weeks -----	2	1	1	2	1	1	-	-	-

¹ Includes basic plans only. Excludes plans such as vacation-savings and those plans which offer "extended" or "sabbatical" benefits beyond basic plans. Includes only plans for which the employer made payment directly to the employee. Funded arrangements are excluded.

NOTE: See appendixes for survey coverage and definitions.

Table 19. Formal Paid Vacation Practices¹—Upper Management Employees

(Number of units granting specified amounts of vacation pay after indicated lengths of service, 1963)

Amount of vacation pay	All industries surveyed			Manufacturing industries			Nonmanufacturing industries		
	All units	Units with 250-999 employees	Units with 1,000 employees or more	All units	Units with 250-999 employees	Units with 1,000 employees or more	All units	Units with 250-999 employees	Units with 1,000 employees or more
Number of reporting units.....	608	219	389	368	136	232	240	83	157
<u>After 1 year of service</u>									
1 week.....	109	40	69	51	24	27	58	16	42
Over 1 and under 2 weeks.....	3	1	2	3	1	2	-	-	-
2 weeks.....	377	145	232	276	104	172	101	41	60
Over 2 and under 3 weeks.....	7	1	6	5	1	4	2	-	2
3 weeks.....	45	17	28	17	4	13	28	13	15
Over 3 and under 4 weeks.....	-	-	-	-	-	-	-	-	-
4 weeks.....	54	12	42	16	2	14	38	10	28
Over 4 weeks.....	13	3	10	-	-	-	13	3	10
<u>After 2 years of service</u>									
1 week.....	29	14	15	16	9	7	13	5	8
Over 1 and under 2 weeks.....	11	2	9	3	1	2	8	1	7
2 weeks.....	442	169	273	306	118	188	136	51	85
Over 2 and under 3 weeks.....	9	2	7	8	2	6	1	-	1
3 weeks.....	49	17	32	19	4	15	30	13	17
Over 3 and under 4 weeks.....	1	-	1	-	-	-	1	-	1
4 weeks.....	54	12	42	16	2	14	38	10	28
Over 4 weeks.....	13	3	10	-	-	-	13	3	10
<u>After 3 years of service</u>									
Under 2 weeks.....	10	5	5	9	5	4	1	-	1
2 weeks.....	464	176	288	310	120	190	154	56	98
Over 2 and under 3 weeks.....	12	3	9	10	3	7	2	-	2
3 weeks.....	54	20	34	23	6	17	31	14	17
Over 3 and under 4 weeks.....	1	-	1	-	-	-	1	-	1
4 weeks.....	54	12	42	16	2	14	38	10	28
Over 4 weeks.....	13	3	10	-	-	-	13	3	10
<u>After 5 years of service</u>									
Under 2 weeks.....	2	1	1	2	1	1	-	-	-
2 weeks.....	427	154	273	293	110	183	134	44	90
Over 2 and under 3 weeks.....	18	6	12	12	5	7	6	1	5
3 weeks.....	91	43	48	43	18	25	48	25	23
Over 3 and under 4 weeks.....	-	-	-	-	-	-	-	-	-
4 weeks.....	56	12	44	18	2	16	38	10	28
Over 4 weeks.....	14	3	11	-	-	-	14	3	11
<u>After 8 years of service</u>									
Under 2 weeks.....	2	1	1	2	1	1	-	-	-
2 weeks.....	399	143	256	269	102	167	130	41	89
Over 2 and under 3 weeks.....	32	10	22	24	7	17	8	3	5
3 weeks.....	105	50	55	55	24	31	50	26	24
Over 3 and under 4 weeks.....	-	-	-	-	-	-	-	-	-
4 weeks.....	56	12	44	18	2	16	38	10	28
Over 4 weeks.....	14	3	11	-	-	-	14	3	11

See footnote at end of table.

Table 19. Formal Paid Vacation Practices¹—Upper Management Employees—Continued

(Number of units granting specified amounts of vacation pay after indicated lengths of service, 1963)

Amount of vacation pay	All industries surveyed			Manufacturing industries			Nonmanufacturing industries		
	All units	Units with 250-999 employees	Units with 1,000 employees or more	All units	Units with 250-999 employees	Units with 1,000 employees or more	All units	Units with 250-999 employees	Units with 1,000 employees or more
<u>After 10 years of service</u>									
2 weeks	134	67	67	84	47	37	50	20	30
Over 2 and under 3 weeks	42	12	30	37	11	26	5	1	4
3 weeks	351	119	232	225	74	151	126	45	81
Over 3 and under 4 weeks	1	-	1	1	-	1	-	-	-
4 weeks	66	18	48	21	4	17	45	14	31
Over 4 weeks	14	3	11	-	-	-	14	3	11
<u>After 12 years of service</u>									
2 weeks	107	55	52	63	38	25	44	17	27
Over 2 and under 3 weeks	44	16	28	40	15	25	4	1	3
3 weeks	371	125	246	240	77	163	131	48	83
Over 3 and under 4 weeks	3	-	3	2	-	2	1	-	1
4 weeks	69	20	49	23	6	17	46	14	32
Over 4 weeks	14	3	11	-	-	-	14	3	11
<u>After 15 years of service</u>									
2 weeks	37	26	11	26	17	9	11	9	2
Over 2 and under 3 weeks	2	1	1	1	1	-	1	-	1
3 weeks	457	159	298	297	105	192	160	54	106
Over 3 and under 4 weeks	11	2	9	8	2	6	3	-	3
4 weeks	85	26	59	35	10	25	50	16	34
Over 4 weeks	16	5	11	1	1	-	15	4	11
<u>After 20 years of service</u>									
2 weeks	33	22	11	23	14	9	10	8	2
Over 2 and under 3 weeks	-	-	-	-	-	-	-	-	-
3 weeks	323	131	192	201	82	119	122	49	73
Over 3 and under 4 weeks	9	2	7	7	2	5	2	-	2
4 weeks	222	57	165	133	36	97	89	21	68
Over 4 weeks	21	7	14	4	2	2	17	5	12
<u>After 25 years of service</u>									
2 weeks	33	22	11	23	14	9	10	8	2
Over 2 and under 3 weeks	-	-	-	-	-	-	-	-	-
3 weeks	199	94	105	125	62	63	74	32	42
Over 3 and under 4 weeks	4	1	3	4	1	3	-	-	-
4 weeks	338	93	245	210	57	153	128	36	92
Over 4 and under 5 weeks	21	6	15	2	-	2	19	6	13
5 weeks	8	1	7	2	1	1	6	-	6
Over 5 weeks	5	2	3	2	1	1	3	1	2
<u>After 30 years of service</u>									
2 weeks	33	22	11	23	14	9	10	8	2
Over 2 and under 3 weeks	-	-	-	-	-	-	-	-	-
3 weeks	195	92	103	124	61	63	71	31	40
Over 3 and under 4 weeks	4	1	3	4	1	3	-	-	-
4 weeks	340	95	245	209	58	151	131	37	94
Over 4 and under 5 weeks	14	4	10	2	-	2	12	4	8
5 weeks	16	3	13	3	1	2	13	2	11
Over 5 weeks	6	2	4	3	1	2	3	1	2

¹ Includes basic plans only. Excludes plans such as vacation-savings and those plans which offer "extended" or "sabbatical" benefits beyond basic plans. Includes only plans for which the employer made payment directly to the employee. Funded arrangements are excluded.

NOTE: See appendixes for survey coverage and definitions.

Table 20. Vacation Pay Received by Employees¹—Nonexempt Nonproduction Employees

(Number of units in which specified percents of employees received the indicated weeks of vacation pay, 1963)

Weeks of vacation pay, industry, and size of reporting unit	All units	Units not reporting information	Units in which the percent of employees was—											
			0	Under 10	10 but less than 20	20 - 30	30 - 40	40 - 50	50 - 60	60 - 70	70 - 80	80 - 90	90 - 100	100
No vacations														
All industries surveyed.....	749	285	193	147	70	33	13	4	3	1	-	-	-	-
Units with 250-999 employees.....	316	86	108	50	37	21	8	2	3	1	-	-	-	-
Units with 1,000 employees or more.....	433	199	85	97	33	12	5	2	-	-	-	-	-	-
Manufacturing industries.....	462	143	143	103	40	19	9	2	2	1	-	-	-	-
Units with 250-999 employees.....	204	46	80	37	19	12	6	1	2	1	-	-	-	-
Units with 1,000 employees or more.....	258	97	63	66	21	7	3	1	-	-	-	-	-	-
Nonmanufacturing industries.....	287	142	50	44	30	14	4	2	1	-	-	-	-	-
Units with 250-999 employees.....	112	40	28	13	18	9	2	1	1	-	-	-	-	-
Units with 1,000 employees or more.....	175	102	22	31	12	5	2	1	-	-	-	-	-	-
Less than 1 week														
All industries surveyed.....	749	285	353	82	20	6	1	1	-	-	1	-	-	-
Units with 250-999 employees.....	316	86	182	32	10	5	-	-	-	-	1	-	-	-
Units with 1,000 employees or more.....	433	199	171	50	10	1	1	1	-	-	-	-	-	-
Manufacturing industries.....	462	143	243	55	14	4	1	1	-	-	1	-	-	-
Units with 250-999 employees.....	204	46	127	20	6	4	-	-	-	-	1	-	-	-
Units with 1,000 employees or more.....	258	97	116	35	8	-	-	-	-	-	-	-	-	-
Nonmanufacturing industries.....	287	142	110	27	6	2	1	1	-	-	-	-	-	-
Units with 250-999 employees.....	112	40	55	12	4	1	-	-	-	-	-	-	-	-
Units with 1,000 employees or more.....	175	102	55	15	2	1	-	-	-	-	-	-	-	-
1 but less than 2 weeks														
All industries surveyed.....	749	285	97	211	96	35	9	5	3	2	-	2	-	4
Units with 250-999 employees.....	316	86	65	78	47	22	7	4	2	-	-	2	-	3
Units with 1,000 employees or more.....	433	199	32	133	49	13	2	1	1	2	-	-	-	-
Manufacturing industries.....	462	143	77	144	59	22	6	3	3	-	-	2	-	3
Units with 250-999 employees.....	204	46	51	53	27	13	5	3	2	-	-	2	-	2
Units with 1,000 employees or more.....	258	97	26	91	32	9	1	-	1	-	-	-	-	1
Nonmanufacturing industries.....	287	142	20	67	37	13	3	2	-	2	-	-	-	1
Units with 250-999 employees.....	112	40	14	25	20	9	2	1	-	-	-	-	-	1
Units with 1,000 employees or more.....	175	102	6	42	17	4	1	1	-	2	-	-	-	-
2 but less than 3 weeks														
All industries surveyed.....	749	285	11	9	26	32	59	74	91	55	55	22	11	19
Units with 250-999 employees.....	316	86	7	5	11	12	25	35	36	24	36	12	8	19
Units with 1,000 employees or more.....	433	199	4	4	15	20	34	39	55	31	19	10	3	-
Manufacturing industries.....	462	143	8	7	21	26	43	50	55	33	35	16	10	15
Units with 250-999 employees.....	204	46	6	3	10	11	18	25	22	11	22	8	7	15
Units with 1,000 employees or more.....	258	97	2	4	11	15	25	25	33	22	13	8	3	-
Nonmanufacturing industries.....	287	142	3	2	5	6	16	24	36	22	20	6	1	4
Units with 250-999 employees.....	112	40	1	2	1	1	7	10	14	13	14	4	1	4
Units with 1,000 employees or more.....	175	102	2	-	4	5	9	14	22	9	6	2	-	-
3 but less than 4 weeks														
All industries surveyed.....	749	285	81	61	94	98	53	33	18	14	6	5	-	1
Units with 250-999 employees.....	316	86	64	37	43	32	20	14	8	5	3	4	-	-
Units with 1,000 employees or more.....	433	199	17	24	51	66	33	19	10	9	3	1	-	1
Manufacturing industries.....	462	143	58	35	54	67	42	28	13	13	5	4	-	-
Units with 250-999 employees.....	204	46	45	19	24	25	19	10	5	5	3	3	-	-
Units with 1,000 employees or more.....	258	97	13	16	30	42	23	18	8	8	2	1	-	-
Nonmanufacturing industries.....	287	142	23	26	40	31	11	5	5	1	1	1	-	1
Units with 250-999 employees.....	112	40	19	18	19	7	1	4	3	-	-	1	-	-
Units with 1,000 employees or more.....	175	102	4	8	21	24	10	1	2	1	1	-	-	1

See footnote at end of table.

Table 20. Vacation Pay Received by Employees¹—Nonexempt Nonproduction Employees—Continued

(Number of units in which specified percents of employees received the indicated weeks of vacation pay, 1963)

Weeks of vacation pay, industry, and size of reporting unit	All units	Units not reporting information	Units in which the percent of employees was—											
			0	Under 10	10 but less than 20	20 - 30	30 - 40	40 - 50	50 - 60	60 - 70	70 - 80	80 - 90	90 - 100	100
<u>4 weeks and over</u>														
All industries surveyed.....	749	285	241	107	65	26	10	9	5	1	-	-	-	-
Units with 250-999 employees.....	316	86	161	39	16	6	2	4	2	-	-	-	-	-
Units with 1,000 employees or more.....	433	199	80	68	49	20	8	5	3	1	-	-	-	-
Manufacturing industries.....	462	143	176	64	42	17	8	7	4	1	-	-	-	-
Units with 250-999 employees.....	204	46	115	22	12	4	-	3	2	-	-	-	-	-
Units with 1,000 employees or more.....	258	97	61	42	30	13	8	4	2	1	-	-	-	-
Nonmanufacturing industries.....	287	142	65	43	23	9	2	2	1	-	-	-	-	-
Units with 250-999 employees.....	112	40	46	17	4	2	2	1	-	-	-	-	-	-
Units with 1,000 employees or more.....	175	102	19	26	19	7	-	1	1	-	-	-	-	-

¹ Includes only vacations for which the employer made payment directly to the employee. Employer contributions to funds that distribute vacation payments to employees are excluded.

NOTE: See appendixes for survey coverage and definitions.

Table 21. Vacation Pay Received by Employees¹—Exempt Employees Excluding Upper Management

(Number of units in which specified percents of employees received the indicated weeks of vacation pay, 1963)

Weeks of vacation pay, industry, and size of reporting unit	All units	Units not reporting information	Units in which the percent of employees was—											
			0	Under 10	10 but less than 20	20 - 30	30 - 40	40 - 50	50 - 60	60 - 70	70 - 80	80 - 90	90 - 100	100
<u>No vacations</u>														
All industries surveyed.....	749	334	291	99	17	6	2	-	-	-	-	-	-	-
Units with 250-999 employees.....	316	98	162	37	13	5	1	-	-	-	-	-	-	-
Units with 1,000 employees or more.....	433	236	129	62	4	1	1	-	-	-	-	-	-	-
Manufacturing industries.....	462	175	203	66	12	5	1	-	-	-	-	-	-	-
Units with 250-999 employees.....	204	53	114	23	9	4	1	-	-	-	-	-	-	-
Units with 1,000 employees or more.....	258	122	89	43	3	1	-	-	-	-	-	-	-	-
Nonmanufacturing industries.....	287	159	88	33	5	1	1	-	-	-	-	-	-	-
Units with 250-999 employees.....	112	45	48	14	4	1	-	-	-	-	-	-	-	-
Units with 1,000 employees or more.....	175	114	40	19	1	-	1	-	-	-	-	-	-	-

See footnote at end of table.

Table 21. Vacation Pay Received by Employees¹—Exempt Employees Excluding Upper Management—Continued

(Number of units in which specified percents of employees received the indicated weeks of vacation pay, 1963)

Weeks of vacation pay, industry, and size of reporting unit	All units	Units not reporting information	Units in which the percent of employees was—											
			0	Under 10	10 but less than 20	20 - 30	30 - 40	40 - 50	50 - 60	60 - 70	70 - 80	80 - 90	90 - 100	100
<u>Less than 1 week</u>														
All industries surveyed	749	334	363	46	6	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	316	98	198	17	3	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	433	236	165	29	3	-	-	-	-	-	-	-	-	-
Manufacturing industries	462	175	248	34	5	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	204	53	135	13	3	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	258	122	113	21	2	-	-	-	-	-	-	-	-	-
Nonmanufacturing industries	287	159	115	12	1	-	-	-	-	-	-	-	-	-
Units with 250-999 employees	112	45	63	4	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	175	114	52	8	1	-	-	-	-	-	-	-	-	-
<u>1 but less than 2 weeks</u>														
All industries surveyed	749	334	236	139	21	7	5	4	2	-	-	-	-	1
Units with 250-999 employees	316	98	143	47	12	6	4	4	2	-	-	-	-	-
Units with 1,000 employees or more	433	236	93	92	9	1	-	-	-	-	-	-	-	1
Manufacturing industries	462	175	156	99	16	6	3	4	2	-	-	-	-	1
Units with 250-999 employees	204	53	96	32	9	6	2	4	2	-	-	-	-	-
Units with 1,000 employees or more	258	122	60	67	7	1	-	-	-	-	-	-	-	1
Nonmanufacturing industries	287	159	80	40	5	1	2	-	-	-	-	-	-	-
Units with 250-999 employees	112	45	47	15	3	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more	175	114	33	25	2	1	2	-	-	-	-	-	-	-
<u>2 but less than 3 weeks</u>														
All industries surveyed	749	334	37	29	46	59	45	46	34	31	22	10	13	43
Units with 250-999 employees	316	98	17	13	21	30	22	17	16	20	13	6	8	35
Units with 1,000 employees or more	433	236	20	16	25	29	23	29	18	11	9	4	5	8
Manufacturing industries	462	175	18	18	32	46	30	36	23	21	18	7	9	29
Units with 250-999 employees	204	53	9	10	14	23	13	12	13	13	12	4	4	24
Units with 1,000 employees or more	258	122	9	8	18	23	17	24	10	8	6	3	5	5
Nonmanufacturing industries	287	159	19	11	14	13	15	10	11	10	4	3	4	14
Units with 250-999 employees	112	45	8	3	7	7	9	5	3	7	1	2	4	11
Units with 1,000 employees or more	175	114	11	8	7	6	6	5	8	3	3	1	-	3
<u>3 but less than 4 weeks</u>														
All industries surveyed	749	334	72	25	45	73	54	26	41	29	21	13	6	10
Units with 250-999 employees	316	98	52	17	21	30	21	15	17	15	11	8	5	6
Units with 1,000 employees or more	433	236	20	8	24	43	33	11	24	14	10	5	1	4
Manufacturing industries	462	175	52	15	33	50	33	18	29	22	17	8	4	6
Units with 250-999 employees	204	53	38	10	18	20	11	10	10	11	10	5	4	4
Units with 1,000 employees or more	258	122	14	5	15	30	22	8	19	11	7	3	-	2
Nonmanufacturing industries	287	159	20	10	12	23	21	8	12	7	4	5	2	4
Units with 250-999 employees	112	45	14	7	3	10	10	5	7	4	1	3	1	2
Units with 1,000 employees or more	175	114	6	3	9	13	11	3	5	3	3	2	1	2
<u>4 weeks and over</u>														
All industries surveyed	749	334	207	30	43	33	22	23	25	14	9	4	-	5
Units with 250-999 employees	316	98	138	13	17	11	6	13	7	7	3	1	-	2
Units with 1,000 employees or more	433	236	69	17	26	22	16	10	18	7	6	3	-	3
Manufacturing industries	462	175	154	23	21	27	15	14	18	8	4	2	-	1
Units with 250-999 employees	204	53	102	8	8	10	4	8	5	3	2	1	-	-
Units with 1,000 employees or more	258	122	52	15	13	17	11	6	13	5	2	1	-	1
Nonmanufacturing industries	287	159	53	7	22	6	7	9	7	6	5	2	-	4
Units with 250-999 employees	112	45	36	5	9	1	2	5	2	4	1	-	-	2
Units with 1,000 employees or more	175	114	17	2	13	5	5	4	5	2	4	2	-	2

¹ Includes only vacations for which the employer made payment directly to the employee. Employer contributions to funds that distribute vacation payments to employees are excluded.

NOTE: See appendixes for survey coverage and definitions.

Table 22. Vacation Pay Received by Employees¹—Upper Management Employees

(Number of units in which specified percents of employees received the indicated weeks of vacation pay, 1963)

Weeks of vacation pay, industry, and size of reporting unit	All units	Units not reporting information	Units in which the percent of employees was—											
			0	Under 10	10 but less than 20	20 30	30 40	40 50	50 60	60 70	70 80	80 90	90 100	100
<u>No vacations</u>														
All industries surveyed.....	628	321	290	10	5	-	-	2	-	-	-	-	-	-
Units with 250-999 employees.....	221	87	128	1	4	-	-	1	-	-	-	-	-	-
Units with 1,000 employees or more.....	407	234	162	9	1	-	-	1	-	-	-	-	-	-
Manufacturing industries.....	378	175	189	8	4	-	-	2	-	-	-	-	-	-
Units with 250-999 employees.....	138	51	83	-	3	-	-	1	-	-	-	-	-	-
Units with 1,000 employees or more.....	240	124	106	8	1	-	-	1	-	-	-	-	-	-
Nonmanufacturing industries.....	250	146	101	2	1	-	-	-	-	-	-	-	-	-
Units with 250-999 employees.....	83	36	45	1	1	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more.....	167	110	56	1	-	-	-	-	-	-	-	-	-	-
<u>Less than 1 week</u>														
All industries surveyed.....	628	321	299	4	2	2	-	-	-	-	-	-	-	-
Units with 250-999 employees.....	221	87	129	1	2	2	-	-	-	-	-	-	-	-
Units with 1,000 employees or more.....	407	234	170	3	-	-	-	-	-	-	-	-	-	-
Manufacturing industries.....	378	175	199	2	1	1	-	-	-	-	-	-	-	-
Units with 250-999 employees.....	138	51	85	-	1	1	-	-	-	-	-	-	-	-
Units with 1,000 employees or more.....	240	124	114	2	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing industries.....	250	146	100	2	1	1	-	-	-	-	-	-	-	-
Units with 250-999 employees.....	83	36	44	1	1	1	-	-	-	-	-	-	-	-
Units with 1,000 employees or more.....	167	110	56	1	-	-	-	-	-	-	-	-	-	-
<u>1 but less than 2 weeks</u>														
All industries surveyed.....	628	321	279	14	7	5	-	1	-	-	-	-	-	1
Units with 250-999 employees.....	221	87	122	2	3	5	-	1	-	-	-	-	-	1
Units with 1,000 employees or more.....	407	234	157	12	4	-	-	-	-	-	-	-	-	-
Manufacturing industries.....	378	175	181	11	6	3	-	1	-	-	-	-	-	1
Units with 250-999 employees.....	138	51	79	1	2	3	-	1	-	-	-	-	-	1
Units with 1,000 employees or more.....	240	124	102	10	4	-	-	-	-	-	-	-	-	-
Nonmanufacturing industries.....	250	146	98	3	1	2	-	-	-	-	-	-	-	-
Units with 250-999 employees.....	83	36	43	1	1	2	-	-	-	-	-	-	-	-
Units with 1,000 employees or more.....	167	110	55	2	-	-	-	-	-	-	-	-	-	-
<u>2 but less than 3 weeks</u>														
All industries surveyed.....	628	321	163	16	28	16	15	6	9	11	5	4	2	32
Units with 250-999 employees.....	221	87	75	1	7	4	5	2	8	5	2	3	-	22
Units with 1,000 employees or more.....	407	234	88	15	21	12	10	4	1	6	3	1	2	10
Manufacturing industries.....	378	175	87	11	23	14	11	5	5	10	5	4	2	26
Units with 250-999 employees.....	138	51	42	1	5	3	3	1	5	4	2	3	-	18
Units with 1,000 employees or more.....	240	124	45	10	18	11	8	4	-	6	3	1	2	8
Nonmanufacturing industries.....	250	146	76	5	5	2	4	1	4	1	-	-	-	6
Units with 250-999 employees.....	83	36	33	-	2	1	2	1	3	1	-	-	-	4
Units with 1,000 employees or more.....	167	110	43	5	3	1	2	-	1	-	-	-	-	2

See footnote at end of table.

Table 22. Vacation Pay Received by Employees¹—Upper Management Employees—Continued

(Number of units in which specified percents of employees received the indicated weeks of vacation pay, 1963)

Weeks of vacation pay, industry, and size of reporting unit	All units	Units not reporting information	Units in which the percent of employees was—											100
			0	Under 10	10 but less than 20	20 - 30	30 - 40	40 - 50	50 - 60	60 - 70	70 - 80	80 - 90	90 - 100	
3 but less than 4 weeks														
All industries surveyed.....	628	321	100	5	22	26	16	18	14	20	12	10	4	60
Units with 250-999 employees.....	221	87	45	1	7	12	3	11	7	5	4	2	2	35
Units with 1,000 employees or more.....	407	234	55	4	15	14	13	7	7	15	8	8	2	25
Manufacturing industries.....	378	175	55	3	16	20	12	12	11	15	9	9	3	38
Units with 250-999 employees.....	138	51	28	-	5	9	2	7	6	2	3	1	2	22
Units with 1,000 employees or more.....	240	124	27	3	11	11	10	5	5	13	6	8	1	16
Nonmanufacturing industries.....	250	146	45	2	6	6	4	6	3	5	3	1	1	22
Units with 250-999 employees.....	83	36	17	1	2	3	1	4	1	3	1	1	-	13
Units with 1,000 employees or more.....	167	110	28	1	4	3	3	2	2	2	2	-	1	9
4 weeks and over														
All industries surveyed.....	628	321	145	2	16	18	14	10	9	12	8	8	3	62
Units with 250-999 employees.....	221	87	85	-	7	4	4	3	2	1	3	3	1	21
Units with 1,000 employees or more.....	407	234	60	2	9	14	10	7	7	11	5	5	2	41
Manufacturing industries.....	378	175	108	2	13	13	10	6	8	10	5	4	1	23
Units with 250-999 employees.....	138	51	61	-	5	2	3	1	2	1	2	2	-	8
Units with 1,000 employees or more.....	240	124	47	2	8	11	7	5	6	9	3	2	1	15
Nonmanufacturing industries.....	250	146	37	-	3	5	4	4	1	2	3	4	2	39
Units with 250-999 employees.....	83	36	24	-	2	2	1	2	-	-	1	1	1	13
Units with 1,000 employees or more.....	167	110	13	-	1	3	3	2	1	2	2	3	1	26

¹ Includes only vacations for which the employer made payment directly to the employee. Employer contributions to funds that distribute vacation payments to employees are excluded.

NOTE: See appendixes for survey coverage and definitions.

Table 23. Paid Holidays¹

(Number of units granting the indicated number of paid holidays per year, 1963)

Employee group, industry, and size of reporting unit	All units	Units not reporting information	Units providing—																		
			No paid holidays	Paid holidays of—																	
				Under 5 days	5	5½	6	6½	7	7½	8	8½	9	9½	10	10½	11	11½	12	12½	13 and over
Nonexempt employees																					
All industries surveyed	749	2	1	9	15	4	76	23	225	19	180	25	60	8	42	10	23	4	9	10	4
Units with 250-999 employees	316	-	1	5	11	4	48	13	77	10	69	8	25	5	16	3	12	1	3	5	-
Units with 1,000 employees or more	433	2	-	4	4	-	28	10	148	9	111	17	35	3	26	7	11	3	6	5	4
Manufacturing industries	462	1	-	8	5	2	35	14	150	13	143	17	35	5	18	5	9	-	1	-	1
Units with 250-999 employees	204	-	-	4	4	2	26	9	54	6	56	6	17	4	10	1	5	-	-	-	-
Units with 1,000 employees or more	258	1	-	4	1	-	9	5	96	7	87	11	18	1	8	4	4	-	1	-	1
Nonmanufacturing industries	287	1	1	1	10	2	41	9	75	6	37	8	25	3	24	5	14	4	8	10	3
Units with 250-999 employees	112	-	1	1	7	2	22	4	23	4	13	2	8	1	6	2	7	1	3	5	-
Units with 1,000 employees or more	175	1	-	-	3	-	19	5	52	2	24	6	17	2	18	3	7	3	5	5	3
Exempt employees, excluding upper management																					
All industries surveyed	749	4	1	6	17	4	80	22	221	19	181	26	58	7	43	10	23	4	9	10	4
Units with 250-999 employees	316	1	1	3	11	4	51	13	75	10	69	9	24	4	17	3	12	1	3	5	4
Units with 1,000 employees or more	433	3	-	3	6	-	29	9	146	9	112	17	34	3	26	7	11	3	6	5	4
Manufacturing industries	462	3	-	5	7	2	37	13	148	13	143	18	34	4	19	5	9	-	1	-	1
Units with 250-999 employees	204	1	-	2	4	2	28	9	53	6	56	7	16	3	11	1	5	-	-	-	-
Units with 1,000 employees or more	258	2	-	3	3	-	9	4	95	7	87	11	18	1	8	4	4	-	1	-	1
Nonmanufacturing industries	287	1	1	1	10	2	43	9	73	6	38	8	24	3	24	5	14	4	8	10	3
Units with 250-999 employees	112	-	1	1	7	2	23	4	22	4	13	2	8	1	6	2	7	1	3	5	-
Units with 1,000 employees or more	175	1	-	-	3	-	20	5	51	2	25	6	16	2	18	3	7	3	5	5	3
Upper management																					
All industries surveyed	628	18	-	4	13	3	66	16	182	13	150	19	51	6	38	9	16	4	7	9	4
Units with 250-999 employees	221	5	-	2	7	3	39	8	51	5	46	2	17	3	15	3	8	1	2	4	-
Units with 1,000 employees or more	407	13	-	2	6	-	27	8	131	8	104	17	34	3	23	6	8	3	5	5	4
Manufacturing industries	378	10	-	4	5	2	26	10	121	9	118	13	29	3	15	4	7	-	1	-	1
Units with 250-999 employees	138	2	-	2	2	2	18	6	36	3	37	2	11	2	10	1	4	-	-	-	-
Units with 1,000 employees or more	240	8	-	2	3	-	8	4	85	6	81	11	18	1	5	3	3	-	1	-	1
Nonmanufacturing industries	250	8	-	-	8	1	40	6	61	4	32	6	22	3	23	5	9	4	6	9	3
Units with 250-999 employees	83	3	-	-	5	1	21	2	15	2	9	-	6	1	5	2	4	1	2	4	-
Units with 1,000 employees or more	167	5	-	-	3	-	19	4	46	2	23	6	16	2	18	3	5	3	4	5	3

¹ Includes only holidays for which the employer made payment directly to the employee. Employer contributions to funds that distribute holiday payments to employees are excluded.

NOTE: See appendixes for survey coverage and definitions.

Table 24. Formal Sick Leave Plans

(Number of units classified by presence or absence of sickness and accident insurance, 1963)

Employee group, industry, and size of reporting unit	All units	Units not reporting information on sick leave	Units with formal sick leave plans		Units without formal sick leave plans	
			With sickness and accident insurance	Without sickness and accident insurance	With sickness and accident insurance	Without sickness and accident insurance
<u>Nonexempt employees</u>						
All industries surveyed.....	749	4	278	256	100	111
Units with 250-999 employees.....	316	2	105	94	52	63
Units with 1,000 employees or more.....	433	2	173	162	48	48
Manufacturing industries.....	462	3	202	121	76	60
Units with 250-999 employees.....	204	1	77	51	39	36
Units with 1,000 employees or more.....	258	2	125	70	37	24
Nonmanufacturing industries.....	287	1	76	135	24	51
Units with 250-999 employees.....	112	1	28	43	13	27
Units with 1,000 employees or more.....	175	-	48	92	11	24
<u>Exempt employees, excluding upper management</u>						
All industries surveyed.....	749	8	243	246	108	144
Units with 250-999 employees.....	316	4	89	87	57	79
Units with 1,000 employees or more.....	433	4	154	159	51	65
Manufacturing industries.....	462	6	173	120	85	78
Units with 250-999 employees.....	204	3	64	44	45	48
Units with 1,000 employees or more.....	258	3	109	76	40	30
Nonmanufacturing industries.....	287	2	70	126	23	66
Units with 250-999 employees.....	112	1	25	43	12	31
Units with 1,000 employees or more.....	175	1	45	83	11	35
<u>Upper management</u>						
All industries surveyed.....	628	21	207	197	88	115
Units with 250-999 employees.....	221	7	71	53	38	52
Units with 1,000 employees or more.....	407	14	136	144	50	63
Manufacturing industries.....	378	13	143	95	70	57
Units with 250-999 employees.....	138	4	48	28	31	27
Units with 1,000 employees or more.....	240	9	95	67	39	30
Nonmanufacturing industries.....	250	8	64	102	18	58
Units with 250-999 employees.....	83	3	23	25	7	25
Units with 1,000 employees or more.....	167	5	41	77	11	33

NOTE: See appendixes for survey coverage and definitions.

Table 25. Leave for Civic Responsibilities

(Number of units granting the indicated types of paid leave, 1963)

Employee group, industry, and size of reporting unit	All units	Military leave			Jury leave			Witness leave			Voting leave			Leave for other civic responsibilities		
		Granting	Not granting	No information	Granting	Not granting	No information	Granting	Not granting	No information	Granting	Not granting	No information	Granting	Not granting	No information
Nonexempt employees																
All industries surveyed.....	749	433	315	1	655	93	1	468	277	4	378	367	4	330	398	21
Units with 250-999 employees.....	316	155	161	-	254	62	-	181	135	-	152	163	1	123	186	7
Units with 1,000 employees or more.....	433	278	154	1	401	31	1	287	142	4	226	204	3	207	212	14
Manufacturing industries.....	462	257	204	1	400	61	1	268	192	2	220	239	3	191	255	16
Units with 250-999 employees.....	204	92	112	-	156	48	-	110	94	-	89	114	1	74	124	6
Units with 1,000 employees or more.....	258	165	92	1	244	13	1	158	98	2	131	125	2	117	131	10
Nonmanufacturing industries.....	287	176	111	-	255	32	-	200	85	2	158	128	1	139	143	5
Units with 250-999 employees.....	112	63	49	-	98	14	-	71	41	-	63	49	-	49	62	1
Units with 1,000 employees or more.....	175	113	62	-	157	18	-	129	44	2	95	79	1	90	81	4
Exempt employees, excluding upper management																
All industries surveyed.....	749	449	296	4	688	58	3	516	227	6	403	340	6	461	266	22
Units with 250-999 employees.....	316	162	153	1	274	41	1	205	110	1	161	153	2	180	129	7
Units with 1,000 employees or more.....	433	287	143	3	414	17	2	311	117	5	242	187	4	281	137	15
Manufacturing industries.....	462	269	189	4	420	39	3	303	155	4	237	220	5	281	164	17
Units with 250-999 employees.....	204	98	105	1	172	31	1	128	75	1	95	107	2	115	83	6
Units with 1,000 employees or more.....	258	171	84	3	248	8	2	175	80	3	142	113	3	166	81	11
Nonmanufacturing industries.....	287	180	107	-	268	19	-	213	72	2	166	120	1	180	102	5
Units with 250-999 employees.....	112	64	48	-	102	10	-	77	35	-	66	46	-	65	46	1
Units with 1,000 employees or more.....	175	116	59	-	166	9	-	136	37	2	100	74	1	115	56	4
Upper management																
All industries surveyed.....	628	380	230	18	577	35	16	438	171	19	334	275	19	399	198	31
Units with 250-999 employees.....	221	117	100	4	196	21	4	154	63	4	109	107	5	137	77	7
Units with 1,000 employees or more.....	407	263	130	14	381	14	12	284	108	15	225	168	14	262	121	24
Manufacturing industries.....	378	227	140	11	348	20	10	251	116	11	195	171	12	244	114	20
Units with 250-999 employees.....	138	71	65	2	122	14	2	94	42	2	61	74	3	87	47	4
Units with 1,000 employees or more.....	240	156	75	9	226	6	8	157	74	9	134	97	9	157	67	16
Nonmanufacturing industries.....	250	153	90	7	229	15	6	187	55	8	139	104	7	155	84	11
Units with 250-999 employees.....	83	46	35	2	74	7	2	60	21	2	48	33	2	50	30	3
Units with 1,000 employees or more.....	167	107	55	5	155	8	4	127	34	6	91	71	5	105	54	8

NOTE: See appendixes for survey coverage and definitions.

Table 26. Personal Leave

(Number of units granting the indicated types of paid leave, 1963)

Employee group, industry, and size of reporting unit	All units	Leave for family emergencies			Leave for death in family			Other personal leave ¹		
		Granting	Not granting	No information	Granting	Not granting	No information	Granting	Not granting	No information
Nonexempt employees										
All industries surveyed	749	527	215	7	669	78	2	414	318	17
Units with 250-999 employees	316	219	96	1	275	40	1	179	129	8
Units with 1,000 employees or more	433	308	119	6	394	38	1	235	189	9
Manufacturing industries	462	327	129	6	411	49	2	262	189	11
Units with 250-999 employees	204	143	60	1	177	26	1	117	81	6
Units with 1,000 employees or more	258	184	69	5	234	23	1	145	108	5
Nonmanufacturing industries	287	200	86	1	258	29	-	152	129	6
Units with 250-999 employees	112	76	36	-	98	14	-	62	48	2
Units with 1,000 employees or more	175	124	50	1	160	15	-	90	81	4
Exempt employees, excluding upper management										
All industries surveyed	749	616	123	10	702	43	4	493	237	19
Units with 250-999 employees	316	257	57	2	291	23	2	206	101	9
Units with 1,000 employees or more	433	359	66	8	411	20	2	287	136	10
Manufacturing industries	462	386	68	8	435	23	4	305	144	13
Units with 250-999 employees	204	170	32	2	189	13	2	132	65	7
Units with 1,000 employees or more	258	216	36	6	246	10	2	173	79	6
Nonmanufacturing industries	287	230	55	2	267	20	-	188	93	6
Units with 250-999 employees	112	87	25	-	102	10	-	74	36	2
Units with 1,000 employees or more	175	143	30	2	165	10	-	114	57	4
Upper management										
All industries surveyed	628	515	90	23	583	28	17	410	187	31
Units with 250-999 employees	221	182	34	5	203	13	5	147	64	10
Units with 1,000 employees or more	407	333	56	18	380	15	12	263	123	21
Manufacturing industries	378	316	47	15	354	13	11	252	107	19
Units with 250-999 employees	138	117	18	3	130	5	3	92	40	6
Units with 1,000 employees or more	240	199	29	12	224	8	8	160	67	13
Nonmanufacturing industries	250	199	43	8	229	15	6	158	80	12
Units with 250-999 employees	83	65	16	2	73	8	2	55	24	4
Units with 1,000 employees or more	167	134	27	6	156	7	4	103	56	8

¹ Excludes leave for civic responsibilities. See table 25.

NOTE: See appendixes for survey coverage and definitions.

Table 27. Straight-Time Workweek

(Number of units with indicated straight-time workweeks, 1963)

Employee group, industry, and size of reporting unit	All units	Units not reporting information	Under 40 hours				40 hours	Over 40 hours	
			Total ¹	35	36 $\frac{1}{2}$	37 $\frac{1}{2}$			38 $\frac{1}{2}$
<u>Nonexempt employees</u>									
All industries surveyed.....	749	10	158	29	15	79	22	580	1
Units with 250-999 employees.....	316	2	80	17	7	38	12	233	1
Units with 1,000 employees or more.....	433	8	78	12	8	41	10	347	-
Manufacturing industries.....	462	5	62	8	3	38	10	394	1
Units with 250-999 employees.....	204	1	41	4	2	26	7	161	1
Units with 1,000 employees or more.....	258	4	21	4	1	12	3	233	-
Nonmanufacturing industries.....	287	5	96	21	12	41	12	186	-
Units with 250-999 employees.....	112	1	39	13	5	12	5	72	-
Units with 1,000 employees or more.....	175	4	57	8	7	29	7	114	-
<u>Exempt employees, excluding upper management</u>									
All industries surveyed.....	749	12	139	27	16	67	18	570	28
Units with 250-999 employees.....	316	2	70	14	7	32	11	228	16
Units with 1,000 employees or more.....	433	10	69	13	9	35	7	342	12
Manufacturing industries.....	462	7	51	7	4	28	9	388	16
Units with 250-999 employees.....	204	2	35	3	2	21	7	159	8
Units with 1,000 employees or more.....	258	5	16	4	2	7	2	229	8
Nonmanufacturing industries.....	287	5	88	20	12	39	9	182	12
Units with 250-999 employees.....	112	-	35	11	5	11	4	69	8
Units with 1,000 employees or more.....	175	5	53	9	7	28	5	113	4
<u>Upper management</u>									
All industries surveyed.....	628	26	110	25	14	51	13	470	22
Units with 250-999 employees.....	221	6	49	12	6	22	7	155	11
Units with 1,000 employees or more.....	407	20	61	13	8	29	6	315	11
Manufacturing industries.....	378	14	40	7	4	21	6	312	12
Units with 250-999 employees.....	138	3	26	3	2	15	5	105	4
Units with 1,000 employees or more.....	240	11	14	4	2	6	1	207	8
Nonmanufacturing industries.....	250	12	70	18	10	30	7	158	10
Units with 250-999 employees.....	83	3	23	9	4	7	2	50	7
Units with 1,000 employees or more.....	167	9	47	9	6	23	5	108	3

¹ Includes weekly schedules other than those presented separately.

NOTE: See appendixes for survey coverage and definitions.

Table 28. Pay for Overtime Work¹

(Number of units with indicated overtime pay practices, 1963)

Employee group, industry, and size of reporting unit	All units	Units not reporting information	No overtime compensation	Overtime paid at—						
				Specified amount per hour	Fraction or multiple of regular hourly rate				Other	Rate not specified
					Less than straight time	Straight time	Time and one-half	Other multiple		
Nonexempt employees										
All industries surveyed.....	749	-	2	-	-	-	671	70	4	2
Units with 250-999 employees.....	316	-	2	-	-	-	290	21	2	1
Units with 1,000 employees or more.....	433	-	-	-	-	-	381	49	2	1
Manufacturing industries.....	462	-	1	-	-	-	435	24	1	1
Units with 250-999 employees.....	204	-	1	-	-	-	195	7	-	1
Units with 1,000 employees or more.....	258	-	-	-	-	-	240	17	1	-
Nonmanufacturing industries.....	287	-	1	-	-	-	236	46	3	1
Units with 250-999 employees.....	112	-	1	-	-	-	95	14	2	-
Units with 1,000 employees or more.....	175	-	-	-	-	-	141	32	1	1
Exempt employees, excluding upper management										
All industries surveyed.....	749	3	494	12	1	88	71	46	23	11
Units with 250-999 employees.....	316	1	250	5	1	26	20	6	2	5
Units with 1,000 employees or more.....	433	2	244	7	-	62	51	40	21	6
Manufacturing industries.....	462	2	276	8	1	66	50	33	19	7
Units with 250-999 employees.....	204	1	151	4	1	21	16	5	2	3
Units with 1,000 employees or more.....	258	1	125	4	-	45	34	28	17	4
Nonmanufacturing industries.....	287	1	218	4	-	22	21	13	4	4
Units with 250-999 employees.....	112	-	99	1	-	5	4	1	-	2
Units with 1,000 employees or more.....	175	1	119	3	-	17	17	12	4	2
Upper management										
All industries surveyed.....	628	15	598	1	-	5	1	3	3	2
Units with 250-999 employees.....	221	4	217	-	-	-	-	-	-	-
Units with 1,000 employees or more.....	407	11	381	1	-	5	1	3	3	2
Manufacturing industries.....	378	9	355	-	-	5	1	3	3	2
Units with 250-999 employees.....	138	2	136	-	-	-	-	-	-	-
Units with 1,000 employees or more.....	240	7	219	-	-	5	1	3	3	2
Nonmanufacturing industries.....	250	6	243	1	-	-	-	-	-	-
Units with 250-999 employees.....	83	2	81	-	-	-	-	-	-	-
Units with 1,000 employees or more.....	167	4	162	1	-	-	-	-	-	-

¹ Tabulations do not include supper money and related payments.

NOTE: See appendixes for survey coverage and definitions.

Table 29. Compensatory Time Off for Overtime Work

(Number of units classified by presence or absence of overtime pay, 1963)

Employee group, industry, and size of reporting unit	All units	Units not reporting information on compensatory time off	Units granting compensatory time off			Units not granting compensatory time off		
			With overtime pay ¹	Without overtime pay	Overtime pay practice not reported	With overtime pay	Without overtime pay	Overtime pay practice not reported
<u>Nonexempt employees</u>								
All industries surveyed.....	749	1	43	-	-	703	2	-
Units with 250-999 employees.....	316	-	13	-	-	301	2	-
Units with 1,000 employees or more.....	433	1	30	-	-	402	-	-
Manufacturing industries.....	462	1	15	-	-	445	1	-
Units with 250-999 employees.....	204	-	3	-	-	200	1	-
Units with 1,000 employees or more.....	258	1	12	-	-	245	-	-
Nonmanufacturing industries.....	287	-	28	-	-	258	1	-
Units with 250-999 employees.....	112	-	10	-	-	101	1	-
Units with 1,000 employees or more.....	175	-	18	-	-	157	-	-
<u>Exempt employees, excluding upper management</u>								
All industries surveyed.....	749	8	44	63	-	206	427	1
Units with 250-999 employees.....	316	3	5	27	-	59	222	-
Units with 1,000 employees or more.....	433	5	39	36	-	147	205	1
Manufacturing industries.....	462	6	31	30	-	152	243	-
Units with 250-999 employees.....	204	2	3	15	-	49	135	-
Units with 1,000 employees or more.....	258	4	28	15	-	103	108	-
Nonmanufacturing industries.....	287	2	13	33	-	54	184	1
Units with 250-999 employees.....	112	1	2	12	-	10	87	-
Units with 1,000 employees or more.....	175	1	11	21	-	44	97	1
<u>Upper management</u>								
All industries surveyed.....	628	23	3	56	-	11	535	-
Units with 250-999 employees.....	221	7	-	13	-	-	201	-
Units with 1,000 employees or more.....	407	16	3	43	-	11	334	-
Manufacturing industries.....	378	15	3	31	-	10	319	-
Units with 250-999 employees.....	138	5	-	7	-	-	126	-
Units with 1,000 employees or more.....	240	10	3	24	-	10	193	-
Nonmanufacturing industries.....	250	8	-	25	-	1	216	-
Units with 250-999 employees.....	83	2	-	6	-	-	75	-
Units with 1,000 employees or more.....	167	6	-	19	-	1	141	-

¹ Employees who worked overtime did not necessarily receive both pay and compensatory time off.

NOTE: See appendixes for survey coverage and definitions.

Table 30. Extra Pay for Work on Paid Holidays

(Number of units with indicated pay practices, ¹ 1963)

Employee group, industry, and size of reporting unit	Units reporting paid holidays	Units not reporting information on extra pay	No extra pay	Extra pay ² of—						
				Specified amount per hour	Fraction or multiple of regular hourly rate				Other	Rate not specified
					Less than straight time	Straight time	Time and one-half	Other multiple		
Nonexempt employees										
All industries surveyed.....	748	1	120	1	17	151	310	145	2	1
Units with 250-999 employees.....	315	1	85	-	10	57	128	32	1	1
Units with 1,000 employees or more.....	433	-	35	1	7	94	182	113	1	-
Manufacturing industries.....	462	1	71	-	11	87	178	114	-	-
Units with 250-999 employees.....	204	1	52	-	7	36	84	24	-	-
Units with 1,000 employees or more.....	258	-	19	-	4	51	94	90	-	-
Nonmanufacturing industries.....	286	-	49	1	6	64	132	31	2	1
Units with 250-999 employees.....	111	-	33	-	3	21	44	8	1	1
Units with 1,000 employees or more.....	175	-	16	1	3	43	88	23	1	-
Exempt employees, excluding upper management										
All industries surveyed.....	746	4	587	5	1	69	32	33	9	6
Units with 250-999 employees.....	314	1	276	2	-	19	10	2	1	3
Units with 1,000 employees or more.....	432	3	311	3	1	50	22	31	8	3
Manufacturing industries.....	460	3	355	1	1	45	18	26	7	4
Units with 250-999 employees.....	203	1	175	1	-	13	7	2	1	3
Units with 1,000 employees or more.....	257	2	180	-	1	32	11	24	6	1
Nonmanufacturing industries.....	286	1	232	4	-	24	14	7	2	2
Units with 250-999 employees.....	111	-	101	1	-	6	3	-	-	-
Units with 1,000 employees or more.....	175	1	131	3	-	18	11	7	2	2
Upper management										
All industries surveyed.....	612	7	597	2	-	4	1	1	-	-
Units with 250-999 employees.....	216	2	213	-	-	1	-	-	-	-
Units with 1,000 employees or more.....	396	5	384	2	-	3	1	1	-	-
Manufacturing industries.....	369	3	361	-	-	3	1	1	-	-
Units with 250-999 employees.....	136	1	135	-	-	-	-	-	-	-
Units with 1,000 employees or more.....	233	2	226	-	-	3	1	1	-	-
Nonmanufacturing industries.....	243	4	236	2	-	1	-	-	-	-
Units with 250-999 employees.....	80	1	78	-	-	1	-	-	-	-
Units with 1,000 employees or more.....	163	3	158	2	-	-	-	-	-	-

¹ Tabulations include only units reporting paid holidays.

² Excludes holiday pay as such.

NOTE: See appendixes for survey coverage and definitions.

Table 31. Compensatory Time Off for Work on Paid Holidays

(Number of units classified by presence or absence of extra pay for work on paid holidays, ¹ 1963)

Employee group, industry, and size of reporting unit	Units reporting paid holidays	Units not reporting information on compensatory time off	Units granting compensatory time off			Units not granting compensatory time off		
			With extra pay ²	Without extra pay	Extra pay practice not reported	With extra pay	Without extra pay	Extra pay practice not reported
<u>Nonexempt employees</u>								
All industries surveyed.....	748	2	38	24	-	587	96	1
Units with 250-999 employees.....	315	1	10	19	-	218	66	1
Units with 1,000 employees or more.....	433	1	28	5	-	369	30	-
Manufacturing industries.....	462	-	17	16	-	373	55	1
Units with 250-999 employees.....	204	-	4	12	-	147	40	1
Units with 1,000 employees or more.....	258	-	13	4	-	226	15	-
Nonmanufacturing industries.....	286	2	21	8	-	214	41	-
Units with 250-999 employees.....	111	1	6	7	-	71	26	-
Units with 1,000 employees or more.....	175	1	15	1	-	143	15	-
<u>Exempt employees, excluding upper management</u>								
All industries surveyed.....	746	9	26	107	1	129	472	2
Units with 250-999 employees.....	314	5	7	45	-	30	226	1
Units with 1,000 employees or more.....	432	4	19	62	1	99	246	1
Manufacturing industries.....	460	5	16	67	1	86	284	1
Units with 250-999 employees.....	203	3	3	27	-	24	145	1
Units with 1,000 employees or more.....	257	2	13	40	1	62	139	-
Nonmanufacturing industries.....	286	4	10	40	-	43	188	1
Units with 250-999 employees.....	111	2	4	18	-	6	81	-
Units with 1,000 employees or more.....	175	2	6	22	-	37	107	1
<u>Upper management</u>								
All industries surveyed.....	612	12	-	80	1	8	508	3
Units with 250-999 employees.....	216	5	-	28	-	1	181	1
Units with 1,000 employees or more.....	396	7	-	52	1	7	327	2
Manufacturing industries.....	369	7	-	52	1	5	303	1
Units with 250-999 employees.....	136	3	-	16	-	-	116	1
Units with 1,000 employees or more.....	233	4	-	36	1	5	187	-
Nonmanufacturing industries.....	243	5	-	28	-	3	205	2
Units with 250-999 employees.....	80	2	-	12	-	1	65	-
Units with 1,000 employees or more.....	163	3	-	16	-	2	140	2

¹ Tabulations include only units reporting paid holidays.² Employees who worked on paid holidays did not necessarily receive both extra pay and compensatory time off.

NOTE: See appendixes for survey coverage and definitions.

Table 32. Premium Pay for Nightwork

(Number of units with and without a shift differential, 1963)

Employee group, industry, and size of reporting unit	All units	Units not reporting information on shift differential	Units with shift differential	Units without shift differential		
				No night shift in operation	Night shift in operation	No information on operation of shifts
<u>Nonexempt employees</u>						
All industries surveyed.....	749	1	356	300	83	9
Units with 250-999 employees.....	316	1	77	202	34	2
Units with 1,000 employees or more.....	433	-	279	98	49	7
Manufacturing industries.....	462	1	231	202	26	2
Units with 250-999 employees.....	204	1	45	144	14	-
Units with 1,000 employees or more.....	258	-	186	58	12	2
Nonmanufacturing industries.....	287	-	125	98	57	7
Units with 250-999 employees.....	112	-	32	58	20	2
Units with 1,000 employees or more.....	175	-	93	40	37	5
<u>Exempt employees, excluding upper management</u>						
All industries surveyed.....	749	5	194	363	158	29
Units with 250-999 employees.....	316	3	38	213	55	7
Units with 1,000 employees or more.....	433	2	156	150	103	22
Manufacturing industries.....	462	4	146	207	91	14
Units with 250-999 employees.....	204	2	29	131	39	3
Units with 1,000 employees or more.....	258	2	117	76	52	11
Nonmanufacturing industries.....	287	1	48	156	67	15
Units with 250-999 employees.....	112	1	9	82	16	4
Units with 1,000 employees or more.....	175	-	39	74	51	11
<u>Upper management</u>						
All industries surveyed.....	628	15	21	533	26	33
Units with 250-999 employees.....	221	4	3	204	3	7
Units with 1,000 employees or more.....	407	11	18	329	23	26
Manufacturing industries.....	378	9	16	322	14	17
Units with 250-999 employees.....	138	2	-	131	1	4
Units with 1,000 employees or more.....	240	7	16	191	13	13
Nonmanufacturing industries.....	250	6	5	211	12	16
Units with 250-999 employees.....	83	2	3	73	2	3
Units with 1,000 employees or more.....	167	4	2	138	10	13

NOTE: See appendixes for survey coverage and definitions.

Table 33. Types of Shift Differentials

(Number of units with the indicated types of differentials, ¹ 1963)

Employee group, industry, and size of reporting unit	Second shift					Third shift				
	All units reporting shift differential	Cents per hour ²	Percent addition to day rates	Full pay for reduced hours	Other	All units reporting shift differential	Cents per hour ²	Percent addition to day rates	Full pay for reduced hours	Other
Nonexempt employees										
All industries surveyed.....	345	189	146	2	8	311	161	121	4	25
Units with 250-999 employees.....	73	45	26	1	1	58	37	18	2	1
Units with 1,000 employees or more.....	272	144	120	1	7	253	124	103	2	24
Manufacturing industries.....	225	136	82	1	6	210	116	71	2	21
Units with 250-999 employees.....	42	33	8	1	-	38	29	8	1	-
Units with 1,000 employees or more.....	183	103	74	-	6	172	87	63	1	21
Nonmanufacturing industries.....	120	53	64	1	2	101	45	50	2	4
Units with 250-999 employees.....	31	12	18	-	1	20	8	10	1	1
Units with 1,000 employees or more.....	89	41	46	1	1	81	37	40	1	3
Exempt employees, excluding upper management										
All industries surveyed.....	183	96	82	1	4	171	80	74	2	15
Units with 250-999 employees.....	32	21	10	1	-	27	17	9	1	-
Units with 1,000 employees or more.....	151	75	72	-	4	144	63	65	1	15
Manufacturing industries.....	137	77	57	1	2	129	64	51	2	12
Units with 250-999 employees.....	24	18	5	1	-	22	15	6	1	-
Units with 1,000 employees or more.....	113	59	52	-	2	107	49	45	1	12
Nonmanufacturing industries.....	46	19	25	-	2	42	16	23	-	3
Units with 250-999 employees.....	8	3	5	-	-	5	2	3	-	-
Units with 1,000 employees or more.....	38	16	20	-	2	37	14	20	-	3
Upper management										
All industries surveyed.....	20	12	8	-	-	18	8	7	-	3
Units with 250-999 employees.....	3	1	2	-	-	1	-	1	-	-
Units with 1,000 employees or more.....	17	11	6	-	-	17	8	6	-	3
Manufacturing industries.....	15	11	4	-	-	15	8	4	-	3
Units with 250-999 employees.....	-	-	-	-	-	-	-	-	-	-
Units with 1,000 employees or more.....	15	11	4	-	-	15	8	4	-	3
Nonmanufacturing industries.....	5	1	4	-	-	3	-	3	-	-
Units with 250-999 employees.....	3	1	2	-	-	1	-	1	-	-
Units with 1,000 employees or more.....	2	-	2	-	-	2	-	2	-	-

¹ Excludes units which reported existence of a shift differential practice but did not specify the type.² Includes other differentials expressed as an amount per unit of time, such as dollars per week or month.

NOTE: See appendixes for survey coverage and definitions.

Table 34. Shift Differential Paid in Cents Per Hour for Work on a Second Shift

(Number of units in which the rate of pay in cents per hour¹ was equal to the indicated amounts, 1963)

Employee group, ² industry, and size of reporting unit	All units paying amount per unit of time	Units not reporting information	Under 2.5 cents	2.5 but less than 5.0	5.0 - 7.5	7.5 - 10.0	10.0 - 12.5	12.5 - 15.0	15.0 - 17.5	17.5 - 20.0	20.0 - 22.5	22.5 - 25.0	25.0 and over
Nonexempt employees													
All industries surveyed.....	189	8	-	1	17	47	66	28	15	4	-	-	3
Units with 250-999 employees.....	45	3	-	-	5	9	16	6	3	1	-	-	2
Units with 1,000 employees or more.....	144	5	-	1	12	38	50	22	12	3	-	-	1
Manufacturing industries.....	136	3	-	-	11	38	47	24	10	2	-	-	1
Units with 250-999 employees.....	33	1	-	-	2	7	13	5	3	1	-	-	1
Units with 1,000 employees or more.....	103	2	-	-	9	31	34	19	7	1	-	-	-
Nonmanufacturing industries.....	53	5	-	1	6	9	19	4	5	2	-	-	2
Units with 250-999 employees.....	12	2	-	-	3	2	3	1	-	-	-	-	1
Units with 1,000 employees or more.....	41	3	-	1	3	7	16	3	5	2	-	-	1
Exempt employees, excluding upper management													
All industries surveyed.....	96	9	-	1	7	12	32	16	11	2	-	1	5
Units with 250-999 employees.....	21	1	-	-	2	4	7	4	2	-	-	-	1
Units with 1,000 employees or more.....	75	8	-	1	5	8	25	12	9	2	-	1	4
Manufacturing industries.....	77	4	-	-	7	11	24	15	10	2	-	1	3
Units with 250-999 employees.....	18	-	-	-	2	3	6	4	2	-	-	-	1
Units with 1,000 employees or more.....	59	4	-	-	5	8	18	11	8	2	-	1	2
Nonmanufacturing industries.....	19	5	-	1	-	1	8	1	1	-	-	-	2
Units with 250-999 employees.....	3	1	-	-	-	1	1	-	-	-	-	-	-
Units with 1,000 employees or more.....	16	4	-	1	-	-	7	1	1	-	-	-	2

¹ Includes other differentials expressed as an amount per unit of time, such as dollars per week or month.

² Too few units reported differentials for upper management employees to warrant presentation of a distribution. In 10 of the 12 units reporting a differential for this group, the amount was the same as for exempt employees, excluding upper management.

NOTE: See appendixes for survey coverage and definitions.

Table 35. Shift Differential Paid in Cents Per Hour for Work on a Third Shift

(Number of units in which the rate of pay in cents¹ per hour was equal to the indicated amounts, 1963)

Employee group, ² industry, and size of reporting unit	All units paying amount per unit of time	Units not reporting information	Under 2.5 cents	2.5 but less than 5.0	5.0 - 7.5	7.5 - 10.0	10.0 - 12.5	12.5 - 15.0	15.0 - 17.5	17.5 - 20.0	20.0 - 22.5	22.5 - 25.0	25.0 and over
Nonexempt employees													
All industries surveyed.....	161	9	-	-	7	3	60	25	33	11	7	-	6
Units with 250-999 employees.....	37	3	-	-	3	-	15	5	9	1	-	-	1
Units with 1,000 employees or more.....	124	6	-	-	4	3	45	20	24	10	7	-	5
Manufacturing industries.....	116	5	-	-	6	1	46	19	23	7	4	-	5
Units with 250-999 employees.....	29	2	-	-	2	-	10	4	9	1	-	-	1
Units with 1,000 employees or more.....	87	3	-	-	4	1	36	15	14	6	4	-	4
Nonmanufacturing industries.....	45	4	-	-	1	2	14	6	10	4	3	-	1
Units with 250-999 employees.....	8	1	-	-	1	-	5	1	-	-	-	-	-
Units with 1,000 employees or more.....	37	3	-	-	-	2	9	5	10	4	3	-	1
Exempt employees, excluding upper management													
All industries surveyed.....	80	8	-	-	4	1	23	13	15	5	1	1	9
Units with 250-999 employees.....	17	1	-	-	2	-	4	5	3	-	-	-	2
Units with 1,000 employees or more.....	63	7	-	-	2	1	19	8	12	5	1	1	7
Manufacturing industries.....	64	3	-	-	4	1	20	12	12	4	1	1	6
Units with 250-999 employees.....	15	-	-	-	2	-	4	4	3	-	-	-	2
Units with 1,000 employees or more.....	49	3	-	-	2	1	16	8	9	4	1	1	4
Nonmanufacturing industries.....	16	5	-	-	-	-	3	1	3	1	-	-	3
Units with 250-999 employees.....	2	1	-	-	-	-	-	1	-	-	-	-	-
Units with 1,000 employees or more.....	14	4	-	-	-	-	3	-	3	1	-	-	3

¹ Includes other differentials expressed as an amount per unit of time, such as dollars per week or month.² Too few units reported differentials for upper management employees to warrant presentation of a distribution. In 6 of the 8 units reporting a differential for this group, the amount was the same as for exempt employees, excluding upper management.

NOTE: See appendixes for survey coverage and definitions.

Table 36. Shift Differential Paid as a Percent Addition to Day Rates for Work on a Second Shift

(Number of units in which the addition to day rates was equal to the indicated percents, 1963)

Employee group, ¹ industry, and size of reporting unit	All units paying percent addition to day rates	Units not reporting information	Under 2.5 percent	2.5 but less than 5.0	5.0 - 7.5	7.5 - 10.0	10.0 - 12.5	12.5 - 15.0	15.0 and over
Nonexempt employees									
All industries surveyed.....	146	3	-	-	37	9	90	1	6
Units with 250-999 employees.....	26	1	-	-	4	1	19	-	1
Units with 1,000 employees or more.....	120	2	-	-	33	8	71	1	5
Manufacturing industries.....	82	-	-	-	30	8	41	1	2
Units with 250-999 employees.....	8	-	-	-	4	1	3	-	-
Units with 1,000 employees or more.....	74	-	-	-	26	7	38	1	2
Nonmanufacturing industries.....	64	3	-	-	7	1	49	-	4
Units with 250-999 employees.....	18	1	-	-	-	-	16	-	1
Units with 1,000 employees or more.....	46	2	-	-	7	1	33	-	3
Exempt employees, excluding upper management									
All industries surveyed.....	82	2	-	1	26	5	43	1	4
Units with 250-999 employees.....	10	-	-	-	3	1	5	-	1
Units with 1,000 employees or more.....	72	2	-	1	23	4	38	1	3
Manufacturing industries.....	57	-	-	1	23	5	26	1	1
Units with 250-999 employees.....	5	-	-	-	3	1	1	-	-
Units with 1,000 employees or more.....	52	-	-	1	20	4	25	1	1
Nonmanufacturing industries.....	25	2	-	-	3	-	17	-	3
Units with 250-999 employees.....	5	-	-	-	-	-	4	-	1
Units with 1,000 employees or more.....	20	2	-	-	3	-	13	-	2

¹ Too few units reported differentials for upper management employees to warrant presentation of a distribution. In all of the 8 units reporting a differential for this group, the amount was the same as for exempt employees, excluding upper management.

NOTE: See appendixes for survey coverage and definitions.

Table 37. Shift Differential Paid as a Percent Addition to Day Rates for Work on a Third Shift

(Number of units in which the addition to day rates was equal to the indicated percents, 1963)

Employee group, ¹ industry, and size of reporting unit	All units paying percent addition to day rates	Units not reporting information	Under 2.5 percent	2.5 but less than 5.0	5.0 7.5	7.5 10.0	10.0 12.5	12.5 15.0	15.0 and over
Nonexempt employees									
All industries surveyed	121	2	-	-	14	9	72	2	22
Units with 250-999 employees	18	-	-	-	3	1	6	-	8
Units with 1,000 employees or more	103	2	-	-	11	8	66	2	14
Manufacturing industries	71	-	-	-	13	7	42	2	7
Units with 250-999 employees	8	-	-	-	3	1	2	-	2
Units with 1,000 employees or more	63	-	-	-	10	6	40	2	5
Nonmanufacturing industries	50	2	-	-	1	2	30	-	15
Units with 250-999 employees	10	-	-	-	-	-	4	-	6
Units with 1,000 employees or more	40	2	-	-	1	2	26	-	9
Exempt employees, excluding upper management									
All industries surveyed	74	2	-	1	12	8	43	2	6
Units with 250-999 employees	9	-	-	-	4	1	2	-	2
Units with 1,000 employees or more	65	2	-	1	8	7	41	2	4
Manufacturing industries	51	-	-	1	12	6	29	2	1
Units with 250-999 employees	6	-	-	-	4	1	-	-	-
Units with 1,000 employees or more	45	-	-	1	8	5	28	2	1
Nonmanufacturing industries	23	2	-	-	-	2	14	-	5
Units with 250-999 employees	3	-	-	-	-	-	1	-	2
Units with 1,000 employees or more	20	2	-	-	-	2	13	-	3

¹ Too few units reported differentials for upper management employees to warrant presentation of a distribution. In all of the 7 units reporting a differential for this group, the amount was the same as for exempt employees, excluding upper management.

NOTE: See appendixes for survey coverage and definitions.

Table 38. Employee Coverage of Plans for Premium Pay and Compensatory Time Off

(Number of units in which plans covered all or fewer than all employees, 1963)

Employee group, industry, and size of reporting unit	Overtime pay				Extra pay for work on paid holidays				Premium pay for nightwork				Compensatory time off for overtime work				Compensatory time off for work on paid holidays			
	Total with plan	Workers covered			Total with plan	Workers covered			Total with plan	Workers covered			Total with plan	Workers covered			Total with plan	Workers covered		
		All	Fewer than all	No infor-mation		All	Fewer than all	No infor-mation		All	Fewer than all	No infor-mation		All	Fewer than all	No infor-mation		All	Fewer than all	No infor-mation
<u>Nonexempt employees</u>																				
All industries surveyed.....	747	730	13	4	627	601	18	8	356	286	61	9	43	35	6	2	62	54	3	5
Units with 250-999 employees.....	314	310	2	2	229	219	4	6	77	57	19	1	13	10	3	-	29	25	2	2
Units with 1,000 employees or more.....	433	420	11	2	398	382	14	2	279	229	42	8	30	25	3	2	33	29	1	3
Manufacturing industries.....	461	459	-	2	390	384	2	4	231	197	30	4	15	12	1	2	33	27	2	4
Units with 250-999 employees.....	203	202	-	1	151	147	1	3	45	37	7	1	3	2	1	-	16	13	2	1
Units with 1,000 employees or more.....	258	257	-	1	239	237	1	1	186	160	23	3	12	10	-	2	17	14	-	3
Nonmanufacturing industries.....	286	271	13	2	237	217	16	4	125	89	31	5	28	23	5	-	29	27	1	1
Units with 250-999 employees.....	111	108	2	1	78	72	3	3	32	20	12	-	10	8	2	-	13	12	-	1
Units with 1,000 employees or more.....	175	163	11	1	159	145	13	1	93	69	19	5	18	15	3	-	16	15	1	-
<u>Exempt employees, excluding upper management</u>																				
All industries surveyed.....	252	62	180	10	155	64	83	8	194	90	100	4	107	79	20	8	134	113	13	8
Units with 250-999 employees.....	65	12	47	6	37	12	21	4	38	14	24	-	32	28	3	1	52	46	3	3
Units with 1,000 employees or more.....	187	50	133	4	118	52	62	4	156	76	76	4	75	51	17	7	82	67	10	5
Manufacturing industries.....	184	42	135	7	102	39	60	3	146	68	75	3	61	48	8	5	84	72	6	6
Units with 250-999 employees.....	52	8	39	5	27	6	18	3	29	9	20	-	18	17	-	1	30	27	1	2
Units with 1,000 employees or more.....	132	34	96	2	75	33	42	-	117	59	55	3	43	31	8	4	54	45	5	4
Nonmanufacturing industries.....	68	20	45	3	53	25	23	5	48	22	25	1	46	31	12	3	50	41	7	2
Units with 250-999 employees.....	13	4	8	1	10	6	3	1	9	5	4	-	14	11	3	-	22	19	2	1
Units with 1,000 employees or more.....	55	16	37	2	43	19	20	4	39	17	21	1	32	20	9	3	28	22	5	1
<u>Upper management</u>																				
All industries surveyed.....	15	3	11	1	8	5	3	-	21	19	-	2	59	52	3	4	81	77	-	4
Units with 250-999 employees.....	-	-	-	-	1	1	-	-	3	3	-	-	13	12	-	1	28	25	-	3
Units with 1,000 employees or more.....	15	3	11	1	7	4	3	-	18	16	-	2	46	40	3	3	53	52	-	1
Manufacturing industries.....	14	3	10	1	5	2	3	-	16	14	-	2	34	28	3	3	53	50	-	3
Units with 250-999 employees.....	-	-	-	-	-	-	-	-	-	-	-	-	7	6	-	1	16	14	-	2
Units with 1,000 employees or more.....	14	3	10	1	5	2	3	-	16	14	-	2	27	22	3	2	37	36	-	1
Nonmanufacturing industries.....	1	-	1	-	3	3	-	-	5	5	-	-	25	24	-	1	28	27	-	1
Units with 250-999 employees.....	-	-	-	-	1	1	-	-	3	3	-	-	6	6	-	-	12	11	-	1
Units with 1,000 employees or more.....	1	-	1	-	2	2	-	-	2	2	-	-	19	18	-	1	16	16	-	-

NOTE: See appendixes for survey coverage and definitions.

Table 39. Selected Private Welfare Plans¹

(Number of units with the indicated types of plans, 1963)

Employee group, industry, and size of reporting unit	All units	Life insurance, accidental death and dismemberment insurance, or death benefits for—									Hospitalization, medical, or surgical benefits (excluding major medical benefits) for—											
		Current employees			Current employees' dependents			Retired employees			Current employees			Current employees' dependents			Retired employees			Retired employees' dependents		
		With	With-out	No infor-mation	With	With-out	No infor-mation	With	With-out	No infor-mation	With	With-out	No infor-mation	With	With-out	No infor-mation	With	With-out	No infor-mation	With	With-out	No infor-mation
Nonexempt employees																						
All industries surveyed	749	727	22	-	85	663	1	464	283	2	691	58	-	568	181	-	333	416	-	279	470	-
Units with 250-999 employees	316	301	15	-	26	290	-	158	156	2	282	34	-	215	101	-	103	213	-	83	233	-
Units with 1,000 employees or more	433	426	7	-	59	373	1	306	127	-	409	24	-	353	80	-	230	203	-	196	237	-
Manufacturing industries	462	448	14	-	57	405	-	277	183	2	437	25	-	365	97	-	194	268	-	167	295	-
Units with 250-999 employees	204	192	12	-	18	186	-	92	110	2	190	14	-	146	58	-	58	146	-	48	156	-
Units with 1,000 employees or more	258	256	2	-	39	219	-	185	73	-	247	11	-	219	39	-	136	122	-	119	139	-
Nonmanufacturing industries	287	279	8	-	28	258	1	187	100	-	254	33	-	203	84	-	139	148	-	112	175	-
Units with 250-999 employees	112	109	3	-	8	104	-	66	46	-	92	20	-	69	43	-	45	67	-	35	77	-
Units with 1,000 employees or more	175	170	5	-	20	154	1	121	54	-	162	13	-	134	41	-	94	81	-	77	98	-
Exempt employees, excluding upper management																						
All industries surveyed	749	722	25	2	86	660	3	471	274	4	683	64	2	562	185	2	332	415	2	278	469	2
Units with 250-999 employees	316	300	15	1	28	287	1	162	152	2	278	37	1	216	99	1	103	212	1	82	233	1
Units with 1,000 employees or more	433	422	10	1	58	373	2	309	122	2	405	27	1	346	86	1	229	203	1	196	236	1
Manufacturing industries	462	446	14	2	61	399	2	281	178	3	435	25	2	367	93	2	194	266	2	166	294	2
Units with 250-999 employees	204	191	12	1	20	183	1	96	106	2	187	16	1	148	55	1	58	145	1	47	156	1
Units with 1,000 employees or more	258	255	2	1	41	216	1	185	72	1	248	9	1	219	38	1	136	121	1	119	138	1
Nonmanufacturing industries	287	276	11	-	25	261	1	190	96	1	248	39	-	195	92	-	138	149	-	112	175	-
Units with 250-999 employees	112	109	3	-	8	104	-	66	46	-	91	21	-	68	44	-	45	67	-	35	77	-
Units with 1,000 employees or more	175	167	8	-	17	157	1	124	50	1	157	18	-	127	48	-	93	82	-	77	98	-
Upper management																						
All industries surveyed	628	593	20	15	68	544	16	409	202	17	557	56	15	470	143	15	283	330	15	236	377	15
Units with 250-999 employees	221	207	10	4	17	200	4	117	99	5	188	29	4	154	63	4	69	148	4	57	160	4
Units with 1,000 employees or more	407	386	10	11	51	344	12	292	103	12	369	27	11	316	80	11	214	182	11	179	217	11
Manufacturing industries	378	360	9	9	50	319	9	244	124	10	354	15	9	309	60	9	163	206	9	139	230	9
Units with 250-999 employees	138	129	7	2	13	123	2	71	64	3	128	8	2	108	28	2	38	98	2	32	104	2
Units with 1,000 employees or more	240	231	2	7	37	196	7	173	60	7	226	7	7	201	32	7	125	108	7	107	126	7
Nonmanufacturing industries	250	233	11	6	18	225	7	165	78	7	203	41	6	161	83	6	120	124	6	97	147	6
Units with 250-999 employees	83	78	3	2	4	77	2	46	35	2	60	21	2	46	35	2	31	50	2	25	56	2
Units with 1,000 employees or more	167	155	8	4	14	148	5	119	43	5	143	20	4	115	48	4	89	74	4	72	91	4

See footnote at end of table.

Table 39. Selected Private Welfare Plans¹—Continued

(Number of units with the indicated types of plans, 1963)

Employee group, industry, and size of reporting unit	Major medical benefits for—												Sickness and accident insurance			Pension or retirement benefits		
	Current employees			Current employees' dependents			Retired employees			Retired employees' dependents			With	With-out	No infor-mation	With	With-out	No infor-mation
	With	With-out	No infor-mation	With	With-out	No infor-mation	With	With-out	No infor-mation	With	With-out	No infor-mation						
Nonexempt employees																		
All industries surveyed.....	473	276	-	401	348	-	167	582	-	143	606	-	380	368	1	662	87	-
Units with 250-999 employees.....	172	144	-	135	181	-	53	263	-	44	272	-	158	157	1	260	56	-
Units with 1,000 employees or more.....	301	132	-	266	167	-	114	319	-	99	334	-	222	211	-	402	31	-
Manufacturing industries.....	266	196	-	229	233	-	73	389	-	62	400	-	280	182	-	415	47	-
Units with 250-999 employees.....	101	103	-	80	124	-	22	182	-	18	186	-	117	87	-	166	38	-
Units with 1,000 employees or more.....	165	93	-	149	109	-	51	207	-	44	214	-	163	95	-	249	9	-
Nonmanufacturing industries.....	207	80	-	172	115	-	94	193	-	81	206	-	100	186	1	247	40	-
Units with 250-999 employees.....	71	41	-	55	57	-	31	81	-	26	86	-	41	70	1	94	18	-
Units with 1,000 employees or more.....	136	39	-	117	58	-	63	112	-	55	120	-	59	116	-	153	22	-
Exempt employees, excluding upper management																		
All industries surveyed.....	516	231	2	436	311	2	173	574	2	149	598	2	353	393	3	674	73	2
Units with 250-999 employees.....	191	124	1	150	165	1	53	262	1	44	271	1	148	166	2	266	49	1
Units with 1,000 employees or more.....	325	107	1	286	146	1	120	312	1	105	327	1	205	227	1	408	24	1
Manufacturing industries.....	302	158	2	260	200	2	78	382	2	67	393	2	260	200	2	418	42	2
Units with 250-999 employees.....	116	87	1	92	111	1	22	181	1	18	185	1	111	92	1	169	34	1
Units with 1,000 employees or more.....	186	71	1	168	89	1	56	201	1	49	208	1	149	108	1	249	8	1
Nonmanufacturing industries.....	214	73	-	176	111	-	95	192	-	82	205	-	93	193	1	256	31	-
Units with 250-999 employees.....	75	37	-	58	54	-	31	81	-	26	86	-	37	74	1	97	15	-
Units with 1,000 employees or more.....	139	36	-	118	57	-	64	111	-	56	119	-	56	119	-	159	16	-
Upper management																		
All industries surveyed.....	436	177	15	373	240	15	151	462	15	130	483	15	298	314	16	569	44	15
Units with 250-999 employees.....	135	82	4	108	109	4	36	181	4	30	187	4	111	105	5	192	25	4
Units with 1,000 employees or more.....	301	95	11	265	131	11	115	281	11	100	296	11	187	209	11	377	19	11
Manufacturing industries.....	253	116	9	222	147	9	66	303	9	56	313	9	216	153	9	346	23	9
Units with 250-999 employees.....	80	56	2	66	70	2	13	123	2	10	126	2	81	55	2	121	15	2
Units with 1,000 employees or more.....	173	60	7	156	77	7	53	180	7	46	187	7	135	98	7	225	8	7
Nonmanufacturing industries.....	183	61	6	151	93	6	85	159	6	74	170	6	82	161	7	223	21	6
Units with 250-999 employees.....	55	26	2	42	39	2	23	58	2	20	61	2	30	50	3	71	10	2
Units with 1,000 employees or more.....	128	35	4	109	54	4	62	101	4	54	109	4	52	111	4	152	11	4

¹ Includes only plans providing for company contributions for benefits.

NOTE: See appendixes for survey coverage and definitions.

Table 40. Employee Coverage of Plans for Life Insurance, Accidental Death and Dismemberment Insurance, or Death Benefits¹

(Number of units in which plans covered the indicated percent of employees, 1963)

Employee group, industry, and size of reporting unit	All units reporting plans	Employee coverage not reported	Plans covering 90 percent or more of employees	Plans covering less than 90 percent of employees					
				Total	Percent not known	75 and under 90 percent	50 - 75	25 - 50	Under 25
<u>Nonexempt employees</u>									
All industries surveyed.....	727	3	677	47	1	20	20	3	3
Units with 250-999 employees.....	301	1	274	26	-	8	14	2	2
Units with 1,000 employees or more.....	426	2	403	21	1	12	6	1	1
Manufacturing industries.....	448	2	428	18	-	4	12	1	1
Units with 250-999 employees.....	192	1	179	12	-	2	10	-	-
Units with 1,000 employees or more.....	256	1	249	6	-	2	2	1	1
Nonmanufacturing industries.....	279	1	249	29	1	16	8	2	2
Units with 250-999 employees.....	109	-	95	14	-	6	4	2	2
Units with 1,000 employees or more.....	170	1	154	15	1	10	4	-	-
<u>Exempt employees, excluding upper management</u>									
All industries surveyed.....	722	4	701	17	1	8	4	3	1
Units with 250-999 employees.....	300	1	292	7	-	2	3	1	1
Units with 1,000 employees or more.....	422	3	409	10	1	6	1	2	-
Manufacturing industries.....	446	2	437	7	-	2	3	2	-
Units with 250-999 employees.....	191	1	186	4	-	1	3	-	-
Units with 1,000 employees or more.....	255	1	251	3	-	1	-	2	-
Nonmanufacturing industries.....	276	2	264	10	1	6	1	1	1
Units with 250-999 employees.....	109	-	106	3	-	1	-	1	1
Units with 1,000 employees or more.....	167	2	158	7	1	5	1	-	-
<u>Upper management</u>									
All industries surveyed.....	593	4	584	5	-	4	-	1	-
Units with 250-999 employees.....	207	-	207	-	-	-	-	-	-
Units with 1,000 employees or more.....	386	4	377	5	-	4	-	1	-
Manufacturing industries.....	360	1	357	2	-	1	-	1	-
Units with 250-999 employees.....	129	-	129	-	-	-	-	-	-
Units with 1,000 employees or more.....	231	1	228	2	-	1	-	1	-
Nonmanufacturing industries.....	233	3	227	3	-	3	-	-	-
Units with 250-999 employees.....	78	-	78	-	-	-	-	-	-
Units with 1,000 employees or more.....	155	3	149	3	-	3	-	-	-

¹ Includes only plans providing for company contributions for benefits.

NOTE: See appendixes for survey coverage and definitions.

**Table 41. Employee Coverage of Plans for Hospitalization, Medical, or Surgical Benefits
(Excluding Major Medical Benefits)¹**

(Number of units in which plans covered the indicated percent of employees, 1963)

Employee group, industry, and size of reporting unit	All units reporting plans	Employee coverage not reported	Plans covering 90 percent or more of employees	Plans covering less than 90 percent of employees					
				Total	Percent not known	75 and under 90 percent	50 - 75	25 - 50	Under 25
Nonexempt employees									
All industries surveyed	691	4	647	40	2	25	9	3	1
Units with 250-999 employees.....	282	1	262	19	1	11	4	2	1
Units with 1,000 employees or more.....	409	3	385	21	1	14	5	1	-
Manufacturing industries	437	2	426	9	1	5	2	1	-
Units with 250-999 employees.....	190	1	183	6	-	4	2	-	-
Units with 1,000 employees or more.....	247	1	243	3	1	1	-	1	-
Nonmanufacturing industries	254	2	221	31	1	20	7	2	1
Units with 250-999 employees.....	92	-	79	13	1	7	2	2	1
Units with 1,000 employees or more.....	162	2	142	18	-	13	5	-	-
Exempt employees, excluding upper management									
All industries surveyed	683	5	661	17	1	10	3	2	1
Units with 250-999 employees.....	278	1	269	8	-	4	2	1	1
Units with 1,000 employees or more.....	405	4	392	9	1	6	1	1	-
Manufacturing industries	435	2	429	4	-	2	1	1	-
Units with 250-999 employees.....	187	1	183	3	-	1	1	1	-
Units with 1,000 employees or more.....	248	1	246	1	-	1	-	-	-
Nonmanufacturing industries	248	3	232	13	1	8	2	1	1
Units with 250-999 employees.....	91	-	86	5	-	3	1	-	1
Units with 1,000 employees or more.....	157	3	146	8	1	5	1	1	-
Upper management									
All industries surveyed	557	4	549	4	-	3	1	-	-
Units with 250-999 employees.....	188	-	186	2	-	1	1	-	-
Units with 1,000 employees or more.....	369	4	363	2	-	2	-	-	-
Manufacturing industries	354	1	352	1	-	1	-	-	-
Units with 250-999 employees.....	128	-	127	1	-	1	-	-	-
Units with 1,000 employees or more.....	226	1	225	-	-	-	-	-	-
Nonmanufacturing industries	203	3	197	3	-	2	1	-	-
Units with 250-999 employees.....	60	-	59	1	-	-	1	-	-
Units with 1,000 employees or more.....	143	3	138	2	-	2	-	-	-

¹ Includes only plans providing for company contributions for benefits.

NOTE: See appendixes for survey coverage and definitions.

Table 42. Employee Coverage of Plans for Major Medical Benefits¹

(Number of units in which plans covered the indicated percent of employees, 1963)

Employee group, industry, and size of reporting unit	All units reporting plans	Employee coverage not reported	Plans covering 90 percent or more of employees	Plans covering less than 90 percent of employees					
				Total	Percent not known	75 and under 90 percent	50 - 75	25 - 50	Under 25
Nonexempt employees									
All industries surveyed.....	473	3	429	41	-	25	11	2	3
Units with 250-999 employees.....	172	-	155	17	-	13	3	1	-
Units with 1,000 employees or more.....	301	3	274	24	-	12	8	1	3
Manufacturing industries.....	266	3	248	15	-	6	5	2	2
Units with 250-999 employees.....	101	-	96	5	-	3	1	1	-
Units with 1,000 employees or more.....	165	3	152	10	-	3	4	1	2
Nonmanufacturing industries.....	207	-	181	26	-	19	6	-	1
Units with 250-999 employees.....	71	-	59	12	-	10	2	-	-
Units with 1,000 employees or more.....	136	-	122	14	-	9	4	-	1
Exempt employees, excluding upper management									
All industries surveyed.....	516	2	494	20	2	12	2	1	3
Units with 250-999 employees.....	191	-	183	8	1	4	1	1	1
Units with 1,000 employees or more.....	325	2	311	12	1	8	1	-	2
Manufacturing industries.....	302	2	292	8	1	3	1	1	2
Units with 250-999 employees.....	116	-	112	4	-	2	1	1	-
Units with 1,000 employees or more.....	186	2	180	4	1	1	-	-	2
Nonmanufacturing industries.....	214	-	202	12	1	9	1	-	1
Units with 250-999 employees.....	75	-	71	4	1	2	-	-	1
Units with 1,000 employees or more.....	139	-	131	8	-	7	1	-	-
Upper management									
All industries surveyed.....	436	2	428	6	-	6	-	-	-
Units with 250-999 employees.....	135	-	134	1	-	1	-	-	-
Units with 1,000 employees or more.....	301	2	294	5	-	5	-	-	-
Manufacturing industries.....	253	2	250	1	-	1	-	-	-
Units with 250-999 employees.....	80	-	79	1	-	1	-	-	-
Units with 1,000 employees or more.....	173	2	171	-	-	-	-	-	-
Nonmanufacturing industries.....	183	-	178	5	-	5	-	-	-
Units with 250-999 employees.....	55	-	55	-	-	-	-	-	-
Units with 1,000 employees or more.....	128	-	123	5	-	5	-	-	-

¹ Includes only plans providing for company contributions for benefits.

NOTE: See appendixes for survey coverage and definitions.

Table 43. Employee Coverage of Plans for Sickness and Accident Insurance¹

(Number of units in which plans covered the indicated percent of employees, 1963)

Employee group, industry, and size of reporting unit	All units reporting plans	Employee coverage not reported	Plans covering 90 percent or more of employees	Plans covering less than 90 percent of employees					
				Total	Percent not known	75 and under 90 percent	50 - 75	25 - 50	Under 25
<u>Nonexempt employees</u>									
All industries surveyed.....	380	2	361	17	3	3	4	4	3
Units with 250-999 employees.....	158	1	149	8	2	-	2	3	1
Units with 1,000 employees or more.....	222	1	212	9	1	3	2	1	2
Manufacturing industries.....	280	2	268	10	-	3	4	2	1
Units with 250-999 employees.....	117	1	113	3	-	-	2	1	-
Units with 1,000 employees or more.....	163	1	155	7	-	3	2	1	1
Nonmanufacturing industries.....	100	-	93	7	3	-	-	2	2
Units with 250-999 employees.....	41	-	36	5	2	-	-	2	1
Units with 1,000 employees or more.....	59	-	57	2	1	-	-	-	1
<u>Exempt employees, excluding upper management</u>									
All industries surveyed.....	353	2	341	10	2	2	2	3	1
Units with 250-999 employees.....	148	1	143	4	-	-	2	1	-
Units with 1,000 employees or more.....	205	1	198	6	2	2	-	2	-
Manufacturing industries.....	260	2	250	8	1	2	2	3	-
Units with 250-999 employees.....	111	1	107	3	-	-	2	1	-
Units with 1,000 employees or more.....	149	1	143	5	1	2	-	2	-
Nonmanufacturing industries.....	93	-	91	2	1	-	-	-	1
Units with 250-999 employees.....	37	-	36	1	-	-	-	-	-
Units with 1,000 employees or more.....	56	-	55	1	1	-	-	-	1
<u>Upper management</u>									
All industries surveyed.....	298	2	292	4	1	2	-	1	-
Units with 250-999 employees.....	111	-	110	1	1	-	-	-	-
Units with 1,000 employees or more.....	187	2	182	3	-	2	-	1	-
Manufacturing industries.....	216	1	212	3	-	2	-	1	-
Units with 250-999 employees.....	81	-	81	-	-	-	-	-	-
Units with 1,000 employees or more.....	135	1	131	3	-	2	-	1	-
Nonmanufacturing industries.....	82	1	80	1	1	-	-	-	-
Units with 250-999 employees.....	30	-	29	1	1	-	-	-	-
Units with 1,000 employees or more.....	52	1	51	-	-	-	-	-	-

¹ Includes only plans providing for company contributions for benefits.

NOTE: See appendixes for survey coverage and definitions.

Table 44. Employee Coverage of Plans for Pension or Retirement Benefits¹

(Number of units in which plans covered the indicated percent of employees, 1963)

Employee group, industry, and size of reporting unit	All units reporting plans	Employee coverage not reported	Plans covering 90 percent or more of employees	Plans covering less than 90 percent of employees					
				Total	Percent not known	75 and under 90 percent	50 - 75	25 - 50	Under 25
Nonexempt employees									
All industries surveyed.....	662	8	478	176	13	33	79	36	15
Units with 250-999 employees.....	260	5	175	80	9	17	33	14	7
Units with 1,000 employees or more.....	402	3	303	96	4	16	46	22	8
Manufacturing industries	415	6	334	75	2	16	34	16	7
Units with 250-999 employees.....	166	4	129	33	2	9	12	5	5
Units with 1,000 employees or more.....	249	2	205	42	-	7	22	11	2
Nonmanufacturing industries	247	2	144	101	11	17	45	20	8
Units with 250-999 employees.....	94	1	46	47	7	8	21	9	2
Units with 1,000 employees or more.....	153	1	98	54	4	9	24	11	6
Exempt employees, excluding upper management									
All industries surveyed.....	674	9	588	77	9	32	25	4	7
Units with 250-999 employees.....	266	4	235	27	3	9	11	-	4
Units with 1,000 employees or more.....	408	5	353	50	6	23	14	4	3
Manufacturing industries	418	6	364	48	3	24	16	2	3
Units with 250-999 employees.....	169	3	147	19	2	9	7	-	1
Units with 1,000 employees or more.....	249	3	217	29	1	15	9	2	2
Nonmanufacturing industries	256	3	224	29	6	8	9	2	4
Units with 250-999 employees.....	97	1	88	8	1	-	4	-	3
Units with 1,000 employees or more.....	159	2	136	21	5	8	5	2	1
Upper management									
All industries surveyed.....	569	6	540	23	9	5	4	3	2
Units with 250-999 employees.....	192	2	179	11	4	2	1	2	2
Units with 1,000 employees or more.....	377	4	361	12	5	3	3	1	-
Manufacturing industries	346	5	327	14	6	4	3	1	-
Units with 250-999 employees.....	121	1	113	7	3	2	1	1	-
Units with 1,000 employees or more.....	225	4	214	7	3	2	2	-	-
Nonmanufacturing industries	223	1	213	9	3	1	1	2	2
Units with 250-999 employees.....	71	1	66	4	1	-	-	1	2
Units with 1,000 employees or more.....	152	-	147	5	2	1	1	1	-

¹ Includes only plans providing for company contributions for benefits.

NOTE: See appendixes for survey coverage and definitions.

Table 45. Miscellaneous Practices

(Number of units with the indicated practices, 1963)

Employee group, industry, and size of reporting unit	All units	Pay for travel time on company business outside of regular working hours			Moving expense reimbursement			Pay for travel and transportation to first job		
		With	Without	No information	With	Without	No information	With	Without	No information
Nonexempt employees										
All industries surveyed	749	316	429	4	354	394	1	158	584	7
Units with 250-999 employees	316	101	214	1	107	209	-	53	261	2
Units with 1,000 employees or more	433	215	215	3	247	185	1	105	323	5
Manufacturing industries	462	213	247	2	229	232	1	127	331	4
Units with 250-999 employees	204	73	131	-	71	133	-	45	158	1
Units with 1,000 employees or more	258	140	116	2	158	99	1	82	173	3
Nonmanufacturing industries	287	103	182	2	125	162	-	31	253	3
Units with 250-999 employees	112	28	83	1	36	76	-	8	103	1
Units with 1,000 employees or more	175	75	99	1	89	86	-	23	150	2
Exempt employees, excluding upper management										
All industries surveyed	749	30	711	8	533	212	4	358	382	9
Units with 250-999 employees	316	6	307	3	185	129	2	125	188	3
Units with 1,000 employees or more	433	24	404	5	348	83	2	233	194	6
Manufacturing industries	462	19	439	4	353	107	2	268	188	6
Units with 250-999 employees	204	5	197	2	126	77	1	95	107	2
Units with 1,000 employees or more	258	14	242	2	227	30	1	173	81	4
Nonmanufacturing industries	287	11	272	4	180	105	2	90	194	3
Units with 250-999 employees	112	1	110	1	59	52	1	30	81	1
Units with 1,000 employees or more	175	10	162	3	121	53	1	60	113	2
Upper management										
All industries surveyed	628	12	597	19	456	157	15	313	292	23
Units with 250-999 employees	221	2	214	5	133	84	4	89	127	5
Units with 1,000 employees or more	407	10	383	14	323	73	11	224	165	18
Manufacturing industries	378	8	359	11	294	75	9	228	135	15
Units with 250-999 employees	138	1	134	3	87	49	2	66	69	3
Units with 1,000 employees or more	240	7	225	8	207	26	7	162	66	12
Nonmanufacturing industries	250	4	238	8	162	82	6	85	157	8
Units with 250-999 employees	83	1	80	2	46	35	2	23	58	2
Units with 1,000 employees or more	167	3	158	6	116	47	4	62	99	6

NOTE: See appendixes for survey coverage and definitions.

Table 46. Variations in Practices Among Employee Groups¹(Number of units with benefits for the indicated number of employee groups,² 1963)

Benefit	All reporting units				Units with 250-999 employees				Units with 1,000 employees or more						
	All units tabulated	With benefits for—			All units tabulated	With benefits for—			All units tabulated	With benefits for—					
		None of the groups	Only 1 group	Only 2 groups		All 3 groups	None of the groups	Only 1 group		Only 2 groups	All 3 groups	None of the groups	Only 1 group	Only 2 groups	All 3 groups
All industries surveyed															
Paid vacations	599	-	-	-	599	213	-	-	-	213	386	-	-	-	386
Paid holidays	608	-	-	-	608	214	-	-	-	214	394	-	-	-	394
Formal sick leave plan	606	153	37	18	398	213	71	14	6	122	393	82	23	12	276
Leave for civic responsibilities:															
Military	609	227	3	16	363	217	99	1	6	111	392	128	2	10	252
Jury	612	34	1	29	548	217	21	-	15	181	395	13	1	14	367
Witness	609	171	4	42	392	217	63	1	21	132	392	108	3	21	260
Voting	611	277	2	19	313	216	107	-	7	102	395	170	2	12	211
Other civic responsibilities	596	198	12	107	279	213	77	8	40	88	383	121	4	67	191
Personal leave:															
Family emergencies	605	90	6	81	428	216	33	1	32	150	389	57	5	49	278
Death in family	611	29	3	31	548	216	13	-	13	190	395	16	3	18	358
Other personal leave	597	186	7	70	334	211	63	3	21	124	386	123	4	49	210
Life insurance, accidental death and dismemberment insurance, or death benefits for—															
Current employees	613	15	2	4	592	217	8	-	2	207	396	7	2	2	385
Current employees' dependents	612	540	4	3	65	217	200	-	-	17	395	340	4	3	48
Retired employees	610	200	4	8	398	215	98	1	2	114	395	102	3	6	284
Hospitalization, medical, or surgical benefits (excluding major medical benefits) for—															
Current employees	613	43	7	9	554	217	25	1	3	188	396	18	6	6	366
Current employees' dependents	613	132	9	4	468	217	61	1	1	154	396	71	8	3	314
Retired employees	613	328	4	2	279	217	147	1	1	68	396	181	3	1	211
Retired employees' dependents	613	376	1	1	235	217	159	1	-	57	396	217	-	1	178
Major medical benefits for—															
Current employees	613	171	6	41	395	217	81	-	13	123	396	90	6	28	272
Current employees' dependents	613	234	8	36	335	217	108	-	12	97	396	126	8	24	238
Retired employees	613	462	3	5	143	217	181	-	-	36	396	281	3	5	107
Retired employees' dependents	613	483	3	5	122	217	187	-	-	30	396	296	3	5	92
Sickness and accident insurance	612	285	26	8	293	216	97	-	-	110	396	188	17	8	183
Extra pay for overtime work	596	-	389	196	11	215	25	-	5	187	396	18	3	5	370
Compensatory time off for overtime work	581	472	51	54	4	212	188	10	13	1	369	284	41	41	3
Premium for nightwork	589	282	161	130	16	213	154	40	16	3	376	128	121	114	13
Extra pay for work on paid holidays	582	84	372	122	4	213	55	133	24	1	369	29	239	98	3
Compensatory time off for work on paid holidays	572	450	40	64	18	208	171	6	19	12	364	279	34	45	6
Pay for travel time on company business outside of regular working hours	607	326	254	15	12	216	131	80	3	2	391	195	174	12	10
Moving expense reimbursement	611	152	11	150	298	217	82	3	57	75	394	70	8	93	223
Pay for travel and transportation to first job	603	284	20	167	132	215	123	5	52	35	388	161	15	115	97

See footnotes at end of table.

Table 46. Variations in Practices Among Employee Groups¹—Continued

(Number of units with benefits for the indicated number of employee groups, ² 1963)

Benefit	All reporting units					Units with 250-999 employees					Units with 1,000 employees or more				
	All units tabulated	With benefits for—				All units tabulated	With benefits for—				All units tabulated	With benefits for—			
		None of the groups	Only 1 group	Only 2 groups	All 3 groups		None of the groups	Only 1 group	Only 2 groups	All 3 groups		None of the groups	Only 1 group	Only 2 groups	All 3 groups
	Manufacturing industries														
Paid vacations	365	-	-	-	365	134	-	-	-	134	231	-	-	-	231
Paid holidays	368	-	-	-	368	136	-	-	-	136	232	-	-	-	232
Formal sick leave plan	364	99	22	9	234	133	46	11	2	74	231	53	11	7	160
Leave for civic responsibilities:															
Military	367	138	2	13	214	136	64	1	5	66	231	74	1	8	148
Jury	368	19	1	19	329	136	14	-	13	109	232	5	1	6	220
Witness	366	117	4	33	212	136	43	1	17	75	230	74	3	16	137
Voting	367	172	2	14	179	135	74	-	5	56	232	98	2	9	123
Other civic responsibilities	357	114	7	76	160	133	47	4	31	51	224	67	3	45	109
Personal leave:															
Family emergencies	363	47	3	54	259	135	18	1	22	94	228	29	2	32	165
Death in family	367	14	-	24	329	135	6	-	11	118	232	8	-	13	211
Other personal leave	359	106	7	38	208	132	40	3	9	80	227	66	4	29	128
Life insurance, accidental death and dismemberment insurance, or death benefits for—															
Current employees	369	8	-	1	360	136	6	-	1	129	233	2	-	-	231
Current employees' dependents	369	318	1	3	47	136	123	-	-	13	233	195	1	3	34
Retired employees	367	123	1	3	240	134	63	1	2	68	233	60	-	1	172
Hospitalization, medical, or surgical benefits (excluding major medical benefits) for—															
Current employees	369	14	1	3	351	136	8	-	-	128	233	6	1	3	223
Current employees' dependents	369	59	1	2	307	136	28	-	-	108	233	31	1	2	199
Retired employees	369	205	2	2	160	136	97	1	1	37	233	108	1	1	123
Retired employees' dependents	369	229	1	1	138	136	103	1	-	32	233	126	-	1	106
Major medical benefits for—															
Current employees	369	116	1	30	222	136	56	-	9	71	233	60	1	21	151
Current employees' dependents	369	147	1	27	194	136	70	-	8	58	233	77	1	19	136
Retired employees	369	303	1	4	61	136	123	-	-	13	233	180	1	4	48
Retired employees' dependents	369	313	1	4	51	136	126	-	-	10	233	187	1	4	41
Sickness and accident insurance	369	133	19	4	213	136	50	6	-	80	233	83	13	4	133
Pension or retirement benefits	369	22	-	4	343	136	15	-	2	119	233	7	-	2	224
Extra pay for overtime work	359	-	210	138	11	136	-	100	36	-	223	-	110	102	11
Compensatory time off for overtime work	345	291	24	28	2	133	123	3	6	1	212	168	21	22	1
Premium for nightwork	351	154	94	92	11	135	101	21	13	-	216	53	73	79	11
Extra pay for work on paid holidays	348	50	218	79	1	135	34	84	17	-	213	16	134	62	1
Compensatory time off for work on paid holidays	342	265	25	41	11	133	112	4	10	7	209	153	21	31	4
Pay for travel time on company business outside of regular working hours	367	179	171	9	8	135	75	56	3	1	232	104	115	6	7
Moving expense reimbursement	368	74	2	104	188	136	48	1	38	49	232	26	1	66	139
Pay for travel and transportation to first job	362	129	11	119	103	135	66	4	36	29	227	63	7	83	74

See footnotes at end of table.

Table 46. Variations in Practices Among Employee Groups¹—Continued(Number of units with benefits for the indicated number of employee groups,² 1963)

Benefit	All reporting units				Units with 250-999 employees				Units with 1,000 employees or more						
	All units tabulated	With benefits for—			All units tabulated	With benefits for—			All units tabulated	With benefits for—					
		None of the groups	Only 1 group	Only 2 groups		All 3 groups	None of the groups	Only 1 group		Only 2 groups	All 3 groups	None of the groups	Only 1 group	Only 2 groups	All 3 groups
Nonmanufacturing industries															
Paid vacations	234	-	-	-	234	79	-	-	-	79	155	-	-	-	155
Paid holidays	240	-	-	-	240	78	-	-	-	78	162	-	-	-	162
Formal sick leave plan	242	54	15	9	164	80	25	3	4	48	162	29	12	5	116
Leave for civic responsibilities:															
Military	242	89	1	3	149	81	35	-	1	45	161	54	1	2	104
Jury	244	15	-	10	219	81	7	-	2	72	163	8	-	8	147
Witness	243	54	-	9	180	81	20	-	4	57	162	34	-	5	123
Voting	244	105	-	5	134	81	33	-	2	46	163	72	-	3	88
Other civic responsibilities	239	84	5	31	119	80	30	4	9	37	159	54	1	22	82
Personal leave:															
Family emergencies	242	43	3	27	169	81	15	-	10	56	161	28	3	17	113
Death in family	244	15	3	7	219	81	7	-	2	72	163	8	3	5	147
Other personal leave	238	80	-	32	126	79	23	-	12	44	159	57	-	20	82
Life insurance, accidental death and dismemberment insurance, or death benefits for—															
Current employees	244	7	2	3	232	81	2	-	1	78	163	5	2	2	154
Current employees' dependents	243	222	3	-	18	81	77	-	-	4	162	145	3	-	14
Retired employees	243	77	3	5	158	81	35	-	-	46	162	42	3	5	112
Hospitalization, medical, or surgical benefits (excluding major medical benefits) for—															
Current employees	244	29	6	6	203	81	17	1	3	60	163	12	5	3	143
Current employees' dependents	244	73	8	2	161	81	33	1	1	46	163	40	7	1	115
Retired employees	244	123	2	-	119	81	50	-	-	31	163	73	2	-	88
Retired employees' dependents	244	147	-	-	97	81	56	-	-	25	163	91	-	-	72
Major medical benefits for—															
Current employees	244	55	5	11	173	81	25	-	4	52	163	30	5	7	121
Current employees' dependents	244	87	7	9	141	81	38	-	4	39	163	49	7	5	102
Retired employees	244	159	2	1	82	81	58	-	-	23	163	101	2	1	59
Retired employees' dependents	244	170	2	1	71	81	61	-	-	20	163	109	2	1	51
Sickness and accident insurance	243	152	7	4	80	80	47	3	-	30	163	105	4	4	50
Pension or retirement benefits	244	21	3	6	214	81	10	-	3	68	163	11	3	3	146
Extra pay for overtime work	237	-	179	58	-	79	-	71	8	-	158	-	108	50	-
Compensatory time off for overtime work	236	181	27	26	2	79	65	7	7	-	157	116	20	19	2
Premium for nightwork	238	128	67	38	5	78	53	19	3	3	160	75	48	35	2
Extra pay for work on paid holidays	234	34	154	43	3	78	21	49	7	1	156	13	105	36	2
Compensatory time off for work on paid holidays	230	185	15	23	7	75	59	2	9	5	155	126	13	14	2
Pay for travel time on company business outside of regular working hours	240	147	83	6	4	81	56	24	-	1	159	91	59	6	3
Moving expense reimbursement	243	78	9	46	110	81	34	2	19	26	162	44	7	27	84
Pay for travel and transportation to first job	241	155	9	48	29	80	57	1	16	6	161	98	8	32	23

¹ Nonexempt employees; exempt employees, excluding upper management; and upper management employees.² Tabulations cover only units with employees in each of the groups and which reported information for each group. The number of units tabulated varies by benefit because full information was not reported for each benefit.

NOTE: See appendixes for survey coverage and definitions.

Table 47. Variations in Vacation and Holiday Practices Among Employee Groups¹

(Number of units with uniform practices for all three employee groups, ² 1963)

Industry and size of reporting unit	Vacation schedules			Number of holidays		
	All units tabulated	Uniform	Not uniform	All units tabulated	Uniform	Not uniform
All industries surveyed	599	443	156	608	600	8
Units with 250-999 employees.....	213	165	48	214	210	4
Units with 1,000 employees or more.....	386	278	108	394	390	4
Manufacturing industries	365	302	63	368	363	5
Units with 250-999 employees.....	134	116	18	136	133	3
Units with 1,000 employees or more.....	231	186	45	232	230	2
Nonmanufacturing industries	234	141	93	240	237	3
Units with 250-999 employees.....	79	49	30	78	77	1
Units with 1,000 employees or more.....	155	92	63	162	160	2

¹ Nonexempt employees; exempt employees, excluding upper management; and upper management employees.

² Tabulations cover only units with plans, which had employees in each of the three groups, and reported information for each group.

NOTE: See appendixes for survey coverage and definitions.

Appendix A. Scope and Method of Survey

Scope of Survey

This study of supplementary compensation expenditures and practices covered employers in a broad segment of American industry. The following industries were included:

Industry	SIC Code ²⁴
Manufacturing -----	19-39 inclusive
Transportation, ²⁵ communication, electric, gas, and sanitary services -----	40, 411, 441, 442, 45, 48, and 49
Wholesale trade -----	50
Retail trade -----	52-59 inclusive
Finance, insurance, and real estate -----	60-67 inclusive
Research, development, and testing laboratories -----	7391
Engineering and architectural services -----	891

Within these industries, coverage extended to establishments having 250 employees or more at the time of reference of the universe data, and located in Standard Metropolitan Statistical Areas²⁶ in the 50 States and the District of Columbia.

Sampling Procedure

Initially, it was planned to conduct this survey on the basis of a highly stratified probability sample. Primarily through the use of lists maintained by State agencies administering unemployment compensation laws, a sample of establishments was selected in accordance with industry, location, and size characteristics. This sample contained approximately 1,200 establishments.

Collection of Data

Bureau economists visited each employer included in the sample. In some instances, the desired information was obtained at these visits. However, in most cases, all or part of the requested data were not readily available. Consequently, the Bureau representatives often explained what was sought, at times suggesting estimation techniques where accounting records were not maintained, and company officials subsequently compiled the information. Upon receipt by the Bureau, questionnaires were reviewed for completeness and reasonableness. On occasion, companies were recontacted to clarify questionable entries.

Reporting Problems

Some companies were unwilling to supply the information requested, and others were precluded from participating in the survey by a lack of appropriate records. Moreover, because of the nature of their accounting records, many of the multiestablishment companies were unable to furnish data for individual establishments, as requested, and instead, furnished company- or division-wide data. Such reports were accepted even though they may have included data for units with less than 250 employees or for ones located outside metropolitan areas. (Since the expenditure data were presented as ratios, the limited inclusion of units outside the survey's scope had no appreciable effect on the tabulations.) In a few instances, companies could provide information only for fiscal years ending on other than December 31, 1963. Here too, the company reports were accepted and the discrepancy was ignored.

In total, 752 usable reports were received, some for single-unit companies, others for individual establishments of larger firms, and still others for the total operations or divisions of multiestablishment companies. Of this number, 721 provided expenditure data (Part I of the questionnaire) and 748 contained information on practices (Part II of the questionnaire).²⁷

²⁴ Based upon the 1957 edition of the Standard Industrial Classification Manual, prepared by the Bureau of the Budget.

²⁵ Limited to railroad, local and suburban passenger, deep-sea water (foreign and domestic), and air transportation industries.

²⁶ A great majority of the Federal Government's white-collar employees are in metropolitan areas.

²⁷ The questionnaire is reproduced in appendix C.

However, a number of the reports did not provide information for each item or employee group. In some instances, it was possible for Bureau personnel to make reasonable estimates of missing items. For example, estimates were made of holiday pay expenditures if information was available on number of paid holidays, employment, and average hourly earnings. Estimates of this type were based upon the same techniques which many respondents themselves used in arriving at expenditure figures.

Tabulating Procedures

Considering the size and nature of the response, it was not possible to weight reports obtained to statistically represent the universe from which a sample was selected. Consequently, tabulations pertain only to the specific units which furnished data. In preparing these tabulations, equal weight was given to each report, regardless of industry, size, or location. Nevertheless, size had some influence because more large units (those with 1,000 employees or more) were included than small ones (those with 250-999 employees). Also, a greater number of reports were obtained from manufacturing industries than from nonmanufacturing industries.

The first step in summarizing expenditures for each supplementary compensation item or group of items was to express the expenditure in a given reporting unit as a percent of that unit's expenditures for basic salaries. The average expenditure for an item (in percentage terms) was then obtained by computing a simple average of the percents in each of the reporting units.

Two sets of averages were derived. One was limited to units with expenditures for an item, and was obtained by averaging the percents in units reporting a dollar expenditure figure for the item under study. The second set of averages included units which had no expenditures for the item, and in computing these averages such units were treated as having zero expenditures. Some units reported they had expenditures for an item, but did not show the dollar amount. These reports were excluded from the first set of averages. However, they were included in the second to avoid biasing the result, and they were included on the assumption they had outlays as percents of basic salaries equal to the average in units reporting the amount of expenditures. The number of units for which such an assumption was made is shown in the detail tables.

In computing average outlays for groups of items, the only reports used were those containing dollar amounts (or stating there were no expenditures) for all components. Reports giving data for only some of the components were used in computing averages for those items, but not the group total. Therefore, expenditures included in deriving averages for individual items may not have been used in computing averages for groups of items. As a result, the sum of the averages presented for the components need not equal the group total, although normally the difference is slight. Apart from this factor, averages derived for reporting units with expenditures are not additive since the averages may be based upon different groups of reports.

As previously described, many—but not all—of the reports received from multi-unit companies were for either divisions or the entire firm instead of for those individual establishments which were included in the sample. Such discrepancies were ignored in the tabulations. Each completed questionnaire was utilized without regard to its coverage. For this reason, the analysis is in terms of reporting units, rather than establishments or companies.

A number of the reports received were not complete for all items or employee groups. As a result, the number of reporting units varies by item and employee group. Moreover, although all reporting units had nonexempt employees and exempt employees, excluding upper management, not all units had upper management employees.

Expenditures for supplementary compensation items were tabulated as percents of basic salaries in order to permit meaningful comparisons among reporting units. Obviously, simple comparisons of reporting units' absolute expenditures for supplementary compensation could be misleading in view of the units' differing sizes and payrolls. However, expenditures expressed as a percent of basic salaries also may be misinterpreted. Some types of supplementary compensation—such as pay for vacations, holidays, sick leave, and miscellaneous leave—are parts of white-collar employees' basic salaries, while other supplements—such as expenditures for hospitalization insurance and pensions—are in addition to

payments for basic salaries. Therefore, not all of the figures shown represent, in percent terms, components of basic salaries, and not all represent percent additions to such salaries. This point is particularly relevant to a percent figure on expenditures for all supplements combined.

Employee Coverage

This survey was designed to develop information for nonproduction employees only. Part-time and casual employees were excluded unless they were covered by the same supplementary compensation practices as regular full-time employees in the reporting unit. This exclusion was made because the Federal Government's practices for white-collar employees differentiate between the two groups.

During the early stages of survey planning, there was thought of obtaining data separately by job classification, as is commonly done in salary surveys, in order to compare expenditures and practices for individual jobs. However, it soon became evident that employers do not keep records in this detail. Data were therefore collected separately for three groups: Nonexempt employees; exempt employees, excluding upper management; and upper management employees. Because accounting records generally are not maintained even in this detail for legally required insurance and private welfare plan items, only all-white-collar-employee expenditures were collected for these items, except for figures on separate private welfare plans for upper management employees.

The terms "nonexempt" and "exempt" employees pertain to coverage under the overtime provisions of the Fair Labor Standards Act, the former employees being subject to the overtime provisions and the latter excluded. This basis for classification was adopted since employers frequently maintain separate payrolls for these two groups. Upper management employees were defined as those high-level workers (but under the senior officer level) who were treated separately for compensation purposes or, if there was no such differentiation, were earning \$20,000 or more per year, including cash bonuses.²⁸ As thus defined, the groups essentially covered, respectively, nonsupervisory workers, lower and middle management, and upper level employees. They blanketed the broad spectrum of grade levels in the Federal civil service.

Because a number of companies were unable to report expenditure data separately for the two groups of exempt employees, the tabulations of employer outlays were for all exempt employees combined, with a separate presentation of reported data for upper management employees alone. However, practice data are shown separately for the two exempt employee groups.

Practices Studied

The expenditure data presented in this bulletin relate to selected practices involving payments either directly to employees or their dependents or to funds, insurance companies, or governmental units. Collection of data was limited to practices that were both measurable and common in private industry generally. For example, although paid rest periods are common, the practice is largely informal and detailed records often are not maintained. Consequently, measurement difficulties made it impractical to include this item in the survey. Despite this limitation, the practices studied are believed to constitute the major elements of supplementary compensation in private industry. Nevertheless, it must be recognized that items not surveyed may be important in some individual companies.

The outlays reported in this study do not constitute measures of employer costs occasioned by granting supplementary compensation benefits. For example, expenditures shown for vacations are limited to direct payments to employees for vacation periods. Possible costs of hiring replacements are not included, nor is any consideration given to the possible effects of vacations on employee productivity. Similarly, sick leave entails payments to employees, but not costs to the extent that employees make up their work upon return to the job.

²⁸ The intent of this definition was to obtain data for private-industry employees comparable to Federal employees at grades GS-16, 17, and 18. A more precise definition of upper management employees would have been preferred, but one still having general applicability could not be developed.

For the most part, practice questions were limited to the types of items for which expenditure data were requested. However, information was obtained on practices concerning moving expense reimbursement and pay for travel and transportation to the first job since, while such payments are not part of compensation, they bear upon it.

Definition of Terms

Terms used in this survey were defined in the explanation booklet given to respondents and reproduced in appendix C. Several definitional matters warrant special consideration at this point.

"Basic salaries" consist of the normal payments for hours during the regular straight-time workweek, including continuation of salary during paid leave periods. This definition is in accordance with the concept of salary in Federal Service and thus provides a common denominator for comparisons between expenditures in private industry and the Federal Government.

Plans for health, accident, and life insurance and private pensions were classified as being either "contributory" or "noncontributory" depending upon whether employees paid part of the cost of the plans.²⁹ Although no specific question was asked as to whether plans in effect were contributory or noncontributory, this information could be ascertained since employer and employee payments were requested separately.³⁰

In part to simplify reporting by respondents, expenditure items were classified as either "payroll expenditures" or "expenditures in addition to payroll." The former consists of direct payments to employees and the latter mainly of payments to funds, insurance companies, and governmental units. Classification was based upon the usual manner of paying for the items studied. However, this scheme was not always accurate. For example, since, for the employees studied, severance pay is usually given directly to employees, this item was classified as a payroll expense. Nevertheless, there are some funded severance pay arrangements. Respondents were instructed to report their expenditures on the appropriate lines of the questionnaire, even if there resulted an incorrect classification of items as payroll outlays or expenditures in addition to payroll. For the most part, the errors are minor.

²⁹ Plans paid for entirely by employees, except possibly for employer payments of administrative costs, were excluded from the study.

³⁰ Units showing plans but no expenditures in 1963 are included in table 9, Selected Contributory and Noncontributory Private Welfare Plans, as having expenditures of zero percent. There was 1 such unit for total health, accident, and life insurance; 7 for life insurance, accidental death and dismemberment insurance, and death benefits; 6 for hospitalization, surgical, and medical plans and sickness and accident insurance; and 16 for pension and retirement plans.

Appendix B. Comparison of Employer Expenditures for Supplementary Compensation in Private Industries and the Federal Government

The table on the next page compares the findings of this study with expenditures by the Federal Government in the year ending June 30, 1963. It is limited to a comparison of employer expenditures, and does not take into account employees' contributions to their benefits. Furthermore, the table does not portray the specific kinds of practices financed nor, for nonpayroll items, the level of benefits supported by the expenditures. Comments on specific items follow.

Penalty Pay

This table does not compare expenditures for penalty pay, since variations in expenditures are mainly the result of differences in the volume of overtime or nightwork, rather than differences in pay practices.

Vacations

The Federal Government does not have a vacation practice as such. Instead, it provides to employees set amounts of annual leave, covering both vacations and time off for personal reasons. The figure shown for the Federal Government is its total payment for annual leave and thus includes expenditures for personal leave, which are reported, for private industries, as a part of miscellaneous paid leave.

Miscellaneous Paid Leave

The figure for private industries includes paid personal leave and compensatory leave in lieu of overtime pay (to the extent such leave exceeded the number of overtime hours worked). Neither of these items is included in the figure for the Federal Government. Coffee breaks and washup time or get-ready time are excluded from both the private industry and Federal Government data.

Retirement Programs

Expenditures for retirement programs are greatly influenced by methods of financing used as well as by the benefit formulas. The figures shown do not contrast accruing costs.

Sick Leave

In private enterprise, continuation of income during illness is sometimes provided by plans other than for sick leave, e. g., sickness and accident insurance.

The data given on the next page on Federal expenditures were provided by the Bureau of the Budget and the Civil Service Commission. The items shown are defined here in the same way as in this report.

Item	Expenditures as a percent of basic salaries	
	Private industries	Federal Government
Total	23.8	23.5
Total paid leave, excluding sick leave	8.0	11.5
Vacations	4.8	8.2
Holidays	2.9	3.0
Miscellaneous paid leave3	.4
Retirement programs	7.4	6.6
Legally required programs	2.6	.2
Private pension and retirement plans	4.9	6.4
Unemployment programs	1.6	.4
Legally required programs	1.5	.4
Severance or dismissal pay1	(¹)
Supplemental unemployment benefits	(²)	(¹)
Health benefit programs	4.2	5.1
Legally required work-connected disability programs3	.3
Other legally required programs	(²)	(¹)
Sick leave	1.5	3.4
Health, accident, and life insurance	2.5	1.3
Life insurance, accidental death and dismemberment insurance, and death benefits9	.3
Hospitalization, surgical, and medical plans and sickness and accident insurance	1.6	1.0
Savings and thrift plans3	(¹)
Yearend and other special bonuses	2.3	(¹)

¹ No such program in the Federal Government in 1963.

² Less than 0.05 percent.

NOTE: For the Federal Government, because of rounding, sums of individual items may not equal totals. Because of the method used in deriving the percents for private industries, the figures are not additive. Nevertheless, to permit a comparison of expenditures for all supplements combined, a grand total for private industries was obtained by adding the percents for individual items or groups of items.

Appendix C. Questionnaire

BLS 2833

Budget Bureau No. 44-6332
Approval expires Dec. 31, 1964

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

Your reply will be held in confidence.

Supplementary Compensation: Employer Expenditures and Practices for Nonproduction Workers, 1963

I. Company Identification:

II. Location:

County, State, etc., for which data are requested if different from company address.

III. Major Product or Activity:

What was the principal product produced at this establishment during 1963, or its principal activity, in terms of value of receipts, if the establishment was not engaged in manufacturing? _____

IV. Employment:

For each of the employee groups listed below, enter the total number of persons on the payroll of this establishment who worked or received pay for any part of the pay period ending nearest September 15, 1963. (If, because of employment fluctuations, data for September 15 are not representative of employment throughout 1963, please supply employment data for a more representative pay period and specify the substitute pay period on page 2. Data for clerical, technical, professional, administrative, and executive employees should show the number of regular full-time employees plus the number of part-time and casual employees for whom supplementary compensation practices are the same as for regular full-time employees.)

Total employment in establishment----- _____

Number of clerical, technical, professional,
administrative, and executive employees:

Nonexempt----- _____

Exempt, excluding upper management----- _____

Upper management----- _____

FOR BLS USE ONLY							
Schedule number	Reg.	State	City size	SIC code	Est. size	Weight	Special charac.

Part I. Annual Expenditures and Hours

PLEASE READ EXPLANATIONS BEFORE COMPLETING THIS FORM

Data should be reported in the items which follow only for the requested employee groups in the establishment identified on page 1 of this questionnaire (see Items I and II).

IF NO MAN-HOURS OR EXPENDITURES WERE INVOLVED DURING 1963 FOR A GIVEN ITEM, ENTER "None" IN THE APPROPRIATE SPACE. IF EXACT DATA ARE NOT AVAILABLE FOR ANY ITEM, PLEASE PROVIDE A CAREFULLY CONSIDERED ESTIMATE. PLEASE DO NOT LEAVE ANY LINES BLANK. IF ANY FIGURES ARE ESTIMATED, PLEASE INDICATE THE METHOD USED IN ESTIMATING.

V. Annual Payroll Expenditures:

A. Total payroll (total should equal sum of "total wages paid" as shown on W-2 forms and normally should equal or approximate sum of expenditures reported in Items B and C) -----

B. Total expenditures for basic salaries including expenditures for paid leave -----

C. Expenditures in addition to basic salaries:

1. Pay for overtime hours and for extra work on paid holidays and on the 6th and 7th days and Saturday and Sunday as such:

a. Payments at straight-time rates -----

b. Payments at premium rates -----

2. Extra pay for shift work (shift differential) -----

3. Severance or dismissal pay -----

4. Yearend, Christmas, and other irregular bonuses (specify type) -----

5. Other irregular pay (specify type, e.g., incentive awards, retroactive pay for 1962 or earlier years, etc.) -----

D. Pay for leave time:

1. Vacations -----

2. Holidays -----

3. Sick leave -----

4. Military, jury, witness, voting, and personal leave -----

	Clerical, technical, professional, administrative, and executive			L I N E
	Nonexempt	Exempt		
		Excluding upper management	Upper management	
	Expenditures			
	\$	\$	\$	1
				2
				3
				4
				5
				6
				7
				8
				9
				10
				11
				12

VI. Annual Hours:

	Clerical, technical, professional, administrative, and executive		L I N E	
	Nonexempt	Exempt		
		Excluding upper management		Upper management
<u>Number of Man-Hours</u>				
A. Total hours paid for (total should equal sum of hours reported in Items B and C)-----			1	
B. Total hours paid for excluding overtime hours but including leave hours paid for-----			2	
C. Number of overtime hours paid for-----			3	
D. Number of paid leave hours:				
1. Vacations-----			4	
2. Holidays-----			5	
3. Sick leave-----			6	
4. Military, jury, witness, voting, and personal leave-----			7	

VII. Expenditures in Addition to Payroll:

	All clerical, technical, professional, administrative, and executive employees		
A. Employer expenditures for legally required insurance:			
1. Old-Age, Survivors, and Disability Insurance (Social Security)-----	\$		8
2. Unemployment Compensation (exclude Railroad Unemployment Insurance):			
a. Payments to State government-----			9
b. Payments to Federal Government-----			10
3. Railroad Retirement Tax-----			11
4. Railroad Unemployment Insurance-----			12
5. Workmen's Compensation-----			13
6. Payments for work-connected disability in establishments subject to the Federal Employers' Liability Act-----			14
7. Other, including State Temporary Disability Insurance (specify)-----			15

Private Welfare Plans

Employer expenditures for Private Welfare Plans and employee contributions for such plans need be reported for upper management employees separately only if a separate plan is in effect for this group.

PROFIT SHARING

Profit sharing as such should not be reported. Include cash actually paid out to employees in 1963 in the form of bonuses in Item V-C-4. (Do not report profit-sharing funds set aside in 1963 for distribution in subsequent years as bonuses.) Other utilizations of profit-sharing proceeds should be reported in the appropriate subdivisions of Item VII-B. (For example, payments deferred until retirement should be reported as pension and retirement plans.)

VII. Expenditures in Addition to Payroll—Continued	All clerical, technical, professional, administrative, and executive employees	Upper management	LINE
B. Employer expenditures for private welfare plans:			
1. Life insurance, accidental death and dismemberment insurance, and death benefits -----	\$	\$	1
2. Hospitalization, surgical and medical plans (include major medical plans), and sickness and accident insurance -----			2
3. Pension and retirement plans (include pay-as-you-go plans)-----			3
4. Supplemental unemployment benefits -----			4
5. Savings and thrift plans-----			5
VIII. Employee Contributions for Private Welfare Plans: Report employee contributions only if there was a plan involving company expenditures for premiums. If company paid the total premiums enter "None." If company paid only part of the premium enter the employee contribution. Do not include employee payments for dependents if company did not also contribute to dependent coverage.			
A. Life insurance, accidental death and dismemberment insurance, and death benefits -----			6
B. Hospitalization, surgical and medical plans (include major medical plans), and sickness and accident insurance -----			7
C. Pension and retirement plans ----			8

BLS 2833

Budget Bureau No. 44-6332
Approval expires Dec. 31, 1964

Your reply will be held in confidence.

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

Supplementary Compensation: Employer Expenditures and Practices for Nonproduction Workers, 1963

I. Company Identification:

II. Location:

County, State, etc., for which data are requested if different from company address.

Part II. Practices and Policies

IX. Paid Leave and Scheduled Workweek:

A. Vacation schedules:

Describe below the eligibility requirements (such as length of service) for the various lengths of paid vacations (or equivalents in vacation pay) granted:

1. Nonexempt nonproduction employees _____

2. Exempt nonproduction employees, excluding upper management _____

3. Upper management _____

FOR BLS USE ONLY							
Schedule number	Reg.	State	City size	SIC code	Est. size	Weight	Special charac.

IX. Paid Leave and Scheduled Workweek—Continued

B. Vacations paid for:

Number of weeks paid for in 1963 (or equivalent)

	Clerical, technical, professional, administrative, and executive		L I N E
	Nonexempt	Exempt	
		Excluding upper management	Upper management
None.....			1
Less than 1 week.....			2
1 but less than 2 weeks.....			3
2 but less than 3 weeks.....			4
3 but less than 4 weeks.....			5
4 weeks and over.....			6

C. Number of paid holidays observed in 1963 (enter number of days per employee):

1. Full-day holidays.....			7
2. Half-day holidays.....			8

D. Straight-time workweek (enter number of hours per week per employee).....

Enter "Yes" or "No" in Each Column

E. Was there a formal sick leave plan in effect (other than insurance)?.....			10
F. Were the following types of <u>paid</u> leave permitted?			
1. Military.....			11
2. Jury.....			12
3. Witness.....			13
4. Voting.....			14
5. Other civic responsibilities.....			15
Specify type _____			

6. Family emergencies.....			16
7. Death in family.....			17
8. Other personal leave.....			18
Specify type _____			

X. Insurance and Pensions:

A. Did the company have a plan providing for company contributions (other than administrative costs) for—

1. Life insurance, accidental death and dismemberment insurance, or death benefits—

a. For current employees?

b. For current employees' dependents?

c. For retired employees?

2. Hospitalization, medical, or surgical benefits (excluding major medical benefits)—

a. For current employees?

b. For current employees' dependents?

c. For retired employees?

d. For retired employees' dependents?

3. Major medical benefits—

a. For current employees?

b. For current employees' dependents?

c. For retired employees?

d. For retired employees' dependents?

4. Sickness and accident insurance?

5. Pension or retirement benefits?

Clerical, technical, professional, administrative, and executive			L I N E
Nonexempt	Exempt		
	Excluding upper management	Upper management	
Enter "Yes" or "No" in Each Column			
			1
			2
			3
			4
			5
			6
			7
			8
			9
			10
			11
			12
			13

XI. Extra (Premium) Pay:

	Clerical, technical, professional, administrative, and executive			L I N E
	Nonexempt	Exempt		
		Excluding upper management	Upper management	
A. Was there a company practice in effect to pay additional money and/or other premiums for overtime work? (Enter "Yes" or "No.") -----				1
If "Yes," specify rate of pay and/or other premium ---				2
If "Yes," what employees were covered? (If all employees in a category were covered, enter "All" in the appropriate column; otherwise, list below the specific groups of employees covered.) ----- _____ _____				3
Was compensatory time off allowed for overtime work? (Enter "Yes" or "No.") -----				4
If "Yes," what employees were covered? (If all employees in a category were covered, enter "All" in the appropriate column; otherwise, list below the specific groups of employees covered.) ----- _____ _____				5
B. Was there a company practice in effect to pay a premium for nightwork? (Enter "Yes" or "No.") -----				6
If "Yes," specify rate of differential and/or other premium for--				
1. 2d shift -----				7
2. 3d shift -----				8
3. Other shift -----				9
If "Yes," what employees were covered? (If all employees in a category were covered, enter "All" in the appropriate column; otherwise, list below the specific groups of employees covered.) ----- _____ _____				10
If "No," were any night shifts in operation? (Enter "Yes" or "No.") -----				11

XI. Extra (Premium) Pay—Continued

	Clerical, technical, professional, administrative, and executive		L I N E	
	Nonexempt	Exempt		
		Excluding upper management	Upper management	
C. If there were paid holidays, was there a company practice in effect to pay money in addition to regular holiday pay for work on a paid holiday? (Enter "Yes" or "No.") -----				1
If "Yes," specify rate of pay (exclude pay for holiday as such) -----				2
If "Yes," what employees were covered? (If all employees in a category were covered, enter "All" in the appropriate column; otherwise, list below the specific groups of employees covered.) --- _____ _____ _____				3
Was compensatory time off given for work on paid holidays? (Enter "Yes" or "No.") -----				4
If "Yes," what employees were covered? (If all employees in a category were covered, enter "All" in the appropriate column; otherwise, list below the specific groups of employees covered.) --- _____ _____ _____				5
D. Was there a company practice in effect to pay (in addition to expense allowances) for required travel time on company business outside of employees' regularly scheduled working hours? (Enter "Yes" or "No.") -----				6

XII. Other Company Practices:

Did the company have a plan in effect providing for—

A. Moving expense reimbursement? (Enter "Yes" or "No.") -----

If "Yes," describe practices and employees covered, including a description of such items as reimbursement for expenses and losses in sale of real estate, cost of househunting trips, and temporary quarters and subsistence, and any general catch-all type of allowance.

B. Pay for travel and transportation to first job? (Enter "Yes" or "No.")....

If only in certain occupations or job levels, specify--

Nonexempt	Clerical, technical, professional, administrative, and executive	
	Exempt	
	Excluding upper management	Upper management

L
I
N
E

1

2

Remarks

 Name of authorizing official Title Date
 (Please print or type)

Do you want a copy of the Bureau's report for this survey? ----- Yes No

Field economist and date of visit _____

Explanations
BLS 2833

Supplementary Compensation: Employer Expenditures and Practices for Nonproduction Workers, 1963

General Explanations

Coverage of Report

Each report is intended to cover only that establishment, unit, or location designated in Items I and II of the questionnaire. However, reporting on the basis of other organizational groupings may be satisfactory. If in reporting there is any deviation from the unit designated, please explain fully on the questionnaire. In any event, all entries should refer to the same group or groups of employees.

Employment

In order that the size of the establishment or unit may be determined, please report on the first line of Item IV the total number of employees in the establishment. Include production and related workers as well as nonproduction workers, but do not include proprietors, members of unincorporated firms, or unpaid family workers.

However, since this survey is designed to develop information on supplementary compensation practices for nonproduction workers, please limit answers in the remainder of the questionnaire to the following categories of employees: Clerical, technical, professional, administrative, and executive.

These categories exclude senior officers of corporations, proprietors, members of unincorporated firms, and unpaid family workers. Also exclude outside salesmen. Airline pilots and other transportation industry employees whose work is performed in moving vehicles should be excluded, even if such employees are in employee groups for which data are requested.

In general, the data to be reported should cover only regular full-time employees. However, data for part-time and casual employees should be reported if supplementary compensation practices are the same for these employees as for regular full-time employees.

Nonexempt and Exempt Employees

Employees covered by this survey (see above explanation of coverage) are divided into two groups, "nonexempt" and "exempt" employees, and data are to be reported separately for each of these groups where applicable. "Nonexempt" employees are those subject to the overtime provisions of the Fair Labor Standards Act, whereas, "exempt" employees are not subject to these provisions. Establishments not subject to the Fair Labor Standards Act should consider nonsupervisory nonprofessional employees as "nonexempt" and all other employees covered by this survey as "exempt." Generally, the former will include clerical and technical employees and the latter will include professional, administrative, and executive employees.

Upper Management

Many companies have separate compensation practices for employees above the middle management level. Employees to be considered as upper management are those who are treated separately for compensation purposes. A possible example is the group of employees who are on the executive payroll. If no such differentiation exists in a firm, consider as upper management all employees earning \$20,000 per year or more, including cash bonuses. In any event, exclude senior officers of corporations. Upper management employees commonly are those who initiate policy recommendations.

Company Records

If separate company records are not maintained for the precise employee groups for which data are requested, but are maintained for employee groupings which are similar in coverage, the groupings for which data are available may be substituted for those requested. If such substitution is made, please note this fact on the questionnaire and define the groups for which data are shown. In any event, data reported in all items of the questionnaire should be for the same employee groups.

Annual Payroll Expenditures and Expenditures in Addition to Payroll

To simplify reporting, the questionnaire form classifies all requested expenditures into either "payroll expenditures" or "expenditures in addition to payroll." It is recognized that the classification adopted for individual expenditure items may not conform to practices in all establishments. Nevertheless, expenditures for all listed items should be reported on the lines on which the data are requested.

Individual Items

(Explanations for items are in the same order as the items appear on the questionnaire)

Part I

Total Payroll

For each employee category, report the total amount of wages and salaries paid to employees during the year. Include pay for overtime, holidays, vacations, and sick leave, paid by the establishment directly to the employee. Also include commissions, bonuses (e.g., Christmas bonuses) not paid regularly each pay period, and pay not earned during the year (e.g., retroactive pay, dismissal pay). All payments should be shown prior to such deductions as withholding taxes and employee contributions for Social Security, group insurance, and savings bonds. Exclude allowances for transportation, living costs, and other expenses incurred in the performance of work. The concept of total payroll follows the definition of "total wages paid" that is used for income tax purposes on the Withholding Tax Form (W-2 Form).

Total Expenditures for Basic Salaries

Report that part of total payroll which consists of cash payments to employees for hours during the regular straight-time workweek. Include payments for rest periods and other nonwork time at the plant or office, pay for hours of the normal working day spent away from the premises on company business, and pay for leave hours. In addition to base salary, include commissions and bonuses paid regularly (e.g., weekly or monthly), cost-of-living allowances, and retroactive pay applying to 1963. Where paid, include salaries paid to employees while attending conventions or meetings or on educational leave. Total expenditures for basic salaries consist of total payroll less expenditures for such items as overtime; shift premiums; severance pay plans; and yearend, Christmas, and other irregular bonuses.

Pay for Overtime Hours

Report total payments during the year for overtime work. If employees worked overtime but received no compensation in addition to their regular basic salaries, no expenditure should be reported here.

For daily and weekly overtime and for extra work on the 6th and 7th days and Saturday and Sunday as such it is necessary to distinguish between that part of total expenditures which constitutes payment at regular rates and that part which represents premium pay. If compensation for overtime is at the regular straight-time rate or less, report the total payment in Item a. If compensation is at more than the straight-time rate (e.g., time and one-half) report the straight-time in Item a and the premium in Item b. If employees receive cash meal allowances for overtime work (either in lieu of or in addition to overtime pay), the sum of such meal allowances should be reported in Item b. (Do not include the value of free meals provided in a company cafeteria for overtime work.)

For pay for holiday work, it is necessary to distinguish between the extra pay for work on a holiday, the payment at the regular rate for work performed, and the holiday pay workers would have received if they had not worked. The holiday pay employees would have received if they had not worked should be reported as part of expenditures for basic salaries. The regular straight-time pay for work actually performed should be reported in Item a. The balance of pay for holiday work, if any, is the premium for work on holidays and should be reported in Item b. (If there are holidays for which premium rates are paid if the days are worked but no pay is given if the days are not worked, report the straight-time pay for work on such days as part of expenditures for basic salaries and the premium as overtime payments at premium rates.)

If employees received both pay in lieu of vacation and pay for the time worked, report as expenditures for basic salaries the vacation pay and report as overtime the pay for the time worked.

Extra Pay for Shift Work

Include only shift premium pay above the regular rates for the day shift. This covers not only differentials paid in the form of a higher rate, but also special payments to late-shift workers for meal periods and for any other hours not worked by them but paid for (e.g., if late-shift workers receive 8 hours' pay for 7½ hours' work, compared with 8 hours' work for the day shift, total expenditures for the ½ hour's pay should be reported as shift differential). Include cash payments for meals granted to late-shift employees if such payments are not made to employees on the day shift.

Severance or Dismissal Pay

This item covers plans which are designed to provide payments in case of loss of employment. Payments may be made on a lump-sum or weekly basis. These plans are also referred to as termination or layoff pay plans. Include payments to both permanently and temporarily laid off employees. Report payments made by the company during the year, directly to separated employees or to funds which are responsible for making such payments to separated employees. Payments to plans which are primarily supplemental unemployment benefit plans should be reported under private welfare plans (Item VII-B-4). See the explanations below for private welfare plans for a definition of supplemental unemployment benefit plans.

Yearend, Christmas, and Other Irregular Bonuses

Report special bonus payments made at the end of the calendar or fiscal year or during the Christmas season. Report also cash payments for perfect attendance and long service, and related bonuses. Include cash from profit-sharing plans actually paid out to employees in 1963 in the form of bonuses. (Do not report profit-sharing funds set aside in 1963 for distribution in subsequent years.) Exclude regularly paid bonuses (such as weekly and monthly production bonuses), bonuses in the form of merchandise, and such incentive payments as safety awards and suggestion awards.

Other Irregular Pay

Report cash payments not elsewhere reported. Include retroactive pay for previous years, incentive awards, safety awards, and suggestion awards. However, exclude allowances for transportation, living costs, and other expenses incurred in the performance of work, and payments for educational expenses.

Pay for Leave Time

This section is intended to measure payroll expenditures accounted for by paid leave during the year. Exclude payments under severance pay and supplemental unemployment benefit

plans. For each type of excused absence listed, report total payments made directly to the employees by the company. (These expenditures were also included in expenditures for basic salaries.)

1. Vacations. Report total vacation payments made by the company directly to the employees during 1963, whether vacations were taken or not. If employees worked during the vacation period, and were given both pay for work and pay in lieu of vacation, report here only the payments in lieu of vacation. If employees who left the company were paid for unused vacation, report the payments made.
2. Holidays. Report total holiday payments made by the company directly to the employees during the year, whether the holidays were taken or not. For employees who worked on a paid holiday, and received both pay for work and pay in lieu of time off, report here only the holiday pay the employee would have received if he had not worked.
3. Sick leave. Report total sick leave payments made by the company directly to the employees during the year. Include payments under both formal sick leave plans and informal salary continuation plans. Include payments for both short-term and long-term illness. If a sick leave plan was in effect providing paid time off or cash bonuses for unused sick leave, report as sick leave only pay for time off because of actual illness. Paid time off for unused sick leave should be reported as personal leave (Item V-D-4), and cash bonuses as yearend, Christmas, and other irregular bonuses (Item V-C-4). (Payments reported as pay for leave time should also be reported as expenditures for basic salaries, Item V-B; but cash bonus payments should be included in expenditures in addition to basic salaries, Item V-C.)

Payments which supplement legally required payments, made by the company directly to employees for time lost because of on-the-job injuries, should be reported as sick leave. Payments pursuant to State Temporary Disability Insurance laws should be reported as sick leave if they are made by the company directly to the employees. However, payments for insurance premiums pursuant to State Temporary Disability Insurance laws should only be reported as other legally required insurance (Item VII-A-7). Other expenditures for sickness and accident insurance premiums should be reported under Item VII-B-2. (See below.)

4. Military, jury, witness, voting, and personal leave. Report total payments made by the company during the year, directly to the employees, for military, jury, witness, or voting leave or leave granted for personal reasons such as death in the family, time off for perfect attendance, etc.

Total Hours Paid For

Report the total number of man-hours paid for. This should include man-hours spent at the plant or office, man-hours away from the establishment on company business, and the man-hours equivalent to pay for time spent away from the establishment during paid leave periods.

To determine the man-hours equivalent to the pay received divide the payment for the item by the employee's straight-time hourly rate. For example, under jury leave, if an employee who is regularly paid \$2 an hour was given \$5 for a day's absence for jury duty, the man-hours equivalent to the pay received would be $2\frac{1}{2}$ hours (i. e., $\$5 \div \2). Similarly, under sick leave, if an employee received a day's sick leave at half his regular rate of pay, the man-hours equivalent would be 4, even though the employee was absent for 8 hours.

Do not convert overtime or other premium paid hours to straight-time equivalent hours.

Hours Paid For (Excluding Overtime Hours),

Overtime Hours, and

Paid Leave Hours (Items VI-B, C, and D)

In each of these three items, report the number of man-hours or the man-hours equivalent (as defined above). The hours reported should be those for which expenditures for basic salaries, overtime, and paid leave, respectively, were reported in the annual payroll expenditures section of the questionnaire.

Include as overtime hours only those hours worked outside the regular workweek for which additional compensation was paid.

Legally Required Insurance

Report the net liability incurred by the company for the year 1963 for employee benefit programs that are required by law. Exclude employee contributions to the payments. Report the net liability incurred for 1963 rather than the amount paid during 1963. For example, report Social Security tax payments for the fourth quarter of 1963, even though they were paid in the first quarter of 1964. Exclude payments for the fourth quarter of 1962, even though they were paid in the first quarter of 1963.

1. Social Security Taxes (FICA) for Old-Age, Survivors, and Disability Insurance. Report the liability incurred for 1963 rather than the amount paid during 1963. NOTE: If you obtain your figures from your "Employer's Quarterly Federal Tax Return" (Form 941), please exclude amounts deducted from employees' pay. Exclude Railroad Retirement Tax payments.
2. Unemployment Compensation. Report separately payments to State governments and to the Federal Government. Exclude Railroad Unemployment Insurance payments.
3. Railroad Retirement Tax, and
4. Railroad Unemployment Insurance

Report payments for retirement and unemployment compensation pursuant to special legislation for the railroad industry.

5. Workmen's Compensation. Report net expenditures during the year for insurance premiums (i. e., premiums less refunds) and payments to State funds.

If your company qualifies as a self-insurer, report the total net expenditures made during the year for workmen's compensation benefits that are required by law. Do not include costs of medical and first-aid services normally supplied by the company. Exclude payments for work-connected disability under the Federal Employers' Liability Act.

Premiums for private plans, over and above legally required workmen's compensation, providing benefits for work-connected illness or injury, should be reported in combination with workmen's compensation.

6. Payments for Work-Connected Disability Under the Federal Employers' Liability Act. Report expenditures made in transportation industry establishments subject to the Federal Employers' Liability Act and not covered by State workmen's compensation acts.
7. Other, Including State Temporary Disability Insurance. Specify each other legally required program for which employer expenditures were made. Include total payments made to insurance carriers, to State or other funds, or directly to the employee for those benefits required by law which have not been accounted for elsewhere in the questionnaire. An example of items to be included here is State Temporary Disability Insurance. Report total employer expenditures for premiums for such insurance even where a plan is more liberal than the State requirements. Where employer expenditures for premiums for legally required Temporary Disability Insurance cannot be isolated from employer payments for other benefits reported on the questionnaire, please indicate this fact and also the item which includes the payments for Temporary Disability Insurance.

Employer Expenditures for Private Welfare Plans

For each of the private welfare plan items report a single figure representing the combined expenditures for all clerical, technical, professional, administrative, and executive employees. In addition, if separate plans existed for upper management employees, report expenditures for such plans separately. (Do not report any expenditures in the upper management column unless separate plans were in effect for these employees. Expenditures reported in the upper management column should be included in the reported expenditures for all nonproduction employees.)

Exclude payments already reported as pay for leave time or legally required insurance. Exclude employee contributions to the payments. Include company payments to funds and to plans financed through profit sharing. For payments to insurance carriers report only net expenditures (i. e., premiums less rebates, refunds, and dividends received during the year, unless they go to purchase additional insurance). Include payments for dependents and retired employees.

1. Life Insurance, Accidental Death and Dismemberment Insurance, and Death Benefits, and
2. Hospitalization, Surgical and Medical Plans, and Sickness and Accident Insurance. Report net expenditures for insurance premiums, payments to welfare funds, payments under self-insured arrangements, etc. Exclude administrative expenses incurred by the company and employee contributions to the payments for the plan. Include payments for travel accident insurance in the figure for life insurance, accidental death and dismemberment insurance, and death benefits (Item VII-B-1). Sickness and accident insurance, which usually is financed through a group insurance policy, provides payments to employees during absences from work caused by illness or accident. Do not include company payments directly to employees under extended sick leave plans; these should be reported as payments for sick leave.
3. Pension and Retirement Plans. Report premiums paid by the company to an insurance carrier, less dividends or other credits; company payments into an irrevocable trust fund; company payments to pensioners under pay-as-you-go plans (i. e. , unfunded plans), etc. Payments for past service liability as well as current service credits should be reported. Payments under profit-sharing plans deferred until retirement should be reported here. Include premiums for disability retirement insurance. Exclude administrative costs (including actuarial and legal expenses) incurred by the company and employee contributions to the payments for the plans.
4. Supplemental Unemployment Benefits. This item covers plans which are designed primarily to provide benefits which supplement legally required unemployment compensation benefits. Report expenditures during 1963. Expenditures for severance pay should be reported in the section of the questionnaire covering annual payroll expenditures.
5. Savings and Thrift Plans. Under these plans, normally employee savings are supplemented by company contributions. Report cash payments, made by the company during the year, to a separate fund or to employee accounts. Exclude interest credited to the employee's account. Also exclude payments made under arrangements which are primarily pension plans. Payments to funds which are primarily designed to provide pension or retirement benefits are to be reported as pension and retirement plans (Item VII-B-3).

Employee Contributions for Private Welfare Plans

Report the contributions in 1963 by employees for premiums for the specified benefits. Report contributions only if there was a plan involving company expenditures for premiums. Include contributions for both employees' and their dependents' benefits, provided the company also contributed towards dependents' benefits. However, if the company provided benefits for employees only and the full cost of dependents' benefits were borne by employees, report only the contributions of the employees for their own benefits, but not those for their dependents' benefits. Report data for upper management employees separately only if a separate plan existed for these employees. In any event, include data for upper management employees in the figure for all nonproduction employees.

Part II

Vacation Schedules

Report the length-of-service requirements for the various lengths of paid vacations (or equivalents in vacation pay) granted. Describe the practice applying to the largest group of employees in each of the employee groups. If lengths of vacation are not dependent upon employees' lengths of service, describe the method of determining lengths of vacation. (If additional space is needed to answer this question, use the remarks area at the end of the questionnaire form.)

Vacations Paid For

Report the number of employees on the payroll at any time during 1963 who received, directly from the company, paid vacations of the lengths specified. (If full pay was not given for all time off, base reporting on the full-time equivalent of the pay received.) Report on the "None" line the number of employees who did not receive paid vacations. If an employee received as vacation pay a percentage of his annual earnings, consider 2 percent or slightly more as equivalent to 1 week's vacation, 4 percent or slightly more to 2 weeks' vacation, etc.

Holidays

Report the number of holidays per person observed in 1963. Do not consider as a half-day holiday time off less than a full half day.

Straight-Time Workweek

Report for the largest group of employees in each category the number of hours per week per employee in the straight-time workweek. This need not be the hours actually worked.

Sick Leave

Consider as a sick leave plan one whereby the company pays directly, in whole or in part, salaries to employees who are away from work because of illness or injury, other than legally required workmen's compensation. Informal arrangements for such payments should be answered "No." An insurance policy providing cash payments to ill employees should not be considered as sick leave, but should be reported under "Insurance and Pensions" (Item X-A-4). Answer "Yes" for a particular employee group if there was a plan applying to any employees in that group (the plan need not apply to all or a majority of the employees).

Miscellaneous Leave

In these questions, answer "Yes" if there was a company policy of granting paid leave of the types listed, even if no actual paid leave was granted in 1963 because the circumstances causing such leave did not arise. Answer "Yes" for a particular employee group if there was a policy applying to any employees in the group (the policy need not apply to all or a majority of the employees).

Company Plans for Insurance and Pensions

In this section, a question should be answered "Yes" only if there was a plan involving company expenditures for benefits. If the company's role was limited to collecting premiums from employees and turning the funds collected over to an insurance carrier, the appropriate question should be answered "No." If a company provided benefits for employees but the employees paid the full cost of dependents' benefits, the appropriate question should be answered "Yes" for employees and "No" for dependents. If a company had no expenditures in 1963 for a benefit because dividends or other credits exceeded premiums or because there was no occasion to make payments under a self-insured plan, answer "Yes" for that benefit. Answer "Yes" for a particular employee group if there was a plan applying to any employees in the group (the plan need not apply to all or a majority of the employees).

Coverage of Insurance and Pension Plans

For purposes of these questions, for insured plans and for those financed by other funding arrangements, consider as "covered" employees those for whom the company was making payments. Thus, an employee would be "covered" by a pension plan if the company was making payments for his pension benefits, even if he was not currently eligible to receive the benefits because he had not reached retirement age or had not sufficient length of service. Employees not covered would be those for whom the company was not making payments because of such factors as age or length-of-service requirements for coverage and failure to make employee contributions under contributory plans. For plans financed on a pay-as-you-go basis, employees not covered would be those who would not currently or in the future be eligible for benefits.

Extra (Premium) Pay and Miscellaneous Practices

In each of these items, answer "Yes" or "No" for each of the employee groups and, as requested, provide information on the nature of the company practice and the specific employees covered by the practice.

Where applicable, answer "Yes" if a company policy existed, even if the policy was not invoked because the contingency did not arise. Answer "Yes" for a particular employee group if there was a policy applying to any employees in the group (the policy need not apply to all or a majority of the employees).

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