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UNITED STATES DEPARTMENT OF LABOR

BULLETIN OF THE WOMEN'S BUREAU, No. 51

WOMEN IN ILLINOIS INDUSTRIES

A STUDY OF HOURS AND WORKING CONDITIONS

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[PUBLIC—NO. 259—66TH CONGRESS.]

[H. R. 13229.]

An Act To establish in the Department of Labor a bureau to be known as the Women's Bureau

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That there shall be established in the Department of Labor a bureau to be known as the Women's Bureau.

SEC. 2. That the said bureau shall be in charge of a director, a woman, to be appointed by the President, by and with the advice and consent of the Senate, who shall receive an annual compensation of $5,000. It shall be the duty of said bureau to formulate standards and policies which shall promote the welfare of wage-earning women, improve their working conditions, increase their efficiency, and advance their opportunities for profitable employment. The said bureau shall have authority to investigate and report to the said department upon all matters pertaining to the welfare of women in industry. The director of said bureau may from time to time publish the results of these investigations in such a manner and to such extent as the Secretary of Labor may prescribe.

SEC. 3. That there shall be in said bureau an assistant director, to be appointed by the Secretary of Labor, who shall receive an annual compensation of $3,500 and shall perform such duties as shall be prescribed by the director and approved by the Secretary of Labor.

SEC. 4. That there is hereby authorized to be employed by said bureau a chief clerk and such special agents, assistants, clerks, and other employees at such rates of compensation and in such numbers as Congress may from time to time provide by appropriations.

SEC. 5. That the Secretary of Labor is hereby directed to furnish sufficient quarters, office furniture, and equipment for the work of this bureau.

SEC. 6. That this act shall take effect and be in force from and after its passage.

Approved, June 5, 1920.

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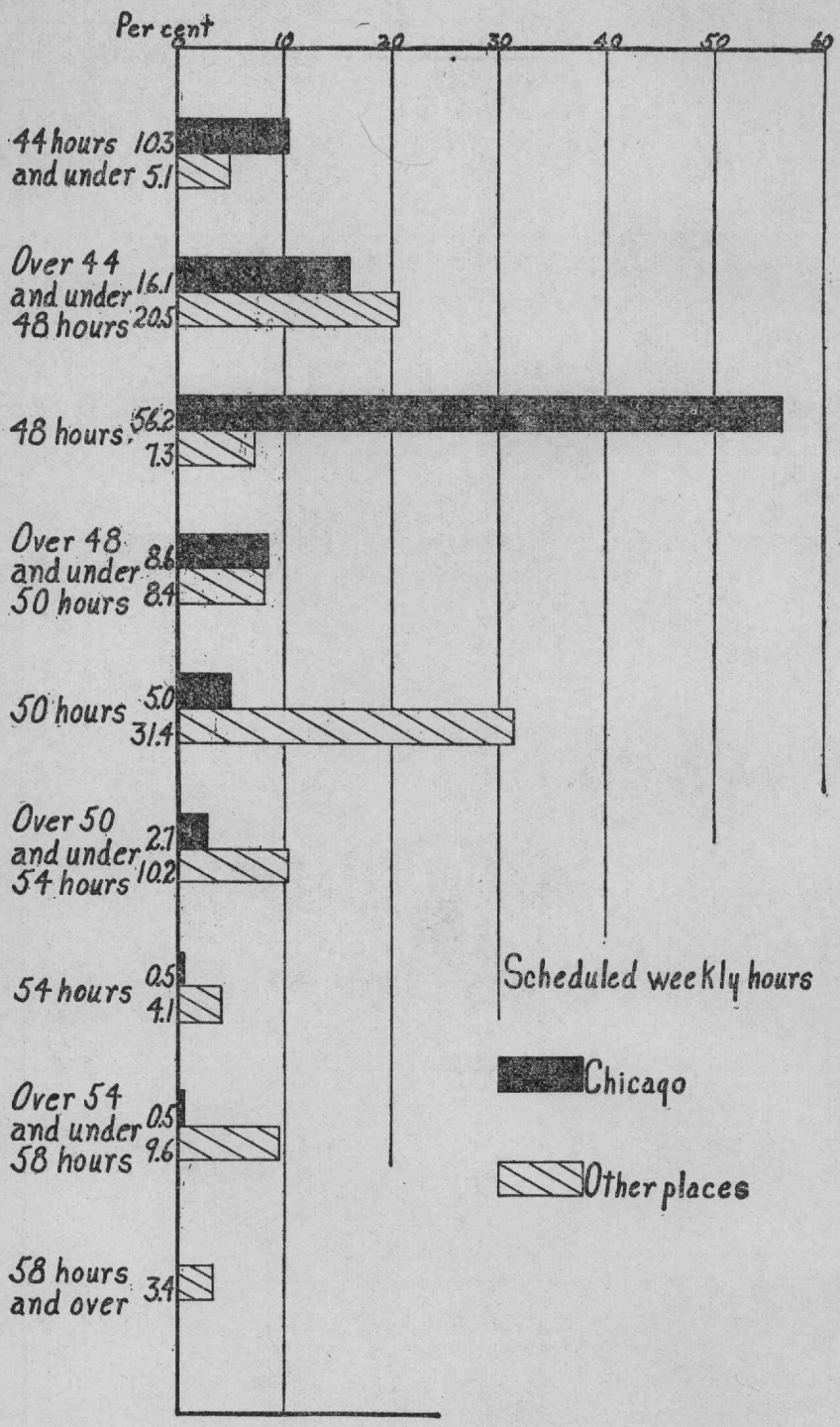

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U. S. DEPARTMENT OF LABOR
JAMES J. DAVIS, SECRETARY
WOMEN'S BUREAU
MARY ANDERSON, Director

BULLETIN OF THE WOMEN'S BUREAU, NO. 51

WOMEN IN ILLINOIS INDUSTRIES

A STUDY OF HOURS AND WORKING CONDITIONS

WASHINGTON
GOVERNMENT PRINTING OFFICE
1926

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LETTER OF TRANSMITTAL

UNITED STATES DEPARTMENT OF LABOR,
WOMEN'S BUREAU,
Washington, November 12, 1925.

SIR: There is transmitted herewith a report of an investigation of hours and working conditions of women in industry in the State of Illinois. This survey was made at the request of the Illinois League of Women Voters. We appreciate the cooperation given by a number of agencies in the State, and especially that of the manufacturers, through whose aid the investigation was much facilitated.

The survey was made under the direction of Ethel L. Best, industrial supervisor, and the report was written by Ruth I. Voris, assistant editor.

MARY ANDERSON, *Director.*

Hon. JAMES J. DAVIS,
Secretary of Labor.

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WOMEN IN ILLINOIS INDUSTRIES

PART I

INTRODUCTION

Illinois ranks as one of the leading industrial States of the country. At the suggestion of the Illinois League of Women Voters and because of the industrial importance of the State, the Women's Bureau of the United States Department of Labor undertook a survey of hours and wages of the women workers of Illinois, which was carried on during the late winter and spring of 1924.

Especially valuable assistance was given by the State department of labor, the Federal and State employment service, and the State bureau of social welfare. Helpful advice was also given by local secretaries of the Young Women's Christian Association in some of the towns visited. Most prominent among the cooperating agencies were the employers themselves. In almost every instance they gave free access to their records, and it was their readiness to supply the information desired and to grant access to their plants that made possible the collection of the data presented in the bulletin.

The work of carrying on a representative survey of the women engaged in industry in a State of the industrial importance of Illinois is very considerable. There are large numbers of women employed in Illinois, and, while many are concentrated in or near Chicago, there are plants of real importance employing large numbers of women scattered over the State, even to the extreme southern end. As a manufacturing center Illinois ranks third among the States of the country when rated according to the value of the manufactured product,[1] and recent years have seen a marked and continuous increase in its industrial activities. If the number of wage earners be used as a measure, the rate of growth of manufacturing industries in Illinois during the 10 years from 1909 to 1919—with practically a 40 per cent increase in the number of wage earners engaged in manufacturing within that period of years—was greater than in the United States as a whole.[2]

Industry in Illinois has not narrowed down to any one type which has an overwhelming importance in the State. According to the Census of Manufactures, 23.7 per cent of the total value of manufactured products of the State was accredited to slaughtering and meat packing, but when the value added by manufacture, a figure perhaps more indicative of the amount of industrial activity, is alone considered the percentage drops to only 7.3 per cent of the total for the State. Fifteen other industries contributed more than 1 per cent each to the total value added by manufacture in the State, but a large part of the industrial activity was more or less hidden under the classification of "all other industries," the establishments under this classification contributing more of the value added by manufacture and also employing a larger proportion of the wage earners than did any one industry.[3]

[1] U. S. Bureau of the Census. Fourteenth Census: 1920. v. 8, Manufactures, 1919, p. 18, Table 10.
[2] U. S. Bureau of the Census. Fourteenth Census: 1920. v. 9, Manufactures, 1919, p. 310, Table 1; v. 8, Manufactures, 1919, p. 14, Table 2.
[3] U. S. Bureau of the Census. Fourteenth Census: 1920. v. 9, Manufactures, 1919, p. 312, Table 3.

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The women of Illinois contribute very considerably to the industrial life of the State. Over one-half million females 10 years of age and over were gainfully employed, or over one-fifth of all the women in the State. Fifteen other States had a larger proportion of their women gainfully employed, but only two others, New York and Pennsylvania, had a larger number of women gainfully employed.[4]

Over one-fourth of the gainfully employed women were in clerical occupations, almost a fourth in domestic and personal service, while 22.7 per cent were engaged in manufacturing and mechanical industries. Trade claimed over one-tenth of the women who worked, and professional service almost an eighth.[5]

SCOPE AND METHOD OF INVESTIGATION

It was impossible with the time and funds available to make a complete survey of all the women working in Illinois, but an attempt was made to include representative plants employing women. Stores, laundries, factories, hotels, and restaurants were visited in the following 50 cities and towns of the State:

Alton.	Dixon.	Joliet.	Ottawa.
Aurora.	East Alton.	Kankakee.	Paris.
Belleville.	East St. Louis.	Kewanee.	Paxton.
Belvidere.	Effingham.	La Salle.	Peoria.
Bloomington.	Elgin.	Lincoln.	Pittsfield.
Cairo.	Fairfield.	Litchfield.	Pontiac.
Centralia.	Freeport.	Marseilles.	Quincy.
Charleston.	Galesburg.	Mattoon.	Rockford.
Chester.	Granite City.	Moline.	Rock Island.
Chicago.	Greenville.	Morris.	Springfield.
Danville.	Hillsboro.	Mound City.	Streator.
Decatur.	Hoopeston.	Mount Vernon.	
De Kalb.	Jacksonville.	Murphysboro.	

Definite information as to numbers of employees and their hours, together with facts concerning the conditions under which they worked, was scheduled by investigators, who secured the data from interviews with employers and managers, from clock-card or time-book records of the number of hours worked, and from personal inspection of the plants. In order to obtain exact information on the actual time worked, all data were copied from the written records of the firm by the investigators. An attempt was made to obtain these attendance records for the same week in all establishments, the calendar week ended January 26, 1924. In cases, however, where plants had been running slack during that week, or time records for that period had been destroyed before the date on which the agent called, another week was chosen at the suggestion of the firm. Every effort was made to obtain records for a week in which no unusual situation had affected the number of hours which the women had worked. Questionnaires were distributed in all of the plants visited, on which the employees were asked to furnish information as to age, nativity, experience in the trade, and conjugal and living condition.

The number of establishments in the survey, the industries covered, and the number of women employed are given in Table 1. Although, for the sake of completeness, all employees are included in this table, elsewhere in the report only adult women—those 16 years of age and over—are considered.

[4] U. S. Bureau of the Census. Fourteenth Census: 1920. v. 4, Population, p. 47, Table 8.
[5] U. S. Bureau of the Census. Fourteenth Census: 1920. v. 4, Population, p. 54, Table 14.

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In all, 429 establishments, employing a total of 142,745 workers, were visited throughout the entire State. A very large proportion of the women actually covered by the survey (59.7 per cent) were employed in Chicago. This proportion, however, is a normal and representative one, for according to the census in 1920 almost one-half of all the people over 10 years of age who were gainfully employed in Illinois were located in Chicago; and 57.6 per cent of the gainfully employed women of the State were grouped in that one center.

Over one-third (35.1 per cent) of the workers employed in the plants visited were women or girls. It is to be expected that the proportion of women on the pay rolls of the establishments visited would exceed that for the State as a whole. As the study was concerned primarily with facts relating to women in industry, those industries were included in which women constituted a relatively important part of the labor force.

The women surveyed were employed in 31 manufacturing industries, in stores, in laundries, and in hotels and restaurants. There were 14 industry groups in each of which more than a thousand women were reported. The 10 industries employing most of the women included, arranged in the order of the number of women employees, are as follows: Electrical appliances; general mercantile establishments; jewelry, including clocks and watches; men's clothing; boots and shoes; metal products; slaughtering and meat packing; "other textiles"; printing and publishing; and knit goods.

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TABLE 1.—*Number of establishments visited and number of men, women, and children employed therein, by industry and locality*

Industry	Number of establishments			Total number of employees			Number of men						Number of women						Number of boys under 16 years of age			Number of girls under 16 years of age		
							State		Chicago		Other places		State		Chicago		Other places							
	State	Chicago	Other places	State	Chicago	Other places	White	Negro	White	Negro	White	Negro	White	Negro	White	Negro	White	Negro	State	Chicago	Other places	State	Chicago	Other places
All industries	429	160	269	142,745	87,838	54,907	84,371	7,664	51,644	5,450	32,727	2,214	46,706	2,024	27,252	1,831	19,454	193	671	520	151	1,309	1,141	168
Manufacturing:																								
Awnings, tents, and sails	4	3	1	68	41	27	33	------	12	------	21	------	35	------	29	------	6	----	----	----	----	------	------	----
Boots and shoes	19	1	18	6,314	794	5,520	3,441	2	543	------	2,898	2	2,836	1	240	------	2,596	1	19	8	11	15	3	12
Clothing—																								
Men's	23	4	19	5,123	2,614	2,509	1,938	9	1,343	------	595	9	3,160	------	1,262	------	1,898	----	7	7	----	9	2	7
Women's	11	6	5	895	574	321	184	2	156	1	28	1	688	------	404	------	284	----	4	3	1	17	10	7
Corsets (including garters)	8	3	5	1,445	966	479	189	1	133	1	56	------	1,118	------	695	------	423	----	3	3	----	134	134	----
Electrical appliances	9	5	4	32,723	31,130	1,593	21,830	1	20,624	------	1,206	1	10,137	50	9,751	50	386	----	254	254	----	451	451	----
Food—																								
Bread and bakery products	7	5	2	1,315	1,137	178	769	1	676	1	93	------	527	12	442	12	85	----	----	----	----	6	6	----
Slaughtering and meat packing	9	7	2	18,983	16,314	2,669	11,318	5,342	9,754	4,538	1,564	804	1,576	731	1,302	720	274	11	16	----	16	------	------	----
Other	12	2	10	2,153	120	2,033	1,731	1	55	1	1,676	------	394	19	43	19	351	----	3	----	3	5	2	3
Furniture and wood veneer	6	3	3	2,100	1,534	566	1,668	92	1,258	14	410	78	287	39	219	29	68	10	14	14	----	------	------	----
Glass	3	----	3	2,077	------	2,077	1,234	483	------	------	1,234	483	238	122	------	------	238	122	----	----	----	------	------	----
Gloves and mittens	8	2	6	1,801	640	1,161	486	22	297	22	189	------	1,172	1	289	1	883	----	41	3	38	79	28	51
Glue	3	3	----	662	662	------	451	109	451	109	------	------	83	13	83	13	------	----	1	1	----	5	5	----
House furnishings	3	3	----	1,743	1,743	------	946	10	946	10	------	------	318	294	318	294	------	----	79	79	----	96	96	----
Jewelry (including clocks and watches)	8	----	8	8,367	------	8,367	4,439	------	------	------	4,439	------	3,925	------	------	------	3,925	----	3	----	3	------	------	----
Lamps and reflectors	3	2	1	450	384	66	109	------	58	------	51	------	317	------	302	------	15	----	----	----	----	24	24	----
Leather products	3	1	2	286	164	122	169	------	63	------	106	------	114	------	101	------	13	----	3	----	3	------	------	----
Metal products	36	11	25	15,591	3,357	12,234	12,584	202	2,412	15	10,172	187	2,715	4	873	------	1,842	4	29	4	25	57	53	4
Millinery, lace, and embroidery	11	10	1	1,049	1,021	28	111	1	108	1	3	------	935	------	910	------	25	----	2	2	----	------	------	----
Musical instruments	5	2	3	1,279	605	674	1,070	------	498	------	572	------	175	------	73	------	102	----	14	14	----	20	20	----
Paper products—																								
Boxes	14	7	7	2,471	963	1,508	1,633	------	540	------	1,093	------	816	------	407	------	409	----	5	3	2	17	13	4
Other	10	3	7	1,116	338	778	541	------	78	------	463	------	573	------	259	------	314	----	2	1	1	------	------	----
Patent medicines, chemical products, and soap	13	7	6	3,928	1,485	2,443	2,321	711	677	91	1,644	620	828	53	663	39	165	14	6	6	----	9	9	----
Printing, publishing, and bookbinding	16	10	6	5,270	4,636	634	3,519	25	3,078	25	441	------	1,626	------	1,442	------	184	----	88	83	5	12	8	4
Professional and scientific instruments	3	1	2	3,000	2,579	421	2,124	------	1,800	------	324	------	876	------	779	------	97	----	----	----	----	------	------	----

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Signs and advertising novelties	5	1	4	602	62	540	306	------	42	------	264	------	295	------	19	------	276	----	1	1	----	------	------	----
Textiles—																								
Knit goods	9	----	9	2,610	------	2,610	983	2	------	------	983	2	1,555	------	------	------	1,555	----	22	----	22	48	------	48
Other	12	8	4	3,662	2,794	868	1,441	262	965	262	476	------	1,529	132	1,183	132	346	----	40	21	19	258	231	27
Tobacco	4	2	2	805	647	158	285	20	271	20	14	------	478	22	334	22	144	----	----	----	----	------	------	----
Wooden boxes	8	4	4	1,833	1,105	728	1,340	216	741	216	599	------	234	42	106	42	128	----	1	----	1	------	------	----
Miscellaneous	4	----	4	414	------	414	295	------	------	------	295	------	119	------	------	------	119	----	----	----	----	------	------	----
General mercantile	37	6	31	8,050	6,439	1,611	3,540	11	3,075	1	465	10	4,391	49	3,263	42	1,128	7	14	13	1	45	45	----
5-and-10-cent stores	20	2	18	654	325	329	97	11	49	10	48	1	541	5	261	5	280	----	----	----	----	------	------	----
Laundries	44	16	28	1,876	938	938	365	78	139	68	226	10	1,042	389	364	366	678	23	----	----	----	2	1	1
Hotels and restaurants	39	20	19	2,030	1,727	303	881	50	802	44	79	6	1,053	46	836	45	217	1	----	----	----	------	------	----

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THE WORKERS

In order to obtain some idea of the type of women employed in Illinois an effort was made to secure from as many women as possible information on age, nativity, and conjugal and living conditions. Questionnaires, distributed in the plants and filled in by the women themselves, were returned by not far from 19,000 women. In some cases the record was incomplete, and thus the number reporting on the different items varies.

Nativity.

Of the 18,376 women reporting on nativity, 76.7 per cent were native-born whites, 4.6 per cent were native-born negroes, and 18.7 per cent were foreign born. (Appendix Table IV.) Although the printed table does not give figures for Chicago and other places separately, the material was so tabulated and, as would be expected, showed a marked contrast between the women workers of Chicago and those of the smaller places. Practically all the negro women returning personal history records were employed in Chicago plants, and 28.7 per cent of all the women reporting on nativity in Chicago were foreign born, while only 8.7 per cent of those who returned such information from the plants in the smaller towns were born in foreign countries. Over 90 per cent of the women employed in the smaller towns of the State were native-born white women.

The majority of the negro women were employed in slaughtering and meat-packing establishments, in the manufacture of house furnishings and of miscellaneous textiles, and in laundries. Foreign-born women formed over a third of the total number reporting in each of the following industries: Slaughtering and meat packing and the manufacture of bread and bakery products, of glue, and of tobacco products. It will be noticed that both the foreign-born women and the negro women formed a considerable proportion of the total number reporting in the slaughter and packing houses. In fact, only a fourth of the women reporting in the industry were native-born white women.

Age.

Reports on age were secured from 18,256 women, and the figures are presented in Table I in the appendix. Of these women, 32.2 per cent were less than 20 years old, 27.6 per cent were 20 but less than 25, 13.3 per cent were 25 but less than 30, and 26.9 per cent were 30 or older. In other words, the women workers in the industries surveyed were pretty well distributed among the various age groups, and women of 20 or over formed the majority of those reporting. The largest proportions of women 30 years of age and over were found in men's clothing, glue, and tobacco manufacturing in the miscellaneous groups, in slaughtering and meat-packing houses, and in general mercantile establishments. The younger women assumed greater importance in the following industries: 5-and-10-cent stores and the manufacture of bread and bakery products, corsets, glass, gloves and mittens, lamps and reflectors, jewelry, paper boxes, and signs and advertising novelties. In each of these industries, the girls of under 20 formed more than 40 per cent of the women reporting.

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Conjugal condition.

Many of the women surveyed in Illinois had continued to work outside the home after marriage. According to Table II in the appendix, of the 17,966 women who gave information about marital status, 22.4 per cent were married and 12.3 per cent were widowed, separated, or divorced, making a total of 34.8 per cent who were or had been married. In this conjugal group were reported more than one-half of the women in each of the following industries: The manufacture of glue, house furnishings, and tobacco; slaughtering and meat-packing establishments; and laundries. On the other hand, single women formed at least 80 per cent of the women workers in each of the following industries: The manufacture of corsets, jewelry, lamps and reflectors, musical instruments, and signs and advertising novelties.

Living condition.

There were 18,466 women who reported on whether they were living with their families or independently. (Table III in the appendix.) Of these, 83 per cent were living at home, 6.4 per cent with relatives but not at home, and 10.6 per cent independently. There is no marked difference in living arrangements of the various industrial groups, although the establishments in the millinery, lace, and embroidery group and the general mercantile establishments show a considerably higher proportion of their women workers living independently (24.1 per cent and 17.9 per cent, respectively) than do most of the others.

SUMMARY OF FACTS

Extent of survey.

Number of cities and towns visited, 50.
Number of establishments visited, 429.
Number of women employed in these establishments, 48,730.

Scheduled hours.

Hour data for 388 factories, stores, and laundries may be summarized as follows:

1. Weekly schedule—
   Chicago.
   54 hours or over for 1 per cent of the women.
   48 hours or less for 82.7 per cent of the women.
   Other places.
   54 hours or over for 17.1 per cent of the women.
   48 hours or less for 32.9 per cent of the women.
2. Daily schedule—
   Chicago.
   10 hours for 0.4 per cent of the women.
   8 hours or less for 35.8 per cent of the women.
   Other places.
   10 hours for 12.5 per cent of the women.
   8 hours or less for 24.4 per cent of the women.
3. Saturday hours—
   Saturday hours shorter than the daily schedule for 90.5 per cent of the women in factories.
   Saturday hours longer than the daily schedule for 33.8 per cent of the women in stores.

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Actual hours worked.

Detailed attendance records for 35,636 women employed in factories, stores, and laundries may be summarized as follows:

Hours less than the scheduled week worked by 46.3 per cent of the women.
Less than 5 hours lost by 36.5 per cent of the women who lost time.
The largest proportion of women losing time (79.5 per cent) were in the manufacture of millinery, lace, and embroidery.
The smallest proportion of women losing time (22.2 per cent) were in the manufacture of tobacco.
Less than 44 hours worked during the week by 30.1 per cent of the women.

Hour data for women employed in hotels and restaurants may be summarized as follows:

1. Weekly hours—
   Dining-room employees.
   60 hours and over worked by 8.8 per cent of the women employed on 6 or 7 days of the week.
   48 hours and under worked by 60.5 per cent of the women employed on 6 or 7 days of the week.
   Kitchen employees.
   60 hours and over worked by 19.1 per cent of the women employed on 6 or 7 days.
   48 hours and under worked by 36.5 per cent of the women employed on 6 or 7 days.
2. Daily hours—
   Dining-room employees.
   Hours amounting to less than 8 for 57.9 per cent of the employee days of dining-room workers.
   Hours amounting to 10 and over for 6.3 per cent of the employee days of dining-room workers.
   Kitchen employees.
   Hours amounting to less than 8 for 30.6 per cent of the employee days of women working in kitchens.
   Hours amounting to 10 and over for 7.8 per cent of the employee days of women working in kitchens.

Working conditions.

For 428 factories, stores, laundries, and hotels and restaurants visited in Chicago and other places.

1. General workroom conditions—
   Chicago.
   a. 58 factories and laundries with aisles narrow or obstructed.
   b. 33 factories, stores, and laundries unsatisfactorily ventilated in part or throughout.
   c. Natural light unsatisfactory throughout or in part in 75 factories, stores, laundries, and hotels and restaurants. Artificial light unsatisfactory in 68 factories, stores, laundries, and hotels and restaurants.
   d. In 39 factories and laundries no seats provided for women who stood at their work; in 58 establishments seats without backs furnished for at least some of the women who sat at their work.
   Other places.
   a. 82 factories and laundries with aisles narrow or obstructed.
   b. 74 factories, stores, and laundries unsatisfactorily ventilated in part or throughout.
   c. Natural light unsatisfactory throughout or in part in 95 factories, stores, laundries, and hotels and restaurants. Artificial light unsatisfactory in 95 factories, stores, laundries, and hotels and restaurants.
   d. In 81 factories and laundries no seats provided for women who stood at their work; in 67 establishments seats without backs furnished for at least part of the women who sat at their work.

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2. The need for improved sanitation is shown by the following—
   Chicago.
   a. The common drinking cup found in 14 establishments; no cups provided in 37 establishments; insanitary bubble fountains in 78 establishments.
   b. No towels in 45 establishments; common towels in 52 establishments.
   c. An inadequate number of toilet facilities in 42 establishments.
   Other places.
   a. The common drinking cup found in 39 establishments; no cups provided in 45 establishments; insanitary bubblers in 142 establishments.
   b. No washing facilities in 1 establishment; no towels in 88 establishments; common towels in 113 establishments.
   c. No toilet facilities in 1 establishment; an inadequate number of toilet facilities in 84 establishments.
3. The record of service facilities disclosed the following—
   Chicago.
   a. No lunch room in 90 establishments.
   b. No cloak room in 35 establishments.
   c. No rest room in 105 establishments.
   Other places.
   a. No lunch room in 177 estalishments.
   b. No cloak room in 66 establishments.
   c. No rest room in 170 establishments.

Workers.

	Per cent
1. Nativity of 18,376 women employees—	
Native-born white	76. 7
Native-born negro	4. 6
Foreign-born white	18. 7
2. Age of 18,256 women employees—	
Under 20 years of age	32. 2
20 and under 30 years of age	40. 8
30 years of age and over	26. 9
3. Conjugal condition of 17,966 women employees—	
Single	65. 3
Married	22. 4
Widowed, separated, or divorced	12. 3
4. Living condition of 18,466 women employees—	
Living independently	10. 6
Living at home	83. 0
Living with relatives but not at home	6. 4

CONCLUSION

In the matter of scheduled hours of work for women employed in factories, stores, and laundries the contrast between Chicago and the other cities of the State was marked. While less than 1 per cent of the women reported in Chicago were employed for the 10-hour day permitted by the law of the State, an eighth of all the women reported in these types of establishments elsewhere in the State were so employed. Even in the smaller cities, however, actual practice was much in advance of the law.

The attendance records showed that lost time assumed considerable importance, for almost one-half of the women had worked less than their scheduled week. Turnover, absence for personal reasons, lost time because of slack work—all these affected the amount by which the time worked fell below the scheduled hours for the week and make it impossible to draw any definite conclusions from the material obtained.

While workdays of less than 8 hours were much more common for women employed in restaurants than for those who worked in factories, stores, and laundries, so also were long workdays more fre-

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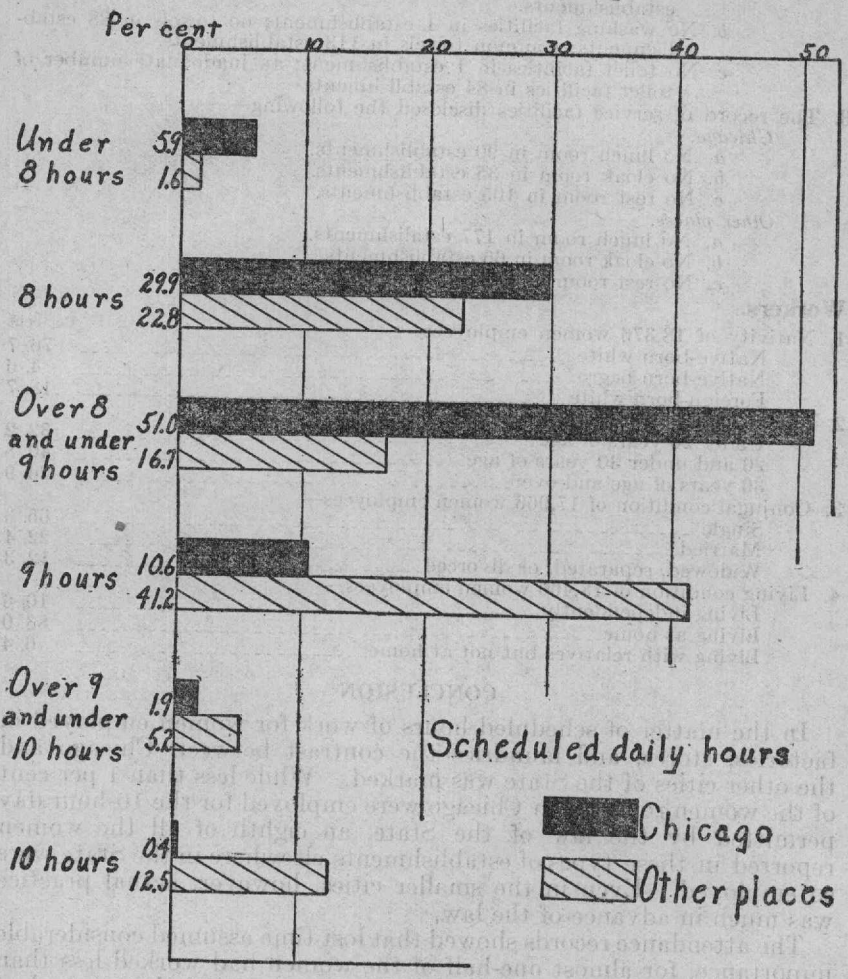
quently found among the restaurant employees. In addition the working periods of the restaurant employees were more often stretched over a longer time. The irregularity of the restaurant workers' schedules and the length of their over-all hours are matters of almost as great importance as the actual length of time which they worked.

There was no marked difference between the establishments in the smaller places and the plants located in Chicago in regard to standards for working conditions. Neither group of establishments



was uniformly good nor bad. Modern factories, satisfactory on the whole, were found both in Chicago and in the smaller community; so also were establishments which were poorly arranged and badly managed. Probably there was a greater proportion of large modern plants in Chicago than in the smaller towns, but even in such establishments matters important from the point of view of the workers' comfort and health often had been overlooked, and standards of general workroom conditions or of sanitation failed to come up to a satisfactory level.

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PART II

HOURS

The hours of women workers have been recognized as of such social importance that many States have assisted in the raising of general hour standards by limiting the number of hours which women employed in certain industries are permitted to work in a day or a week. There are only five States in this country which have no legal regulation of the number of hours which women may be employed, although there is considerable variation in the standards which the different States have established. Eight States and the District of Columbia limit the working-day of women in most industries to 8 hours. While the majority of the States establish a 9 or a 10 hour limit, the laws of four States permit a day of over 10 hours, and another a day of 12 hours for its mercantile workers.

The legal standard of hours for women in Illinois falls considerably behind that set by many States, since it permits a day of 10 hours for women employed in most occupations other than clerical. No limitation is placed on weekly hours, however, and women in Illinois industries may be employed as long as 70 hours in a week.

In studying the hours of the women working in Illinois industries, the Women's Bureau was interested both in scheduled hours and in actual hours worked, as well as in the relation of the hours worked to the scheduled hours. The first part of this section of the report will consider only the scheduled hours of the plants visited—that is, the hours which are expected regularly of the workers when the plant is running normally; the second part will present a discussion of the actual hours worked by the women employees. The material on hours given in this chapter covers only the women employed in factories, stores, and laundries, for the restaurant workers' hours are much less regular, and it is impossible to combine figures concerning their working schedule with those for the women who worked more uniform hours. Accordingly, the hours of hotel and restaurant employees will be discussed in a separate section.

SCHEDULED HOURS

Daily hours.

The length of the working-day for the women employed in the industries studied is shown in Table 2.

Although the State law permits its women workers to be employed 10 hours a day, only 35 establishments, employing 5.4 per cent of the women reported, had a scheduled day of that length. There was no overwhelming piling up of establishments or of women at any one hour group. Very few women had a regular working-day of less than eight hours, but somewhat over a fourth of the women reported in factories, stores, and laundries had a daily schedule of eight hours. The largest proportion of the women, or 36.9 per cent, were in the over-8-and-under-9 hour group, while the largest number of establishments were reported with a schedule of nine hours.

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TABLE 2.—*Scheduled daily hours, by industry—State*

Industry	Number reported		Number of establishments and number of women whose scheduled daily hours were—											
			Under 8		8		Over 8 and under 9		9		Over 9 and under 10		10	
	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women
All industries	[1] 388	46,070	16	1,888	96	12,405	96	17,014	136	10,754	22	1,499	35	2,510
Per cent distribution of women		100.0		4.1		26.9		36.9		23.3		3.3		5.4
Manufacturing:														
Awnings, tents, and sails	4	35					3	29	1	6				
Boots and shoes	19	2,837			1	75	5	621	11	1,700	2	441		
Clothing—														
Men's	[1] 23	3,160			13	1,919	3	235	5	598	2	87	1	321
Women's	11	688			8	493	1	23	2	172				
Corsets (including garters)	8	1,118			2	144	3	695	3	279				
Electrical appliances	9	9,191					4	8,742	2	313	2	97	2	39
Food—														
Bread and bakery products	[1] 7	506	1	19	1	15	2	231	4	235	1	6		
Slaughtering and meat packing	9	2,307			9	2,307								
Other	12	413	1	25	1	41	2	39	5	242			3	66
Furniture and wood veneer	[1] 6	326					1	26	2	63	2	188	2	49
Glass	[1] 3	239	2	61					3	178				
Gloves and mittens	8	1,173							8	1,173				
Glue	[1] 3	96			3	90	1	6						
House furnishings	[1] 3	612					1	294	3	318				
Jewelry (including clocks and watches)	8	3,925			4	2,234	2	1,066	2	625				
Lamps and reflectors	3	317					2	302	1	15				
Leather products	3	114					1	101	1	8	1	5		
Metal products	36	2,719	1	4	3	97	7	520	17	1,183	1	10	7	905
Millinery, lace, and embroidery	11	935			6	741	2	43	2	129	1	22		
Musical instruments	5	175					1	54	4	121				
Paper products—														
Boxes	14	816					6	341	6	364			2	111
Other	10	573			1	217	1	4	5	195	1	42	2	115
Patent medicines, chemical products, and soap	[1] 12	826			6	349	4	405	1	55			2	17
Printing, publishing, and bookbinding	16	1,436			7	200	8	1,216	1	20				
Professional and scientific instruments	3	876			2	805			1	71				
Signs and advertising novelties	5	295					4	278					1	17

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Manufacturing—Continued.														
Textiles—														
Knit goods	[1] 9	1,555					2	115	5	783	1	245	2	412
Other	12	1,647			1	72	2	591	6	691	1	89	2	204
Tobacco	4	500					1	127	3	373				
Wooden boxes	8	276			1	69	1	12	2	56			4	139
Miscellaneous	4	119			2	54			1	33			1	32
General mercantile	37	4,393	5	1,714	13	1,996	12	616	7	67				
5-and-10-cent stores	20	546	2	38	7	364	7	109	4	35				
Laundries	[1] 43	1,326	4	27	5	123	7	173	18	653	7	267	4	83

[1] Details aggregate more than total because some establishments appear in more than one hour group.

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As is usually the case in any locality there was considerable variation among the different industries in the length of the day's work. The industries listed below are the five which had the largest proportions of women who were scheduled to work eight hours a day, together with the percentage of women in each industry who had a day of that length.

Industry	Per cent
Slaughtering and meat packing	100. 0
Glue	93. 8
Professional and scientific instruments	91. 9
Millinery, lace, and embroidery	79. 3
Women's clothing	71. 7

Not only did these industries have a large proportion of 8-hour workers, but in only one of them—the manufacture of millinery, lace, and embroidery—were any women expected to work regularly more than 9 hours a day. Moreover, there were no glue plants reported with a day as long as 9 hours. In 17 other industries there were some plants employing their women only 9 hours a day or less. Three other industries—the manufacture of electrical appliances, of lamps and reflectors, and of signs and advertising novelties—had a relatively high standard of daily hours, for although no plants in these groups had an 8-hour day, practically 95 per cent of the women in each industry worked on a schedule of between 8 and 9 hours daily.

Representative of long hours are those industries in which a very considerable proportion of the women had a 10-hour day. The five industry groups with the largest percentage of women so employed are listed below, with the percentage of women in each reported on a 10-hour schedule.

Industry	Per cent
Wooden boxes	50. 4
Metal products	33. 3
Miscellaneous manufacturing	26. 9
Knit goods	26. 5
Miscellaneous paper products	20. 1

Because of the marked differences in industrial conditions between a city the size of Chicago and other cities and towns in Illinois, the hour data have been tabulated separately for Chicago and for other places in the State. The details for the various industries may be found in Appendix Table V, and a summary is given in Table 3.

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TABLE 3.—*Scheduled daily hours, by locality*

Scheduled daily hours	Per cent of women having scheduled daily hours as specified in—		
	State	Chicago	Other places
Under 8	4.1	5.9	1.6
8	26.9	29.9	22.8
Over 8 and under 9	36.9	51.0	16.7
9	23.3	10.6	41.2
Over 9 and under 10	3.3	1.9	5.2
10	5.4	.4	12.5

A larger proportion of the Chicago women than of the women employed throughout the State had a daily schedule of 8 hours or less, 35.8 per cent and 24.4 per cent, respectively. Over one-half of the women reported in Chicago were working on a schedule of more than 8 but less than 9 hours, whereas only one-sixth of the women in the rest of the State belonged in this hour class. Only one-tenth of the Chicago women workers had a 9-hour daily schedule, although the great bulk (41.2 per cent) of the women employed in the other places in the State had a day of that length. One-eighth of the women in the smaller places, as contrasted with less than 1 per cent of the Chicago women, had a regular working day of 10 hours.

Within the same industry there was often a marked difference in practice regarding the length of the working day between those plants which were located in Chicago and those which were located elsewhere in the State. All of the Chicago workers on men's clothing had an 8-hour day, while only one-third of the women employed in the same industry in smaller cities had the benefit of so short a day. Practically the same difference obtained in the women's clothing industry. In the manufacture of metal products none of the Chicago women workers had a day of more than 9 hours, although over one-half of them regularly worked that long, while practically one-half of the women employed in the industry outside that city worked on a 10-hour schedule, and most of the others had a 9-hour day. The longest daily hours reported for mercantile establishments in Chicago were between 8 and 9, and the longest in the other cities were 9. In both cases a large proportion of the women were on an 8-hour schedule.

Weekly hours.

The number of hours which constituted the weekly schedule of the women employed in the Illinois industries covered by the survey are given in Table 4.

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TABLE 4.—*Scheduled weekly hours, by industry—State*

Industry	Number reported		Number of establishments and number of women whose scheduled weekly hours were—																			
			Under 44		44		Over 44 and under 48		48		Over 48 and under 50		50		Over 50 and under 54		54		Over 54 and under 58		58 and over	
	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women
All industries	[1] 388	46,031	5	52	35	3,731	59	8,250	57	16,504	53	3,910	[2] 78	7,362	[3] 48	2,674	19	920	35	1,974	12	654
Per cent distribution		100.0		0.1		8.1		17.9		35.9		8.5		16.0		5.8		2.0		4.3		1.4
Manufacturing:																						
Awnings, tents, and sails	4	35					1	4	1	17	1	8					1	6				
Boots and shoes	19	2,837					2	121	3	479	1	96	8	1,047	3	714	2	380				
Clothing—																						
Men's	[1] 23	3,160			12	1,887	1	32	2	193	3	500	2	102	2	87	1	38	1	321		
Women's	11	688			6	389	3	127					2	172								
Corsets (including garters)	8	1,118			1	70	2	131	2	638	1	64	2	215								
Electrical appliances	[1] 9	9,191							3	8,318	1	424	1	310	2	97	1	3			2	39
Food—																						
Bread and bakery products	[1] 7	506	1	19	1	15	1	180	1	51			3	209	1	6	1	26				
Slaughtering and meat packing	9	2,307							9	2,307												
Other	12	413					4	105			1	13	2	194			2	35	1	16	2	50
Furniture and wood veneer	[1] 6	326					1	26					2	63	2	165	1	23	1	24	1	25
Glass	[1] 3	239					2	61							2	98	1	80				
Gloves and mittens	8	1,173											7	1,088			1	85				
Glue	3	96			1	26	1	13	1	57												
House furnishings	[1] 3	612									3	496	1	116								
Jewelry (including clocks and watches)	8	3,925			1	76	4	3,211	1	13			1	610	1	15						
Lamps and reflectors	3	317					1	288	1	14	1	15										
Leather products	3	114							1	101	1	8										
Metal products	36	2,719			2	61	3	234	4	178	8	709	[2] 11	622	1	10			1	5		
Millinery, lace, and embroidery	11	935			1	13	7	771			1	59	1	70					5	811	2	94
Musical instruments	5	175							1	54	3	88	1	33					1	22		
Paper products—																						
Boxes	14	816					2	61	3	154	4	204	3	286					2	111		
Other	10	573			1	217			1	4	1	13	3	146	2	78			2	115		
Patent medicines, chemical products, and soap	[1] 13	861			1	5	5	138	4	642					1	55			1	4	2	17

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Manufacturing—Con.																						
Printing, publishing, and bookbinding	16	1,436			5	139	5	532	5	745	1	20										
Professional and scientific instruments	3	876			1	779	1	26			1	71										
Signs and advertising novelties	5	295							4	278												
Textiles—																						
Knit goods	9	1,555									2	115	5	783	1	245					1	17
Other	12	1,647					2	88	1	575	2	127	2	422	2	209	1	22	2	204	2	412
Tobacco	4	500					1	324			2	159	1	17								
Wooden boxes	8	276					2	81					2	56								
Miscellaneous	4	119			2	54							1	33					4	139		
General mercantile	37	4,393					2	1,589	3	1,461	5	285	9	538	11	453			1	32		
5-and-10-cent stores	20	546					1	17	1	98	3	202	4	85	7	109	1	10	7	67		
Laundries	[1] 42	1,252	4	33			5	90	5	127	7	234	4	145	[3] 10	333	6	212	3	78		

[1] Details aggregate more than total because some establishments appear in more than one hour group.
[2] Includes 1 firm, with 45 women, which worked 54 hours every alternate week in winter.
[3] Includes 1 firm, with 32 women, which worked every alternate Sunday, making 1 week of 51 hours and 1 of 57½ hours.

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The 48-hour week was more common than any other single schedule, for 35.9 per cent of the women reported fell into this classification. There were 17.9 per cent who had a scheduled week between 44 and 48 hours in length and 16 per cent with a 50-hour week.

Those industries in which the largest proportion of the women were working on a 44-hour weekly schedule are listed below, with the percentage of the women employees included in each industry who had such a week.

Industry	Per cent
Professional and scientific instruments	88.9
Men's clothing	60.2
Women's clothing	56.5
Miscellaneous manufacturing	45.4
Miscellaneous paper products	37.9

One of these industries, the manufacture of women's clothing, reported no women on a schedule of more than 50 hours, while in the manufacture of professional and scientific instruments the longest week was between 48 and 50 hours. In the other three industries, however, there were some women who were employed for a much longer week—one of between 54 and 58 hours in length.

The following industries are the five which reported the largest percentage of women with a weekly schedule in excess of 54 hours:

Industry	Per cent
Wooden boxes	50.4
Metal products	33.3
Miscellaneous manufacturing	26.9
Knit goods	26.5
Miscellaneous paper products	20.1

Even though these industries had the largest proportions of women working on a long schedule, they are not necessarily the industries with the poorest hour standards. Two of the groups, the manufacture of miscellaneous paper products and miscellaneous manufacturing, were also among the five industrial groups with the largest percentages of women reported on a 44-hour weekly schedule.

In weekly hours as well as in daily hours there is a marked contrast between Chicago and the other places in the distribution of the women among the various hour groups. The summary of the situation is presented in Table 5, the details being given in Appendix Table VI.

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TABLE 5.—*Scheduled weekly hours, by locality*

Scheduled weekly hours	Per cent of women having scheduled weekly hours as specified in—		
	State	Chicago	Other places
Under 44	0.1	0.1	0.1
44	8.1	10.3	5.1
Over 44 and under 48	17.9	16.1	20.5
48	35.9	56.2	7.3
Over 48 and under 50	8.5	8.6	8.4
50	16.0	5.0	31.4
Over 50 and under 54	5.8	2.7	10.2
54	2.0	.5	4.1
Over 54 and under 58	4.3	.5	9.6
58 and over	1.4	----------	3.4

There was much less variation in the hours of the Chicago workers than in those of the women employed in other places. Almost three-fifths of all the women reported in the Chicago industries were employed on a 48-hour schedule, with over one-fourth working a week shorter than that, and the rest a longer weekly schedule. About the same proportion of the women working in the industries in the State, exclusive of Chicago, had a week of less than 48 hours, but only 7.3 per cent of them had a 48-hour week. The largest group (31.4 per cent) consisted of those with a 50-hour week, while over one-fourth regularly worked more than 50 hours a week.

In a few Chicago industries a 44-hour week was common, although very few women employed in these same industries outside Chicago had so short a week. All of those employed in the manufacture of men's clothing in Chicago had a 44-hour week, while only a third of these workers in other towns had such a schedule. The majority of those employed in the production of miscellaneous paper products in Chicago had a 44-hour week, but the shortest week in that industry outside Chicago was between 48 and 50 hours. Practically three-fourths of the Chicago women who made women's clothing worked on a 44-hour schedule, while the majority of these workers in the smaller towns had a 50-hour week, and only 31.3 per cent worked on a 44-hour schedule.

Saturday hours.

Table 6 gives the length of the Saturday schedule for all the women reported in the State, according to industry. When both Chicago and the smaller places are grouped together, 54.3 per cent of all the women reported had a Saturday of 4 but less than 5 hours, while 22.2 per cent worked 5 but less than 6 hours. Although the large majority of the women surveyed had these short Saturday hours, the length of the Saturday's work in the various plants ranged from less than 4 to over 10 hours.

The figures for Chicago and the smaller cities are tabulated separately in Appendix Table VII, and marked contrast is shown between the practices of the large city and those of the smaller ones. In Chicago over two-thirds of the women had a Saturday schedule of 4 to 5 hours, while only 36.1 per cent of the women in the smaller places had a Saturday of that length. The Saturday hours most common in the smaller towns were 5 but less than 6, with 42 per cent of the women reported on such a schedule. In Chicago were

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TABLE 6.—*Scheduled Saturday hours, by industry—State*

Industry	Number reported		Number of establishments and number of women whose scheduled Saturday hours were—																	
			None		Under 4		4 and under 5		5 and under 6		6 and under 7		7 and under 8		8 and under 9		9 and under 10		10 and over	
	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women
All industries	[1] 387	45,996	2	336	2	67	150	24,981	118	10,221	7	505	12	1,806	32	5,291	34	1,647	40	1,142
Per cent distribution of women	100.0	100.0		0.7		0.1		54.3		22.2		1.1		3.9		11.5		3.6		2.5
Manufacturing:																				
Awnings, tents, and sails	4	35					2	21	1	8							1	6		
Boots and shoes	19	2,837					5	727	11	1,457					1	273	2	380		
Clothing—																				
Men's	[1] 23	3,160					18	2,612	4	189	1	321					1	38		
Women's	11	688					9	516	2	172										
Corsets (including garters)	8	1,118					6	903	2	215										
Electrical appliances	9	9,191					6	8,839	1	310							2	42		
Food—																				
Bread and bakery products	[1] 7	506					2	195	4	266	1	19					1	26		
Slaughtering and meat packing	9	2,307													9	2,307				
Other	12	413					3	75	4	228			1	25			2	35	2	50
Furniture and wood veneer	[1] 6	326					1	138	5	163					1	25				
Glass	[1] 3	239											3	125	1	34	1	80		
Gloves and mittens	8	1,173							7	1,088							1	85		
Glue	[1] 3	96					2	33	1	6					1	57				
House furnishings	3	612					2	202	1	410										
Jewelry (including clocks and watches)	8	3,925					4	3,262	2	635					2	28				
Lamps and reflectors	3	317					3	317												
Leather products	3	114					2	109									1	5		
Metal products	36	2,719					13	934	20	1,687			1	4			2	94		
Millinery, lace, and embroidery	11	935					9	843	1	70			1	22						
Musical instruments	5	175					4	142	1	33										
Paper products—																				
Boxes	14	816					8	362	6	454										
Other	10	573					3	234	7	339										
Patent medicines, chemical products, and soap	[1] 12	826					4	435	4	121					3	253			2	17
Printing, publishing, and bookbinding	16	1,436					15	1,425			1	11								

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Manufacturing—Continued																				
Professional and scientific instruments	3	876					3	876												
Signs and advertising novelties	5	295					4	278												
Textiles—																				
Knit goods	[1] 9	1,555					2	115	6	1,028							1	17		
Other	12	1,647					5	863	5	642							1	409	1	3
Tobacco	4	560	1	324			2	159	1	17					1	120	1	22		
Wooden boxes	8	276					1	12	7	264										
Miscellaneous	4	119					2	54	2	65										
General mercantile	37	4,393											1	1,538	6	1,784	5	178	25	893
5-and-10-cent stores	20	546													2	266	8	101	10	179
Laundries	[1] 42	1,252	1	12	2	67	10	300	13	354	4	154	5	92	5	144	4	129		

[1] Details aggregate more than total because some establishments appear in more than one hour group

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five industries in which none of the establishments surveyed required as much as 5 hours from their women employees on Saturday. Outside Chicago there was less uniformity in the length of the Saturday's work. Only one industry, the manufacture of wooden boxes, showed a Saturday schedule of the same length in all the plants visited.

In order to see more clearly the relation between the length of the Saturday's work and that of the other days in the week, a table has been compiled correlating Saturday hours with daily hours. Although the table does not present figures for all the individual industries, it does show separate correlations for manufacturing establishments, stores, and laundries, because of the different practices in force in these three industrial groups. This material is summarized in the following table:

TABLE 7.—*Relation of Saturday hours to daily hours, by industry group—State*

Industry group	Number of women reported	Number of women whose Saturday, in relation to daily hours, was—			Number of women with no Saturday hours
		Shorter	Same	Longer	
Manufacturing	39,805	36,011	3,470	----------	324
Laundries	1,252	940	300	----------	12
Stores	4,939	----------	3,270	1,669	----------

Nine-tenths of the women working in the factories and three-fourths of those employed in the laundries surveyed had a Saturday shorter than the other days of the week. Only a third of the mercantile workers of Illinois were expected to put in longer hours on Saturday than on the other five working-days. The majority of these women who had a long Saturday were found in the smaller places, according to unpublished tabulations. Only 13.6 per cent of the Chicago mercantile workers reported were scheduled to put in longer hours on Saturday, whereas over five-sixths of the women who worked in the stores of the smaller cities had longer hours on Saturday than on the other days of the week.

Lunch periods.

Records on lunch periods (Appendix Table IX) indicate that, for the most part, adequate time was allowed for the workers to eat lunch. Only 12 women were reported as having no lunch period, although there were 16 others with lunch periods of less than half an hour. Over one-third of the women had a full hour, another third had 30 minutes, and the majority of the rest were given from 45 minutes to an hour. Although no tables showing separate figures for Chicago and the other localities are presented in this report, unpublished material reveals considerable difference between lunch-hour practices in Chicago plants and those in the smaller places. Outside Chicago almost three-fifths of all the women reported had an hour for lunch, while a small group had even longer. On the other hand, the two establishments in which the women either had no lunch period or had only 20 minutes were found in the smaller towns. Lunch periods in the Chicago establishments were shorter, on the whole, than elsewhere, although no women were reported with less than a 30-minute break for lunch in their day's work. Less

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than one-fifth of all the women included in Chicago had an hour for lunch, and over a third had a 30-minute period off. For the larger portion (44 per cent), a lunch period of from 45 minutes to one hour was scheduled.

Hours of night and evening workers.

There were over 1,300 women employed on night shifts in the factories and stores surveyed in Illinois. Practically 95 per cent of the night workers were reported in Chicago. Two large stores in Chicago employed charwomen who worked after midnight. The factories reporting night workers belonged to the following industry groups: Printing, publishing, and book binding; the manufacture of bread and bakery products; textiles; electrical appliances; patent medicines, chemicals and drugs; and glass.

Over three-fourths of the night workers reported were employed on a 10-hour shift, while the next largest group (15.9 per cent) worked between 9 and 10 hours a day. The charwomen in the stores worked 7 hours a night, and 53 women in glass factories were on a nightly schedule of between 7 and 8 hours.

The weekly hours of the night workers ranged from less than 44 to 60 hours. More than three-fourths of the women were on a schedule of 50 hours, while only 3.3 per cent had a longer weekly schedule. There were 178 women, or 13.7 per cent, employed on a schedule of 48 hours.

In addition to the night workers there were 165 women employed on an evening shift, women whose workday fell much later than the normal industrial hours, but who were free by midnight. These women were employed in laundries, in the manufacture of glass, of textiles, of chemicals and drugs, and of bread, in printing establishments, and as cleaners in one large store. A schedule of between 6 and 8 hours was worked by 55.8 per cent of these women, and none worked more than 9 hours a day. While the weekly hours ranged from less than 25 to over 50, the largest group (47.9 per cent) had a week of between 48 and 50 hours,and the next largest group (33.9 per cent) had hours between 30 and 40.

ACTUAL HOURS WORKED

Up to this point the discussion of hours has been based entirely on scheduled hours—that is, the regular hours of the establishments. In any one week, however, for many of the workers, the hours actually worked vary from the scheduled week. Employees often have to lose some time from their regular workday either because of personal reasons or because work in the plant or department is slack. In the Illinois survey records were secured of the hours actually worked on each day of the week for most of the women reported in the plants visited. So far as possible the figures were obtained for the same week throughout the survey, the week ended January 26, 1924. When that week had been one of slack work in the establishment, the agent was instructed to shift to a period which the management considered as representative of a more normal operating schedule. In plants which employed more than a thousand women, no attempt was made to obtain figures for every woman, but record was made for every second or third woman as a sample. For this reason attendance records were obtained for fewer women than appear in the scheduled hour tables.

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TABLE 8.—*Hours worked during the week, by industry—State*

Industry	Number of women reporting hours worked	Number of women who worked during the week— Under 10 hours	10 and under 15 hours	15 and under 20 hours	20 and under 25 hours	25 and under 30 hours	30 and under 33 hours	33 and under 36 hours	36 and under 39 hours	39 and under 42 hours	42 and under 44 hours	44 and under 46 hours	46 and under 48 hours	48 and under 50 hours	50 and under 52 hours	52 and under 54 hours	54 and under 55 hours	55 and under 60 hours	60 hours and over
All industries	35,636	484	227	529	631	865	979	914	1,617	2,738	1,732	5,343	3,386	6,311	4,699	1,920	1,036	2,075	150
Manufacturing:																			
Awnings, tents, and sails	33	1	1			1		2	1	1	3	3	5	11	2		2		
Boots and shoes	2,469	31	15	31	29	73	37	28	52	128	71	153	135	556	522	178	306	124	
Clothing—																			
Men's	2,932	37	28	71	118	192	147	224	230	330	245	541	45	217	100	81	49	274	3
Women's	667	3	6	7	22	19	21	40	49	77	93	213	33	25	7	11	10	27	4
Corsets (including garters)	1,039	8	8	13	16	25	36	30	108	88	44	128	55	393	57	12	3	15	
Electrical appliances	2,593	25	12	25	34	27	56	46	50	150	158	86	221	679	398	351	83	187	5
Food—																			
Bread and bakery products	475	6	3	11	7	16	17	6	14	25	20	64	32	54	108	40	28	24	
Slaughtering and meat packing	2,168	33	7	30	34	40	57	61	82	354	137	308	146	361	152	154	63	134	15
Other	398	9	1	3	4	8	26	13	23	32	3	38	43	43	107		2	8	35
Furniture and wood veneer	320	4	2	8	8	3	5	17	15	26	11	36	27	10	33	43	45	27	
Glass	300	7	3	6	5	3	9	5	31	12	17	51	44	4	11	47	41	2	2
Gloves and mittens	1,153	13	13	9	18	41	30	17	30	85	14	88	62	119	490	70	39	15	
Glue	89		1				3		3	8	3	24	3	26	17			1	
House furnishings	600	9	5	17	6	21	17	10	19	61	26	27	30	176	45	77	17	36	1
Jewelry (including clocks and watches)	2,872	11	8	16	25	42	37	96	89	150	100	691	939	250	341	25	13	37	2
Lamps and reflectors	315	4	4	7	3	12	1	6	25	7	22	7	177	37	3				
Leather products	111		1	2	1		4	5	1	12	5	1	2	72				5	
Metal products	1,977	33	13	23	25	39	55	29	93	139	60	151	146	616	298	40	74	134	9
Millinery, lace, and embroidery	498	5	6	23	14	32	27	23	56	73	57	111	42	14	9	1	2	3	
Musical instruments	172	1		1	2	2	6	1	2	11	1	11	2	104	2	5	21		
Paper products—																			
Boxes	805	2	2	6	8	10	27	20	22	40	44	83	69	180	220	3	1	68	
Other	570	5	11	7	6	14	13	9	44	48	29	137	6	27	134	26	6	48	
Patent medicines, chemical products, and soap	857	15	3	17	19	29	39	23	41	70	46	100	129	138	87	34	24	14	29
Printing, publishing, and bookbinding	1,413	71	28	36	61	57	39	48	86	99	105	143	258	308	28	13	14	18	1
Professional and scientific instruments	869	7	1	4	13	18	27	3	61	49	39	585		18	4	11	17	12	
Signs and advertising novelties	261			1	3	7	5	4		12	13	5	7	96	43	3	9	42	11

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Textiles—																			
Knit goods	1,525	26	9	26	21	34	18	43	55	106	46	183	48	131	310	179	61	228	1
Other	1,654	24	4	22	13	22	27	28	31	103	82	44	62	304	406	133	32	317	------
Tobacco	370	5	2	13	2	13	1	1	19	2	1	275	1	5	30	------	------	------	------
Wooden boxes	267	------	3	1	3	9	7	7	13	14	5	67	2	5	38	18	9	66	------
Miscellaneous	119	1	------	------	3	2	3	2	5	11	2	38	7	22	14	------	1	8	------
General mercantile	3,918	56	18	70	81	32	134	40	210	243	125	793	391	983	446	155	21	120	------
5-and-10-cent stores	481	6	1	6	8	5	11	9	9	35	18	24	47	112	89	74	12	15	------
Laundries	1,346	26	8	17	19	17	37	18	48	137	87	134	170	215	148	136	31	66	32

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There were 35,636 women in factories, stores, and laundries for whom record was obtained of the actual number of hours which they had worked during the week. The range in actual hours worked was from less than 10 hours to over 60, and at no one classification in the table is there an overwhelming piling up of numbers. The largest proportion (17.7 per cent) had worked 48 but under 50 hours during the week, while 15 per cent had worked 44 but less than 46 hours, and 13.2 per cent had worked 50 and under 52 hours.

A comparison of the hours worked by the women employed in Chicago with those employed in the smaller cities may be found in Table 9, the details being in Appendix Table X.

TABLE 9.—*Hours worked during the week, by locality*

Locality	Per cent of women who worked during the week—			
	Under 44 hours	44 and under 52 hours	52 and under 60 hours	60 hours and over
State	30.1	55.4	14.1	0.4
Chicago	35.8	54.3	9.7	.1
Other places	23.5	56.8	19.1	.8

Lost time in conjunction with overtime.

Table 10 indicates to what extent the women surveyed both lost time and worked overtime on different days of the same week. Less than one-tenth of all the women for whom time worked was reported had worked less than their scheduled hours on some days of the week and overtime on others. Of the 16,443 women (Table 11) whose week had fallen short of their schedule, 2,397 women, or 14.6 per cent, had worked overtime on one or more days, but not to such an extent as to balance the time they had lost. Only 1,035, or less than 3 per cent, of the women for whom hour records were obtained, had lost time on some day of the week, but were not included in the 16,443 women who worked less than the scheduled week. This small percentage had put in sufficient overtime to bring up their hours worked during the week to the point where they either equaled or exceeded the scheduled hours.

A larger proportion of the women reported in Chicago had worked overtime and also lost time in the same week than of the women in the other places. There was also a very considerable difference between the various industries in respect to the proportion which had fallen short of the scheduled hours on some days and worked overtime on other days of the same week. Of the women employed in slaughtering and meat-packing establishments, 37.3 per cent had worked overtime and lost time during the week reported, while 31.5 per cent of those in the manufacture of house furnishings and 26.9 per cent in the manufacture of bread and bakery products also had this combination of overtime and time lost. These three industries showed overtime for considerable numbers of their employees during the period surveyed. (Table 12.) Probably the workers in these industries were as subject to personal reasons for losing time as were those in other industries and were, perhaps, even more likely to be

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late in starting the day. It is easy, therefore, to understand the presence in these industries of a large proportion of the women working overtime and losing time in the same week.

On the other hand, less than 1 per cent of the women engaged in the handling of tobacco and in the manufacture of paper boxes, and only 2.5 per cent of those employed in the manufacture of professional and scientific instruments had exceeded their scheduled daily hours part of the week and fallen below part of the week. Only about 3 per cent of the women in each of the following seven industries had worked overtime and lost time in the same week: The manufacture of awnings, tents, and sails, of knit goods, of jewelry, and of miscellaneous paper products; printing, publishing, and bookbinding; and the two branches of the mercantile industry. All these were industries which were making very little demand for overtime during the period for which the records were taken.

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TABLE 10.—*Extent to which the same employees both lost time and worked overtime in one week, by industry and locality*

Industry	State					Chicago					Other places				
	Number of women reporting complete data	Women who both lost time and worked overtime in one week				Number of women reporting complete data	Women who both lost time and worked overtime in one week				Number of women reporting complete data	Women who both lost time and worked overtime in one week			
		Total number	Number whose hours worked—				Total number	Number whose hours worked—				Total number	Number whose hours worked—		
			Exceeded scheduled weekly hours	Were less than scheduled weekly hours	Equaled scheduled weekly hours			Exceeded scheduled weekly hours	Were less than scheduled weekly hours	Equaled scheduled weekly hours			Exceeded scheduled weekly hours	Were less than scheduled weekly hours	Equaled scheduled weekly hours
All industries	35,484	3,432	939	2,397	96	18,980	2,167	593	1,529	45	16,504	1,265	346	868	51
Manufacturing:															
Awnings, tents, and sails	33	1		1		28	1		1		5				
Boots and shoes	2,469	183	45	134	4	235	1		1		2,234	182	45	133	4
Clothing—															
Men's	2,932	145	42	101	2	1,219	29	8	21		1,713	116	34	80	2
Women's	667	146	39	103	4	385	70	27	40	3	282	76	12	63	1
Corsets (including garters)	1,039	48	8	38	2	658	25	4	20	1	381	23	4	18	1
Electrical appliances	2,593	355	112	242	1	2,212	344	105	238	1	381	11	7	4	
Food—															
Bread and bakery products	475	128	45	81	2	393	122	45	75	2	82	6		6	
Slaughtering and meat packing	2,168	809	279	511	19	1,905	660	201	446	13	263	149	78	65	6
Other	398	49	4	42	3	55	12		12		343	37	4	30	3
Furniture and wood veneer	320	49	15	34		247	46	15	31		73	3		3	
Glass	300	32	5	27							300	32	5	27	
Gloves and mittens	1,153	79	27	52		278	9	5	4		875	70	22	48	
Glue	89	5	1	4		89	5	1	4						
House furnishings	600	189	28	159	2	600	189	28	159	2					
Jewelry (including clocks and watches)	2,872	102	43	53	6						2,872	102	43	53	6
Lamps and reflectors	315	15	3	12		301	15	3	12		14				
Leather products	111	2		2		98	2		2		13				
Metal products	1,975	150	46	93	11	845	30	9	21		1,130	120	37	72	11
Millinery, lace, and embroidery	498	73	11	60	2	473	73	11	60	2	25				
Musical instruments	172	13	4	8	1	72					100	13	4	8	1

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Paper products—															
Boxes	805	4		4		402	2		2		403	2		2	
Other	570	19	4	14	1	258	13	4	9		312	6		5	1
Patent medicines, chemical products, and soap	833	118	20	96	2	694	111	20	89	2	139	7		7	
Printing, publishing, and bookbinding	1,413	51	15	34	2	1,236	49	14	33	2	177	2	1	1	
Professional and scientific instruments	869	22	6	16		774	9	3	6		95	13	3	10	
Signs and advertising novelties	261	20	12	8		19					242	20	12	8	
Textiles—															
Knit goods	1,525	51	5	45	1						1,525	51	5	45	1
Other	1,654	161	39	121	1	1,283	86	32	54		371	75	7	67	1
Tobacco	370	1		1		354	1		1		16				
Wooden boxes	267	16	1	15		141	14	1	13		126	2		2	
Miscellaneous	119	23	4	17	2						119	23	4	17	2
General mercantile	3,921	141	17	113	11	2,863	125	12	102	11	1,058	16	5	11	
5-and-10-cent stores	481	17		6	11	202	7		4	3	279	10		2	8
Laundries	1,217	215	59	150	6	661	117	45	69	3	556	98	14	81	3

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TABLE 11.—*Hours worked less than scheduled week, by industry—State*

Industry	Number of women reported	Number of women who worked less than scheduled hours	Number of women who worked less than scheduled hours to the extent of—						
			Under 5 hours	5 and under 10 hours	10 and under 15 hours	15 and under 20 hours	20 and under 25 hours	25 and under 30 hours	30 hours and over
All industries	35,484	16,443	6,005	4,927	1,780	1,218	816	554	1,143
Per cent distribution	------	100.0	36.5	30.0	10.8	7.4	5.0	3.4	7.0
Manufacturing:									
Awnings, tents, and sails	33	15	4	5	2	1	1	------	2
Boots and shoes	2,469	1,090	434	334	90	48	52	53	79
Clothing—									
Men's	2,932	1,852	602	457	320	186	125	72	90
Women's	667	399	188	90	47	29	24	11	10
Corsets (including garters)	1,039	464	122	116	119	44	24	12	27
Electrical appliances	2,593	980	460	245	87	66	30	35	57
Food—									
Bread and bakery products	475	241	107	66	12	17	17	7	15
Slaughtering and meat packing	2,168	1,286	483	471	127	74	47	19	65
Other	398	192	50	57	19	17	15	15	19
Furniture and wood veneer	320	184	49	65	21	19	6	9	15
Glass	300	165	40	71	18	10	7	2	17
Gloves and mittens	1,153	546	194	164	52	39	29	30	38
Glue	89	23	6	13	------	3	------	------	1
House furnishings	600	262	65	91	28	22	19	6	31
Jewelry (including clocks and watches)	2,872	807	445	198	60	36	27	11	30
Lamps and reflectors	315	110	41	28	10	10	4	9	8
Leather products	111	35	8	14	5	4	------	2	2
Metal products	1,975	892	244	349	92	67	40	27	73
Millinery, lace, and embroidery	498	396	147	106	54	28	22	20	19
Musical instruments	172	48	18	16	2	6	2	2	2
Paper products—									
Boxes	805	321	136	72	54	22	13	14	10
Other	570	262	53	123	24	23	12	4	23
Patent medicines, chemical products, and soap	833	466	186	120	46	42	31	12	29
Printing, publishing, and bookbinding	1,413	794	285	163	61	50	47	62	126
Professional and scientific instruments	869	227	90	65	28	19	10	7	8
Signs and advertising novelties	261	60	27	12	5	5	7	3	1
Textiles—									
Knit goods	1,525	894	181	398	122	58	38	21	76
Other	1,654	516	169	150	62	43	24	21	47
Tobacco	370	82	23	21	2	13	2	10	11
Wooden boxes	267	115	33	36	14	9	12	4	7
Miscellaneous	119	59	10	28	8	6	4	1	2
General mercantile	3,921	1,608	656	456	89	149	95	25	138
5-and-10-cent stores	481	193	72	64	15	15	7	8	12
Laundries	1,217	859	377	263	85	38	23	20	53

Extent of time lost.

In Table 11 figures are presented on the number of women whose hours worked during the week fell below the schedule, together with the amount of time lost. Of the 35,484 women for whom complete time records were obtained not far from one-half (46.3 per cent) had fallen short of their weekly schedule in the total number of hours they had worked. The largest proportion of those who had lost time (over one-third) had lost less than 5 hours, although not far from that proportion (30 per cent) had fallen short of their weekly schedule by between 5 and 10 hours. Only about one-tenth had lost

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25 hours or more. The following five industry groups are those in which the smallest proportions of women had worked less than their scheduled week:

Industry	Per cent of women losing time
Tobacco	22.2
Signs and advertising novelties	23.0
Glue	25.8
Professional and scientific instruments	26.1
Musical instruments	27.9

In all these industries except one, the manufacture of glue, the largest group of women in any classification in the table showing the hours worked less than the scheduled week lost less than 5 hours.

At the other extreme stand the following five industries with the largest proportion of women losing time:

Industry	Per cent of women losing time
Millinery, lace, and embroidery	79.5
Laundries	70.6
Men's clothing	63.2
Women's clothing	59.8
Slaughtering and meat packing	59.3

Since in each of these industries, also, the largest group of women in any of the classifications in Table 11 lost less than 5 hours, the amount of time lost was not great.

TABLE 12.—*Hours worked in excess of scheduled day, by day of the week—State*

Hours worked in excess of scheduled day	Number of women who worked specified number of hours in excess of scheduled day on—						
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Total	[1] 127	3,406	3,785	2,691	3,898	3,647	4,092
Under 1	3	1,201	1,175	980	1,189	1,173	766
1 and under 2	3	1,984	2,374	1,542	2,447	2,189	714
2 and under 3	6	203	234	162	259	277	428
3 and under 4	13	7	2	7	3	8	1,483
4 and under 5	27	11					597
5 and under 6	5						104
6 and under 7	2						
7 and under 8	48						
8 and over	14						

[1] Includes six overtime workers with no scheduled Sunday hours and amount of overtime not reported.

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Overtime.

Overtime assumed much less importance during the week surveyed than did lost time. There were over 35,000 women who reported on time worked; yet the largest number to work overtime on any day of the week recorded was somewhat over 4,000, who worked overtime on Saturday, and who constituted not far from one-half the number of women who had worked less than the scheduled hours on that day. Both the number working overtime and the amount of overtime was greater on Saturday than on any other day. Apparently rush of work frequently caused firms that were scheduled for a short Saturday to run a full day. The majority of those who worked beyond their regular time on Saturday put in three but less than four hours of overtime. On all the other days the majority of the women working overtime exceeded their normal schedule by one but less than two hours, while the next largest proportion put in less than one hour of overtime.

There was a very marked difference between the industries, both in respect to the proportions of women working overtime and the days on which overtime was most common. In the manufacture of bread and bakery products the percentage of women who had worked overtime on Saturday was one of the highest for any day in any industry (43.1 per cent), while on each of the other days of the week less than one-half that many women had worked more than their scheduled hours. Although in the miscellaneous manufacturing group not far from one-half of the women employed had exceeded scheduled hours on Saturday, on the other days of the week there was practically no overtime. In the tobacco industry less overtime was reported than in any other, for there was none among the women employed on any of the days except Saturday, and on this day only 1.6 per cent of the women worked overtime. In some industries, however, there was less overtime on Saturday than on any other day of the week.

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PART III

HOURS OF HOTEL AND RESTAURANT WORKERS

The hours of restaurant workers can not be classified and treated in the same manner as those of employees in either factories or stores. When the factory whistle blows, all the workers are supposed to start work at the same time. Although stores are like restaurants in that many of the employees therein come directly in contact with the public, the hours during which they are at the service of the public are within regular time limits, and the shoppers accommodate themselves to the schedule of the stores. But when it comes to satisfying the hunger of the public the owner of the restaurant can not be quite so arbitrary as the owner of the store. People may want to eat breakfast at 7 a. m. or earlier, while, on the other hand, they seldom dine before 6 p. m., and many prefer a later hour. Restaurants which serve three meals daily can hardly be open less than 13 or 14 hours. Many restaurants serve not only the three regular meals a day but also cater to those who want after-theater supper parties. To other restaurants the person in search of food may go at any hour of the day or night. The restaurants included in the survey ranged all the way from those in stores, which served only luncheon, luncheon and afternoon tea, or late breakfast in addition to these meals, to those which displayed signs announcing to the passer-by, "Open all night." Of the 19 restaurants surveyed in Chicago, 5 kept either all or some of their dining rooms open from 6 or 7 a. m. until from 10 to 1 o'clock at night. Two others were 24-hour restaurants.

Thus the manager of a restaurant has before him a very distinct problem connected with the distribution of his labor force. Not only does he have to provide service over a long period of hours but he has very definite peaks of demand with periods in between when very few people desire to be served. Some restaurants are entirely closed in this period between meals and give no service at all at odd hours. As a result there is considerable irregularity in the working week of the restaurant employee. The restaurant owner may have solved his problem by having one woman employee work on a certain schedule for one week or more and then change off with some one on another schedule, or he may have her work so arranged that she comes on duty at different hours on the various days of the same week. Often, too, the day of the restaurant worker, from the time when she comes to work to the hour when she finishes for the day, is broken by rather long periods when she is off duty.

SCOPE AND METHOD

These general statements relating to the problem of hours in restaurants will serve to show why the material concerning the hours of restaurant workers has been treated differently from that for other workers. It is impossible to talk of daily scheduled hours, since the number of hours a day expected from a woman employed in a restaurant may vary with each day in the week. Nor is it always possible to get data on the woman's schedule showing the arrangement of shifts for each day. Consequently, an attempt was made to secure for each

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woman employee an exact record of one week's work, taking into account not only the actual number of hours she had worked each day, but the time of beginning and of ending her duties, as well as the number and the length of the periods when she was off duty each day. These records were not always available in the same form. In some instances employees punched a time clock, just as do the workers in a factory or store, and in such cases records of the exact time worked were quite easily obtained. For these workers variations of as little as half an hour from day to day are revealed. In more instances the records were kept in a time book, and any time lost less than one half-day did not show up in the records, although even a small amount of overtime was ordinarily recorded.

It must be emphasized that these time records for restaurant workers show hours actually worked rather than a schedule of expected work. Except for absences of whole days, the time worked probably coincides fairly closely with the scheduled hours. Thus the daily records are likely to be very nearly the same as the schedule, while the week's hours, being affected by lost days, would probably often be lower than the number of hours which would constitute a full week's work.

In all, 39 restaurants and cafeterias employing 1,099 women furnished hour information during the survey; one-half of these establishments were located in Chicago and one-half in the other cities and towns of the State. In the tabulation of the data the restaurants were classified according to whether they were run as independent enterprises or in connection with hotels or stores. Of the establishments visited, 15 were hotel restaurants, 5 were in stores, and 19 were independent restaurants and cafeterias. Although the women reported were working as waitresses, counter girls, glass girls, silver girls, vegetable and fruit girls, pantry girls, and cleaners, no fine division of occupations has been used in the report, the only attempt at classification being to keep the reports for kitchen workers separate from those for waitresses and counter girls in dining rooms. As with other industries, the material has been tabulated separately for Chicago and for other places, although in some instances the numbers in any one group in towns outside Chicago are so small as to make comparison with Chicago findings unsatisfactory.

Because of the fact that a considerable proportion of the women reported did not have a uniform schedule throughout the week it was impossible to tabulate satisfactorily daily hours or any facts relating to the individual day's work, by using the individual woman worker as a unit. Consequently it seemed advisable to take each day's work as a unit, calling it for the sake of convenience the employee day. The number of units is considerably increased by this method of handling, amounting altogether to between six and seven times the number of women reported. When discussing the subject in terms of percentages, however, there is but little difference whether they are based on the number of women working a specific number of hours or on the number of days of that same length. Material on daily hours, on lunch periods, and on the relation of the hours on duty to the over-all hours is presented in this latter form. Most of the material on irregularity of the working schedule and all of that on week's hours are given in the more usual way with the women affected taken as the unit of measure.

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TABLE 13.—*Irregularity of restaurant days, by locality*

Locality	Type of restaurant	Number of women reported		Number of women with same schedule each day whose work was— One unbroken shift		Broken by 1 period off duty		Broken by 2 periods off duty		Broken by 3 or 4 periods off duty		Total number on uniform schedule		Number of women working on two different schedules		Number of women working on more than two different schedules	
		Dining-room workers	Kitchen workers	Dining-room workers	Kitchen workers	Dining-room workers	Kitchen workers	Dining-room workers	Kitchen workers	Dining-room workers	Kitchen workers	Dining-room workers	Kitchen workers	Dining-room workers	Kitchen workers	Dining-room workers	Kitchen workers
State	Total	698	396	139	106	202	122	20	14	15	4	376	246	178	83	144	67
Chicago	Total	559	322	131	83	166	96	17	12			314	191	141	69	104	62
	Hotel restaurants	145	143	20	21	14	30	2	1			36	52	41	40	68	51
	Store restaurants	132	41	70	9	40	30					110	39	21	2	1	
	Independent restaurants and cafeterias	282	138	41	53	112	36	15	11			168	100	79	27	35	11
Other places	Total	139	74	8	23	36	26	3	2	15	4	62	55	37	14	40	5
	Hotel restaurants	47	10	4		1	2	2				7	2	3	6	37	2
	Store restaurants	11	13		11		2						13	11			
	Independent restaurants and cafeterias	81	51	4	12	35	22	1	2	15	4	55	40	23	8	3	3

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IRREGULARITY OF RESTAURANT HOURS

Table 13 serves to give some idea of the irregularity of the restaurant worker's week. Of 1,094 women for whom records were obtained, only 622 had worked the same schedule each day of the week. On the other hand, 261 women had two different arrangements of working hours, while 211 had worked according to more than two different schedules during the week. A somewhat larger proportion of the dining-room workers (46.1 per cent) than of the kitchen workers (37.9 per cent) did not work according to the same schedule each day in the week. The practice of so arranging the work that one person was employed on different schedules throughout the week seemed about as prevalent in small as in large places, for there was very little variation between Chicago and the other cities and towns, but there was considerable difference between the several types of restaurants in this respect. Over four-fifths of the women employed in store restaurants and lunch rooms for whom data were secured had worked on the same schedule each day of the week recorded. Only one woman showed more than two different arrangements of hours in one week, and that situation may have been due to an irregularity in attendance for that one week rather than to any permanent policy of a varied schedule. Almost two-thirds of the women dining-room and kitchen workers in the independent restaurants and cafeterias had been employed on a uniform schedule throughout the week, while not much over a fourth of the hotel restaurant workers had had such regular work.

Not only does the restaurant employee often come to work at different times on the various days of the week, but she often has her day's work in broken shifts. For the factory or store worker whose day's work is broken only long enough to allow for lunch, the number of hours between her time of going on duty in the morning and the time when her day's work is over is only one-half to an hour longer than the time actually worked. Often the hours of the restaurant worker are arranged with much less compactness. She may actually be on duty 8 or 9 hours and yet not be free for the day for 11 or 12 hours from the time when she first went on duty. Ordinarily, a free period of two or three hours in the middle of the day is of comparatively little use to the worker, for it is usually too short for her to change her clothing, go home, and get back on duty at the time she is due.

Additional material on the length and number of periods off duty is given in Appendix Tables XI, XII, and XIII. One-fifth of the women on a uniform schedule had two hours or more off duty during the day. A somewhat larger percentage (23.3) of the working days of those women who had two different schedules during the week had an interruption of at least two hours, while over a third of the employee days of those women who worked on more than two schedules were interrupted by comparatively long free periods during the day. Single periods off duty within the restaurant day often amounted to three hours or more.

The kitchen workers more often had a straight day's work than did the waitresses or other dining-room employees. The most irregular week and most badly broken days were those of the waitresses in hotel restaurants outside Chicago, although material is

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available for only a small number of women. There were 37 women included who were working as waitresses on more than two schedules in hotel restaurants in the smaller cities and towns of Illinois, showing altogether a total of 248 employee days. Of these 248 working days, 55 (22.2 per cent) were broken by one period off duty of three hours or over, and 151 (60.9 per cent) were broken into three periods on duty, with the time off totaling four hours or more within the over-all.

The problem of the spread of the restaurant worker's day can probably be brought out more clearly by pointing out some concrete cases. On the next page is presented a chart depicting the arrangement of the day's work in one large and well-organized restaurant in Chicago. This particular restaurant, open from 7 in the morning until midnight, shows a spread of 17 hours. It gave practically continuous service during that period. The restaurant was open seven days a week, but all of the waitresses employed there had one day off each week. Of the girls who worked in the kitchen, some were on the basis of a six-day week, some on a seven-day week, while others had one day off in two weeks. The waitresses were divided into only three groups, so far as hours were concerned. One group worked on two different schedules, alternating each day. The other groups had the same arrangement of hours for each day in the week. While in part of the cases there were breaks of an hour and a half or two hours, still the over-all hours did not in any case exceed nine and one half. The various kitchen employees worked on a great variety of shifts, but each worker had the same schedule for each day in the week. In this particular restaurant the kitchen employees had a straight day's work, uninterrupted by long periods off duty. Some of them had a definite half-hour break for lunch, and the others ate on duty as opportunity presented itself.

In another restaurant the arrangement of shifts was so irregular that no satisfactory chart can be made for the restaurant as a whole. The women employed in the kitchen and three of the waitresses had the same schedule for each day in the week, but for the other workers the week was most irregular. The following week's schedule of one waitress will serve as an example:

Sunday	5 p. m. to 9 p. m.
Monday	Day off duty.
Tuesday	7.30 a. m. to 5 p. m.
Wednesday	10.30 a. m. to 2 p. m.; 5 p. m. to 8 p. m.
Thursday	7 a. m. to 2 p. m.; 6 p. m. to 8 p. m.
Friday	7.30 a. m. to 5 p. m.
Saturday	10.30 a. m. to 2 p. m.; 5 p. m. to 8 p. m.

A day such as this woman worked on Thursday would be trying from the point of view of the worker. On that day she had to be on duty as early as 7 a. m. and was not free from her work until 13 hours later, at 8 in the evening. Although she was off duty from 2 in the afternoon until 6 o'clock, even as much as four free hours in a stretch are likely to be of but little use to the worker in a down-town restaurant in a city the size of Chicago. In this restaurant, as in most others, no place was provided for the girls to spend any of these free periods resting on the premises. In view of the systems which have been established in other restaurants it seems possible that a more regular arrangement of hours might be worked out that would permit of greater uniformity for the individual and still provide adequate

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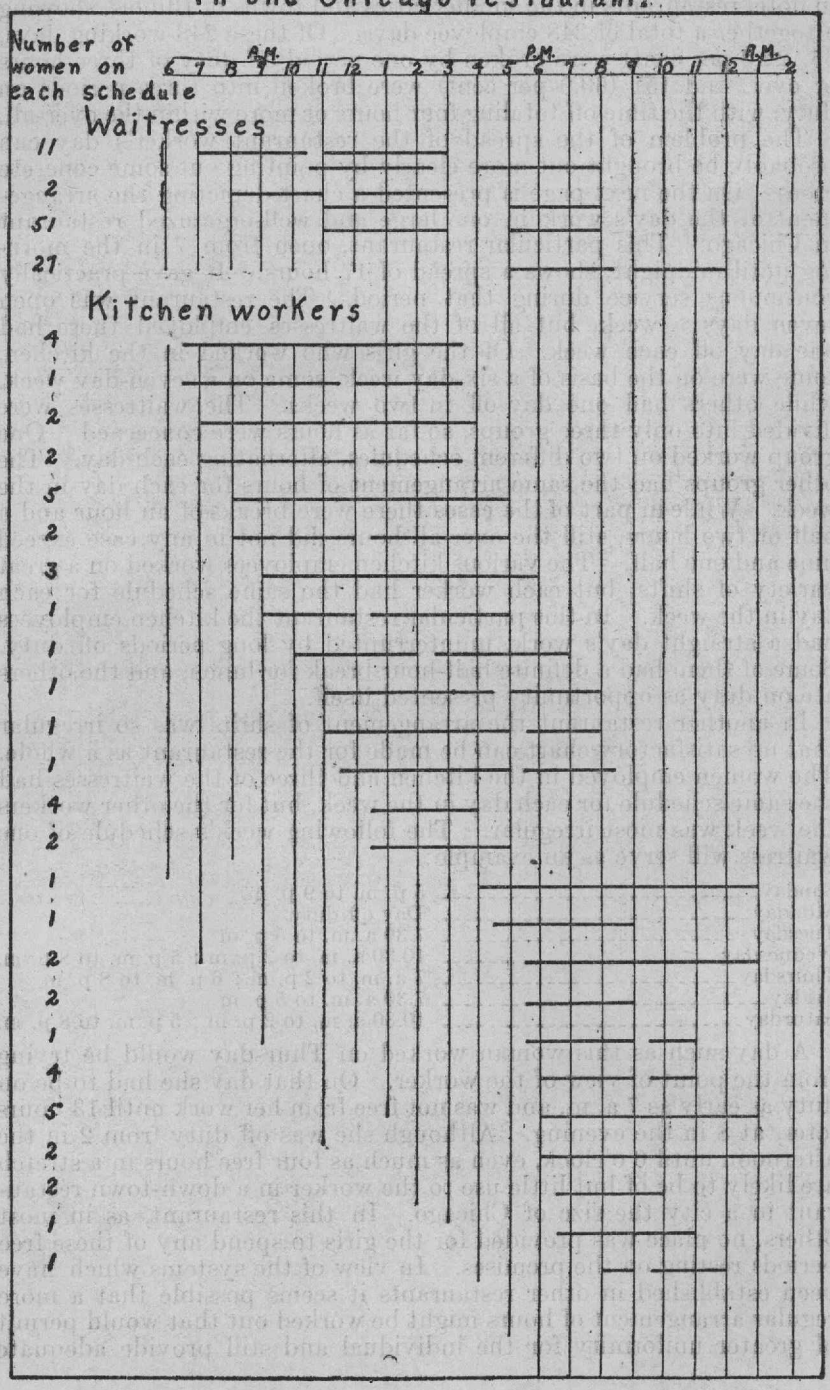
Working hours of women employees in one Chicago restaurant.



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service at the time most needed. A system might be adopted allowing for a possible rotation of shifts over definite periods of time less frequently than daily.

DAILY HOURS

The records taken show the number of hours which each woman was on duty each day of the week. Since the length of the day's work often varied with the days in the week for the same employee, the usual system of tabulating the number of women working certain specified number of hours was possible for only a part of the material, only for the records of the women who had the same schedule each day they had worked. Consequently the unit of tabulation throughout the tables on daily hours is the day's work. The material for those workers who had the same number of hours on each day they worked was tabulated both on the basis of the number of women employed for a specified number of hours and on the basis of the number of hours in each workday. When the results were summed up in terms of percentages, the distribution among the various hour groups was practically identical, indicating that there was no tendency for either basis to weight the distribution.

The following table on daily hours is a summary of Appendix Table XIV:

TABLE 14.—*Length of day's work in restaurants, by type of restaurant, occupation, and locality*

Length of working day	Per cent distribution of employee days according to length of the day in—							
	State							
	Total		Hotel restaurants		Store restaurants		Independent restaurants and cafeterias	
	Dining-room workers	Kitchen workers	Dining-room workers	Kitchen workers	Dining-room workers	Kitchen workers	Dining-room workers	Kitchen workers
Number of employee days reported	4,106	2,414	1,158	926	818	323	2,130	1,165
Under 5 hours	23.4	8.4	16.0	1.1	59.2	24.1	13.7	9.9
5 and under 6 hours	3.3	3.3	3.9	3.2	4.4	1.9	2.6	3.7
6 and under 7 hours	11.8	7.5	15.1	11.2	.6	5.5	14.4	5.4
7 and under 8 hours	19.4	11.4	17.9	12.4	13.7	3.7	22.5	13.6
8 hours	9.7	13.1	10.3	10.2	5.6	22.9	11.0	12.8
Over 8 and under 9 hours	9.9	20.1	13.1	26.2	15.9	39.0	5.8	10.0
9 hours	10.3	20.1	10.7	21.0	.1	2.8	14.0	24.2
Over 9 and under 10 hours	5.9	9.2	7.9	7.9	.5	8.3	6.8	12.8
10 hours	5.3	4.3	3.5	3.0	--------	.8	8.3	6.6
Over 10 hours	.1	2.0	1.8	3.8	--------	--------	.8	1.0

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TABLE 14.—*Length of day's work in restaurants, by type of restaurant, occupation, and locality*—Continued

Length of working day	Per cent distribution of employee days according to length of the day in— Chicago							
	Total		Hotel restaurants		Store restaurants		Independent restaurants and cafeterias	
	Dining-room workers	Kitchen workers	Dining-room workers	Kitchen workers	Dining-room workers	Kitchen workers	Dining-room workers	Kitchen workers
Number of employee days reported	3,230	1,934	847	859	752	245	1,631	830
Under 5 hours	26.2	7.0	16.6	1.0	64.4	7.4	13.5	13.1
5 and under 6 hours	2.8	2.9	2.2	3.5	4.8	----------	2.2	3.1
6 and under 7 hours	12.2	8.6	14.3	11.6	.7	2.4	16.5	7.3
7 and under 8 hours	22.9	12.6	19.7	11.6	14.9	4.9	28.4	15.9
8 hours	10.4	16.0	9.2	10.9	6.1	30.2	13.1	17.1
Over 8 and under 9 hours	9.2	24.4	14.0	27.6	8.5	51.4	6.9	13.0
9 hours	10.3	20.5	10.4	19.3	.1	3.3	15.0	26.6
Over 9 and under 10 hours	3.4	4.5	7.3	8.5	.5	----------	2.6	1.7
10 hours	1.8	1.7	4.3	1.7	----------	----------	1.4	2.0
Over 10 hours	.7	1.8	1.9	4.1	----------	----------	.4	----------

Length of working day	Per cent distribution of employee days according to length of the day in— Other places							
	Total		Hotel restaurants		Store restaurants		Independent restaurants and cafeterias	
	Dining-room workers	Kitchen workers	Dining-room workers	Kitchen workers	Dining-room workers	Kitchen workers	Dining-room workers	Kitchen workers
Number of employee days reported	876	480	311	67	66	78	499	335
Under 5 hours	13.2	14.1	14.1	1.5	----------	76.9	14.4	1.8
5 and under 6 hours	5.3	4.9	8.4	----------	----------	7.7	4.0	5.2
6 and under 7 hours	10.4	3.8	17.0	6.0	----------	15.4	7.6	.6
7 and under 8 hours	6.5	8.6	12.9	22.4	----------	----------	3.4	7.9
8 hours	7.1	1.3	13.2	----------	----------	----------	4.2	1.8
Over 8 and under 9 hours	12.6	3.0	10.6	9.0	100.0	----------	2.2	2.4
9 hours	10.2	18.4	11.6	41.8	----------	----------	10.8	17.9
Over 9 and under 10 hours	14.9	28.3	9.3	----------	----------	----------	20.2	40.7
10 hours	18.0	15.2	1.3	19.4	----------	----------	30.9	18.2
Over 10 hours	1.8	2.5	1.6	----------	----------	----------	22.2	3.6

In Chicago 5,164 employee days were recorded for restaurant workers, and in the other cities of Illinois, 1,356. In each case somewhat less than two-thirds of the employee days were from the records of waitresses or counter girls, the remainder covering the kitchen workers.

The contrast between the practices in respect to restaurant hours in Chicago and the other localities included is easily apparent from the following summary:

Length of working day	Percentage of workdays of each specified length in—	
	Chicago	Other places
Under 8 hours	51.9	33.8
8 hours	12.5	5.0
Over 8 and under 10 hours	32.8	42.1
10 hours and over	2.8	19.0

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Over one-half of the working days recorded in Chicago were less than 8 hours in length, while only one-third of the days of the restaurant workers outside Chicago were as short as that. Chicago reported more 8-hour days for its restaurant workers than did the smaller towns, but in neither case was such a day very common. In the two longer-hour groups the reports for other places showed the higher percentages, with 19 per cent of the workdays of restaurant employees in the smaller places as long as 10 hours, whereas only 2.8 per cent of the Chicago restaurant days were that long.

TABLE 15.—*Daily hours of restaurant workers, by occupation and locality*

Length of employee days	Per cent of employee days of each specified number of hours in—					
	State		Chicago		Other places	
	Dining-room workers	Kitchen workers	Dining-room workers	Kitchen workers	Dining-room workers	Kitchen workers
Number of employee days reported	4,106	2,414	3,230	1,934	876	480
Under 8 hours	57.9	30.6	64.1	31.1	35.4	30.2
8 hours	9.7	13.1	10.4	16.0	7.1	1.3
Over 8 and under 10 hours	26.1	49.4	22.9	49.4	37.7	43.2
10 hours and over	6.3	7.8	2.5	3.4	19.8	25.3

The difference between the hour standards of dining-room and kitchen workers (summarized in Table 15) is perhaps less marked than that between the standards of the two localities already discussed, but it is, nevertheless, quite noticeable. The longer hours of work were more prevalent among the kitchen workers than among the waitresses or other dining-room workers.

TABLE 16.—*Daily hours of restaurant workers, by type of restaurant and locality*

Length of employee days	Per cent of employee days of each specified number of hours in—								
	State			Chicago			Other places		
	Hotel restaurants	Store restaurants	Independent restaurants and cafeterias	Hotel restaurants	Store restaurants	Independent restaurants and cafeterias	Hotel restaurants	Store restaurants	Independent restaurants and cafeterias
Number of employee days reported	2,084	1,141	3,295	1,706	997	2,461	378	144	834
Under 8 hours	41.7	65.8	45.8	40.3	67.5	53.5	48.4	54.2	23.7
8 hours	10.2	10.5	11.6	10.1	12.0	14.5	10.8	--------	3.2
Over 8 and under 10 hours	42.1	23.7	30.4	43.7	20.5	30.3	34.9	45.8	44.7
10 hours and over	6.0	--------	12.2	6.0	--------	1.8	5.8	--------	28.3

The hours in the store restaurants were shorter than those in either the hotel or the independent restaurants, as might be expected from the fact that store restaurants ordinarily are open for a shorter period each day. Although there was a larger proportion of working

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days of less than 8 hours among the workers in the independent restaurants than among those in the hotel restaurants, there was also a larger proportion of days of 10 hours and more in length in the former than in the latter. When the situation in Chicago is considered separately from the other places of the State, the relative position of the hotel hours and the hours in independent restaurants is somewhat changed. In Chicago the proportion of the working days which fell below 8 hours was considerably higher in the independent restaurants (53.5 per cent) than in those connected with hotels (40.3 per cent), and at the same time the proportion amounting to 10 hours or more was less in the former (1.8 per cent) than in the latter (6 per cent). In the smaller places, on the other hand, the hotel restaurants showed better standards in respect to the length of the working day than did the independent restaurants and cafeterias. Almost one-half of the days of the hotel restaurant workers and less than one-fourth of the days worked by the employees in independent restaurants and cafeterias were less than 8½ hours in length, while only 5.8 per cent of hotel restaurant days and 28.3 per cent of the independent restaurant days were 10 hours or over.

Some of the extremes in daily hours are not brought out in the table because the instances of days of over 10 hours in length were sufficiently scattered to make it impractical to present them in separate classifications. Nevertheless, attention may be called to some of the instances of extraordinarily long hours which were found to exist.

The longest day's work of which any record was found was one of 15 hours, worked by a woman employed in the kitchen of a Chicago hotel. This woman had not had to work such long hours any other day in the week surveyed, but she had been employed seven days during the week, her shortest day being 8 hours in length. On the day she had worked 15 hours, this woman was on duty continually for that whole period, eating her meals on duty when she could get a chance. Another kitchen worker in a Chicago hotel had worked 13½ hours each of six days during the week, making a weekly total of 81 hours. The record of a third hotel worker revealed very long hours of work on some days and short hours on others. She had had Sunday free, worked 10½ hours on Monday, 12½ on Tuesday, 5½ on Wednesday, 13½ on Thursday, 13 on Friday, and 2 on Saturday. Although these examples are unusual records and not many such instances were found, their existence seems of sufficient importance to merit attention.

The distribution of the workdays for the restaurant workers is very different from that for the women in the other industries included. Not far from one-half of the restaurant workers' days were shorter than 8 hours, while only 4.1 per cent of the women surveyed in other industries had a scheduled day of less than 8 hours. At the other extreme, with the long daily schedule, there was also a larger proportion of the restaurant workers' days. Of the restaurant days reported, 70, or somewhat more than 1 per cent, were over 10 hours in length, while none of the workers in the other industries were scheduled to work more than 10 hours a day.

OVER-ALL HOURS

It has been pointed out already in connection with the discussion of the irregularity of restaurant hours that the number of hours

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between the time of first going on duty and that when the day's work is over is often considerably in excess of the number of hours when the worker is on duty. Consequently, attention must also be given to the number of over-all hours in each working day.

There was a greater tendency for the working day to spread out over a long period of time in the smaller cities and towns than in Chicago, even though the difference in the hours actually on duty was not great. The summary below shows the percentages of work-days having over-all hours of specified length.

Number of over-all hours	Percentage of work days with over-all hours of specified length in—	
	Chicago	Other places
Under 8	35.1	17.1
8 and under 10	49.1	17.5
10 and under 12	13.0	22.3
12 and over	2.8	43.1

On over two-fifths of the working days the over-all hours amounted to 12 or more for the workers in the restaurants throughout the State; less than 3 per cent of the working days in Chicago restaurants fell within this class, while for over a third the over-all hours were less than 8.

TABLE 17.—*Over-all hours, by type of restaurant, occupation, and locality*

Occupation	Over-all hours	Per cent of employee days with over-all hours of specified length in—			
		All restaurants	Hotel restaurants	Store restaurants	Independent restaurants and cafeterias
CHICAGO					
Dining-room workers	Under 8 hours	41.0	36.4	69.9	30.1
	8 and under 10 hours	42.4	46.4	29.8	46.1
	10 and under 12 hours	13.8	8.4	.3	22.9
	12 hours and over	2.8	8.9		.9
Kitchen workers	Under 8 hours	25.3	25.3	12.2	29.2
	8 and under 10 hours	60.2	65.7	87.8	46.5
	10 and under 12 hours	11.5	4.8		21.9
	12 hours and over	2.9	4.3		2.4
OTHER PLACES					
Dining-room workers	Under 8 hours	12.7	11.3		15.2
	8 and under 10 hours	21.5	26.7	100.0	7.8
	10 and under 12 hours	17.6	3.9		28.5
	12 hours and over	48.3	58.2		48.5
Kitchen workers	Under 8 hours	25.2	11.9	100.0	10.4
	8 and under 10 hours	10.2			14.6
	10 and under 12 hours	31.0	17.9		40.9
	12 hours and over	33.5	70.1		34.0

Table 17 makes possible a comparison of the length of over-all hours in the various types of restaurants of Chicago and in the other places in Illinois. As would be expected, the shortest over-all hours were found in the restaurants connected with stores. For none of

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the kitchen workers in these restaurants were there any days with over-all hours as long as 10, while in an inappreciable number of cases were the over-all hours for the dining-room workers in this class of restaurants that long. For the dining-room workers in independent restaurants in Chicago there was greater concentration in the 8-to-12-hour groups than for the dining-room workers in the hotel restaurants. While on 36.4 per cent of the workdays the over-all hours of these workers in hotels were less than 8, 30.1 per cent of the over-all days of the waitresses in the independent restaurants were as short as this. But, on the other hand, long over-all hours were more commonly found for this class of workers in the hotels than in the independent restaurants. In the independent restaurants of Chicago there was very little difference in the length of the over-all hours for the kitchen workers and for the dining-room employees, while in the hotels fewer of the kitchen workers' days showed short over-all hours and fewer showed long hours than did the days of the dining-room workers. Except for the store restaurants the over-all hours of the restaurants outside Chicago were considerably longer than those of Chicago establishments.

Table XV in the appendix gives the distribution of over-all hours in greater detail than does the summary included in the text and is of especial interest in the range of hours over 12. Only two instances of an over-all of more than 15 hours were recorded, but a considerable number of days with over-all hours of 13 and 14 were reported, most of them in restaurants outside Chicago.

TABLE 18.—*Relation of hours on duty to over-all hours, by locality*

Locality	Occupation	Number of days reported	Number of days on which hours on duty formed of over-all hours—					
			Under 60 per cent	60 and under 70 per cent	70 and under 80 per cent	80 and under 90 per cent	90 and under 100 per cent	100 per cent
Chicago	Total	5,164	47	143	549	863	1,111	2,451
	Dining-room workers	3,230	47	125	488	550	504	1,516
	Kitchen workers	1,934	-------	18	61	313	607	935
Other places	Total	1,356	174	223	292	147	192	328
	Dining-room workers	876	162	187	183	59	142	143
	Kitchen workers	480	12	36	109	88	50	185

The same table in the appendix reveals the percentages which the hours actually on duty formed of the time between the beginning of work and the end of the day. The proportion which the hours on duty formed of the total over-all hours was more apt to be lower for the dining-room workers than for the kitchen workers, and for the women employed in the restaurants outside Chicago than for the women employed in that city. On one-fifth of the working days of the Chicago dining-room workers the hours on duty formed less than 80 per cent of the over-all, while only on less than 5 per cent of the days of the kitchen workers in the same city was this the case. On over three-fifths of the days reported for dining-room workers and on less than a third of the days of kitchen workers in other places the hours on duty amounted to less than 80 per cent of the total over-all hours—

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an indication of the amount of time which is often practically useless to the worker herself and for which she receives no compensation.

WEEK'S HOURS

While the number of hours worked during the week may be of less interest than the length of the day, it is, nevertheless, important to consider that phase of the question as well. Obviously, in discussing the subject of week's hours, we return to the more usual basis of the number of women affected rather than the number of employee days. Table XVI in the appendix furnishes detailed figures on this subject. Of practically 1,100 women working in restaurants for whom information was received, almost 45 per cent had worked 44 hours or less during the week recorded. Only 12.9 per cent had worked over 44 but not more than 48 hours, 31.3 per cent between 48 and 60 hours, and 11 per cent 60 hours or more. While the printed tables do not show the details above 65 hours, there were a few instances of extremely long hours. One hotel worker in Chicago had worked 81 hours in the week surveyed, while two women in Chicago and four in smaller places had worked 70 and 71 hours.

The percentages in the preceding paragraph are based on the total number of women reported, irrespective of the number of days on which they had worked. Thus, the proportion of women working the shorter hours was increased because those who worked less than their normal week were included. For some restaurant workers the normal week is six days and for some seven, but for very few is it less than six. Of the 1,094 women reported, 949, or 86.7 per cent, had worked six or seven days during the week, and the hours worked by these women were probably near enough to their normal hours to be satisfactorily compared with the weekly scheduled hours of the women employed in the other industries surveyed. Three-eighths of these six-and-seven-day restaurant employees had worked 44 hours or less, while practically 8 per cent of the women in stores, factories, and laundries were scheduled for so short a week. Less than 14 per cent of these full-time restaurant workers had had a week of over 44 but not longer than 48 hours, while over one-half of the other women reported had been working on a schedule of that length. About 36 per cent of the restaurant women who had been on duty six or seven days had worked more than 48 but less than 60 hours, and 12.6 per cent of them had worked 60 hours or more. Only 38 per cent of the women in other industries had had a weekly schedule of more than 48 hours, while in only five establishments with 70 women was there a weekly schedule as long as 60 hours. Although there was a larger proportion of restaurant workers than of other women workers who had the shorter hours, there was also a larger proportion of them who had worked the extremely long hours.

In Table 19 the comparison is made between the hours worked in a week by the full-time workers in the two occupational groups according to the different types of restaurants. An analysis of the situation as a whole shows that the weekly hours of the women who worked in the kitchen were longer than those of the women who worked in the dining room, that the hours of the women in the smaller places were longer than those in Chicago, and that a short week was more common in the store restaurants than in either of the other two types. There was a larger proportion of the women in

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TABLE 19.—*Hours worked in one week by restaurant employees who worked on 6 or 7 days, by locality*

Type of restaurant	Hours worked during the week	Number of women reported who worked full week and per cent working each specified number of hours during week in—											
		State				Chicago				Other places			
		Dining-room workers		Kitchen workers		Dining-room workers		Kitchen workers		Dining-room workers		Kitchen workers	
		Number	Per cent	Number	Per cent	Number	Per cent	Number	Per cent	Number	Per cent	Number	Per cent
All restaurants	Total full-time workers	592	100.0	356	100.0	466	100.0	284	100.0	126	100.0	72	100.0
	48 hours and under		60.5		36.5		69.5		38.0		27.0		30.6
	Over 48 and under 60 hours		30.7		44.4		28.1		50.7		40.5		19.4
	60 hours and over		8.8		19.1		2.4		11.3		32.5		50.0
Hotel restaurants	Total full-time workers	158	100.0	126	100.0	116	100.0	117	100.0	42	100.0	9	100.0
	48 hours and under		43.0		19.8		47.4		21.4		31.4		
	Over 48 and under 60 hours		50.0		58.0		46.6		59.8		59.5		33.3
	60 hours and over		7.0		22.0		6.0		18.8		9.5		66.7
Store restaurants	Total full-time workers	120	100.0	53	100.0	109	100.0	40	100.0	11	100.0	13	100.0
	48 hours and under		81.7		58.5		89.9		45.0				100.0
	Over 48 and under 60 hours		18.3		41.5		10.1		55.0		100.0		
	60 hours and over												
Independent restaurants and cafeterias.	Total full-time workers	314	100.0	177	100.0	241	100.0	127	100.0	73	100.0	50	100.0
	48 hours and under		61.1		41.8		71.0		51.2		28.8		18.0
	Over 48 and under 60 hours		25.8		35.6		27.4		40.9		20.5		22.0
	60 hours and over		13.1		22.6		1.7		7.9		50.7		60.0

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independent restaurants who had short hours, and a larger proportion who had a week of 60 hours or over than in the hotel restaurants.

Of those restaurant workers who might be considered to have put in a full week, practically one-fourth had worked on all seven days of the week. A larger proportion of the waitresses and other dining-room workers than of the kitchen workers had had one day off during the week. The contrast between Chicago and other places of the State in this respect was marked. Practically five-sixths of the full-time women working in Chicago restaurants had had one day off during the week recorded, while only a little over two-fifths of the full-time workers reported in the other places had had one day free. None of the women in store restaurants were employed for more than six days, for none of these restaurants were open on Sundays. A larger proportion of the women working in the independent restaurants than of those in the hotel restaurants had worked on only six days, a difference due at least partially to the fact that the former group of restaurants regularly closed on Sunday, while the hotel dining rooms were always open seven days a week.

MEAL PERIODS

Meal periods for restaurant workers have not been standardized to the extent to which they have been for women working in stores, factories, or laundries. Women engaged in public housekeeping are still handicapped by lack of standardization carried over from private housekeeping.

In many restaurants no definite amount of free time is allowed during which the workers are expected to eat their meals. In such cases the employees snatch a meal as opportunity offers and are said to eat "on duty," for they are subject to interruption if press of work demands it. In other restaurants the employees are allowed a definite interval but without a regular time appointed for taking it. It is hard to say to what extent the situation of these workers would differ from that of the women who were said to eat on duty, and probably it would vary with the restaurant. However, the group of establishments which allowed a free period, even though at no specified time, is counted as giving a meal period, while the others are not.

The meals with which this summary is concerned are only those which come within the total over-all hours of the worker. Two-fifths of all the women in hotels and restaurants ate any meals that fell within the limits of their day's work on duty; practically another fifth ate part of their meals on duty and part during free periods. Over one-fifth of the women reported ate their meals during an interval of from 20 minutes to one hour in length. A larger proportion of the women who were employed at kitchen occupations than of the waitresses and other dining-room workers ate their meals on duty. The practice of having no break for meals was much more common in the smaller cities of the State than in Chicago and in the hotel restaurants than in the other two types of restaurants. A small proportion of the women were expected to eat their meals in free periods of more than one hour, intervals which were meant primarily to shorten the day's working hours rather than to provide a lunch period. The daily hours of more than one-eighth of the women were short enough so that no meal periods necessarily fell within their working day.

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PART IV

WORKING CONDITIONS

Industrial life has developed with such strides that in many instances it has difficulty to keep up with itself in an orderly way. When business is active and a factory has an increasing number of orders coming in, production must be made to expand quickly to take advantage of the opportunity presented. Additional work units are added in the same space; sections of the buildings ordinarily held for other uses are given up to active production, or additional rooms are used in adjoining buildings. When a business is crowding on itself in this fashion, the manager too seldom takes into consideration what the changes may mean for the worker. He is engrossed with the idea of more orders, more money, more expansion, and it is not strange if he overlooks the fact that the addition of an extra workroom has cut off much of the natural light in one of the original rooms or that such additions overcrowd existing toilet and rest-room facilities. When business slackens, expenditures are cut down, and, even though the rush is over, perhaps nothing is done toward the better organization of the plant.

It is true that many industrial establishments do not grow in such haphazard fashion, and that there are owners and managers who realize the value of well-planned, light, airy workrooms, with the equipment and the routing of work so arranged as to make for the minimum of confusion. Factories are occupied by human beings, men and women, and even children, many hours a day. The health of these workers is affected inevitably by the conditions of the room in which they spend their day, by the position in which they must work, and by the relation of light supply to their bench or machine. The adequacy and condition of the toilet, wash room, and drinking facilities have a tremendous effect on the general health of the employees, specifically through the possibility of the spread of infectious diseases. While the provision of rest rooms and lunch rooms is less obviously necessary, they, too, play a very important part in the health program. Noon hours should refesh the worker for the return to the job in the afternoon, and that result is possible only if the worker has some opportunity to get away from the machine and the workroom to some place that is reasonably comfortable.

Not only are the physical conditions in a factory of tremendous personal importance to the workers, but they also react on the efficiency and prosperity of the business itself.

In the investigation of the plants of various types throughout Illinois an attempt was made to note the extent to which the essentials in sanitation had been met, to see what attention had been given to the important problems of seating, lighting, and ventilation, to evaluate the adequacy of the service equipment provided for the women workers and the plant as a whole, and to make a general survey of plant conditions so far as they directly affected the women employed.

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GENERAL PLANT CONDITIONS

Arrangement of rooms.

Crowded and poorly arranged workrooms slow up production and make work more difficult. Narrow and cluttered aisles tremendously increase the hazard from fire. Of the 132 factories and laundries visited in Chicago, there were 44 in which the aisles were narrow either in part of the plant or throughout. In 16 the aisles were too narrow even if they had been kept clear, but in addition they were obstructed by trucks or supplies. In 88 Chicago firms the aisles were sufficiently wide, but in 14 of these plants at least some of the aisles were obstructed. There were 59 factories and laundries of the 201 visited in the other cities of the State in which some or all of the aisles were too narrow. In 20 of these all the aisles were too narrow, and part or all of them were obstructed as well. On the other hand, 119 were wide and clear as to aisles, while in 23 other plants the arrangement of worktables or machines allowed sufficient room, but the aisles had not been kept clear in all places.

In Chicago 8 stores were visited, and in only 2 of these were the aisles too narrow. Only 6 of the stores had workrooms, and in 2 of these some of the workrooms were too crowded to be satisfactory. In the smaller cities 49 stores were included, in 10 of which the aisles were too narrow throughout and in 6 part of the aisles were narrow. Only 28 of these stores in the smaller places had any workrooms, and in 7 of them part or all the workrooms were crowded.

Floor space is often limited in restaurant kitchens or pantries. There were 17 restaurants in Chicago for which information was supplied in regard to crowding. In 8 of these all the kitchen and pantry space was too crowded; in 2 others part of it was so reported. The restaurants visited in the smaller places more often had sufficient room for their activities than had those in Chicago. Of 17 reported in these localities, only 5 had too little room in their kitchen and pantry space, and in 1 some of the kitchens and pantries were overcrowded.

Thus far attention has been called to those plants in which the workrooms were poorly arranged, because those were the establishments in which changes were needed. There were factories, however, in which the location of worktables and machines had been well planned. For example, the description of the workroom arrangement in one paper-box factory reads as follows:

> The machinery was exceptionally well placed so that even good-sized trucks did not close the aisles.

As a contrast, however, is the following description of another factory in the same industry:

> Factory was in old store and saloon building thrown together. The place was unspeakably crowded, and aisles were filled with packing cases and rubbish.

Sometimes units of machinery are so placed that they obstruct the aisles, a situation illustrated by the following description of the workrooms in a shoe factory:

> Racks on wheels completely filled the room. Where there were rows of machines, the aisles were very narrow. Also, the cross aisles were obstructed by a pipe carrying the shafting, which was continuous for a whole row of machines and crossed the aisles about a foot from the floor.

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Stairways.

There were 133 factories, stores, and laundries of those visited in Chicago which had more than one floor and in which stairways were inspected. In 66.9 per cent of these the construction of all stairways in the building was satisfactory; they were neither too narrow nor too steep; they were not winding; they were adequately lighted and were built with handrails. In 21.8 per cent of the plants, all the stairways were unsatisfactory, either because they were winding, narrow, steep, or dark, or because of a combination of these conditions. In over one-fifth of the establishments part of or all the stairways were narrow, and in almost one-fourth part or all were steep. In only three plants were any of the stairways winding, in one the stairway was not adequately lighted, and in another there was no hand rail.

There were 199 factories, stores, and laundries of those visited in the other places which were not located exclusively on the ground floor. The standard in these plants was lower than it was for those in Chicago. In only 53.8 per cent of these plants were all the stairways satisfactory so far as construction went. In 37.2 per cent of the plants all stairways were unsatisfactory in one respect or another, while in practically one-tenth of the others part of the stairways fell below the construction standards set. For over one-third of the plants part of or all the stairways were reported too narrow, and in six plants they were not adequately lighted.

Frequently, one stairway combined several bad features, as was the case in the following description of the situation in a laundry:

> The treads were so narrow that one stubbed the toes going up, and there was not room enough for a foot. In addition the stairs were narrow and steep.

Of another stairway the schedule reports:

> This stairway was almost like a ladder; it was so steep and the treads were so warped.

Cleaning.

The desirability of keeping a plant clean and in order was recognized in many establishments but not in all. Of 132 factories and laundries visited in Chicago, 22 were dirty throughout and 13 others in part. Among the establishments inspected in the other cities the proportion of plants rated as clean was higher than it was in Chicago. In only 21 of the 201 factories and laundries in these cities was all of the workroom space dirty, and in 16 part of the workrooms had not been kept satisfactorily clean.

Some plant managers took the matter of cleaning very casually, making no definite provision for it. In 11 Chicago factories and laundries the women employed for other work were expected to keep the workrooms clean, and in 16 of the factories visited elsewhere in the State the women employed for the regular work of the plant were given the additional responsibility of cleaning the workrooms.

Often dirt on the walls and ceilings of plants was allowed to accumulate for too long a time before given any attention, or sometimes the construction material was such that it presented a dark and dingy appearance. In 65 of the 132 Chicago factories and laundries all the workrooms had walls and ceilings that were either dark or dirty, frequently so dirty that they were dark in spite of having been painted light. In 12 other plants part of the workrooms had walls and ceilings that were dark or dirty. Naturally it was easier to keep buildings

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clean in the smaller cities than in Chicago, and a larger proportion of the plants in these localities had workrooms with walls and ceilings that were light and clean—111 out of 201. Even among the plants outside Chicago, however, there were 54 in which all the workrooms had walls and ceilings that were dark or dirty, and 30 others had walls and ceilings in such condition in part of the plant. In 2 establishments in Chicago and in 2 located in other places the walls and ceilings were in bad repair.

Ordinarily it was the old buildings that were most poorly kept. The description of the workrooms in one plant states:

> Building was old, and floors, ceilings, and walls were very dirty. The floors were covered with talc dust in some rooms, with soap scraps in others—looked like the accumulation of years. Ceilings and walls were very dingy except where white from talc.

The description of another plant reads:

> The building was very old. Workrooms were dingy and dirty. When cleaned at all, the men workers did the sweeping, and they were never scrubbed.

In some industries the processes of the work make it more difficult to keep the floor clean and free from litter than in others, but it is probable the differences in cleanliness are due rather to the differences in adequacy of the cleaning system. As an example, contrast the following descriptions of conditions in two printing and publishing plants:

> Plant was in absolute order; continuous cleaning during hours.
>
> Floor covered with litter, chiefly trimmings from paper, some of which looked as though it were the accumulation of several days. Everything was dirty looking; ceilings and walls dingy.

Heating.

Plants were visited under varying weather conditions—from the winter weather of February through the warmer weather of May, and the adequacy of heating equipment could not be judged equally in all the plants on the basis of the effectiveness in operation. Ordinarily, however, plants were adequately heated, and the problem of temperature was more often in the direction of excessive heat.

There were a few establishments, located in the smaller places, which were heated only by large stoves. In cold weather such an arrangement is seldom satisfactory, for the workers near the stove are overly hot, while those in the far corners of the room shiver.

In some plants the work itself demanded that the temperature be kept down lower than was desirable for comfort. The packing rooms of the slaughtering and meat-packing establishments were kept at a low temperature always, and the workers in these rooms wore sweaters and coats at their work.

The arrangement of the heating apparatus in the workroom means a good deal in its effect on the comfort of the workers. Of the 132 factories and laundries in Chicago there were 14 establishments in which some of the workers had to sit too close to steam pipes or radiators for comfort. In 33 of the 201 factories and laundries located outside Chicago some of the women had to work uncomfortably near the source of heat. In 2 stores in Chicago and in 4 in the other places steam pipes or radiators were so located behind counters or in other quarters that saleswomen on duty were unable to get away from the heat.

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Ventilation.

Ventilation becomes a serious problem, needing more than haphazard attention whenever a large number of people are gathered together in one room; and when such a group is engaged in industrial processes even more careful provision is needed. Lint or dust from the materials worked on; heat, steam, or moisture from the work itself—these factors make special ventilating facilities particularly essential in many plants. There were 28,202 women employed in the 140 factories, stores, and laundries visited in Chicago. Three-fourths of these establishments, employing an even larger portion of the women, were reported as being satisfactorily ventilated throughout. In over one-half of these plants this result was accomplished by means of windows and skylights, without the assistance of any sort of artificial ventilation; these were, on the whole, the smaller establishments. However, 10 other plants supplied only local artificial ventilation, such as hoods over certain machines or special devices for drawing off the dust from some operations, and found these aids sufficient to keep the air in the room reasonably satisfactory.

In 12 of the Chicago establishments the air was satisfactory in only part of the workrooms, and 21 others were inadequately ventilated throughout. In two-thirds of the plants that were altogether unsatisfactory on this ground no attempt had been made to provide any type of artificial ventilation. In 5 there was some general system, but it was not adequate. There is a wide difference in results between the complete washed-air system with frequent vents into the room and a ventilation system which depends only upon a small exhaust fan in the side of the building. All told, between two-thirds and three-fourths of the factories, stores, and laundries in Chicago made no special provision for artificial ventilation.

Not far from 20,000 women were employed in the 250 factories, stores, and laundries visited in the smaller cities of the State. In seven-tenths of the establishments, employing slightly more than that proportion of the women, the ventilation was considered satisfactory throughout at the time of the inspection. In one-fifth of the plants visited all the workrooms were inadequately ventilated, and in the remaining tenth part of the workrooms had inadequate air. In two-thirds of the establishments in which the ventilation was satisfactory for the whole plant this result was achieved without any artificial means, and it is uncertain whether the ventilation would have been satisfactory under all weather conditions. There were general artificial ventilating systems in 32 of these plants, almost a third having some local devices in addition. On the other hand, there were 20 establishments in which the air was unsatisfactory throughout in spite of some attempt at artificial ventilation. In 27 others which were unsatisfactory throughout, no attempt had been made to provide any means other than doors and windows.

Some industries create special problems in their need of a particular type of ventilation. Of the 132 factories and laundries in Chicago there were 50 in which fumes, heat, or dust constituted a special difficulty connected with air conditions. Of these, 31 had made an attempt to alleviate the situation by some method of artificial ventilation. In 19, however, nothing had been done to improve the condition of the air. Of 201 factories and laundries in the other towns,

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74 were reported with some special ventilation problem arising from the nature of the work, 29 of which had made no attempt to improve the condition by means of either general or local artificial ventilation.

A few examples serve to show the types of situation which may arise.

In the plating room the fumes were very strong from the chemical bath. There were no hoods over the bath and no general ventilating system. Fumes in the lacquer room almost suffocating. Room was very small, with no windows in walls. There was a skylight, but the windows in it were not open. Women had to bend directly over the lacquer machine to turn small parts.

By way of contrast is the following statement concerning another plant which had practically the same problem to meet:

Lacquer ovens were completely inclosed. All fumes from lacquer room were carried off through the aid of fans in the ventilating pipes.

In a burlap-bag plant the dust from the burlap was most inadequately taken care of. The girls who were stitching were furnished with cheese cloth to tie over the mouth and nose, and practically two-thirds of them were using it.

In hotels and restaurants the heat and steam from cooking necessitate adequate methods of ventilation. Of 19 restaurants for which working conditions were reported in Chicago, only 4 had no special ventilating devices whatsoever—no hoods over ranges and no general exhaust system. At the other extreme were 6 restaurant kitchens in which there were hoods over the ranges, hoods over dish-washing machines, and a general exhaust system as well. Four others had hoods over the ranges in addition to a general exhaust system.

In the smaller towns also 19 restaurants were inspected. There were only 3 kitchens in which there was no artificial ventilation. Only 3, however, had any general exhaust system and 1 of these relied on that alone, without hoods over the ranges. Ordinarily, however, a hood over the range seemed to be the first and most likely step taken to supplement natural means of ventilation.

Lighting.

No detailed analysis of the adequacy of such a technical matter as lighting in the plants visited can be made in a survey of this type. Two factors, however, can be summarized—the general adequacy of light for the work to be done and the presence or absence of glare. Eyestrain may result either when workers have insufficient light or when they face a strong light from unshaded windows.

TABLE 20.—*Adequacy of natural and artificial lighting, by locality*

Type of lighting	Locality	Number of establishments reported	Number of establishments in which lighting was satisfactory throughout	Number of establishments with unsatisfactory light due to—					
				Inadequacy		Glare		Both inadequacy and glare	
				In part	Throughout	In part	Throughout	In part	Throughout
Natural	Chicago	154	79	20	27	1	18	6	3
	Other places	247	152	22	13		55	2	3
Artificial	Chicago	157	89	2	2	4	52	2	6
	Other places	248	153	2	6	2	68	5	12

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There were 154 factories, stores, laundries, and restaurants in Chicago for which information on natural lighting was obtained. The summary of figures includes only those stores with workrooms, since the lighting of such rooms and not that of salesrooms was considered. The natural lighting throughout was satisfactory in one-half of these establishments and unsatisfactory in not far from one-third. In the rest of the plants some of the rooms had adequate natural light and some did not. Wrong natural lighting in the Chicago plants was more often due to inadequacy than to glare, although in some plants there was insufficient light from natural sources and a glare as well. In 56 establishments the natural light was inadequate either in part of the plant or throughout, and in only 28 was there glare, the 9 establishments in which both conditions existed being included in each group.

There were 247 establishments in the smaller cities for which information on natural light was reported. Of these, over three-fifths were satisfactory throughout and more than one-fourth had unsatisfactory natural light in all the workrooms. In the remaining tenth of the plants some of the rooms were satisfactory and some were not. In the plants located in the smaller towns a larger proportion of wrong light conditions were due to glare rather than to inadequacy. Buildings more often were completely detached than in Chicago, and light could reach them more readily than when they were crowded in closely among others. In only 40 establishments was there insufficient natural light throughout the plant or in some of the workrooms, while glare was present in some workrooms of at least 60 plants.

It may be difficult to assure adequate natural light in all parts of a building located in a congested district, but there is no excuse for unsatisfactory artificial light. Industrial lighting fixtures have been given sufficient attention, so that it should be possible for every establishment to be equipped with lighting systems suited to its need. Inspection of plants, however, shows that too many managers treat this matter casually. In summing up the matter of artificial lighting only workrooms of stores were included.

There were 157 factories, stores, laundries, and restaurants in Chicago for which report was made on the character of the artificial lighting. Of these, 89 were satisfactorily lighted throughout, a proportion larger than that with satisfactory natural light for the whole plant. On the other hand, there were 60 establishments in which artificial lighting had been given inadequate attention throughout the whole plant, and in practically all cases the difficulty was due to glare. There was enough light, but either the lights were not shaded or they were placed at such a height that they shone in the worker's eyes. In only a few cases was artificial light insufficient.

For 248 factories, stores, laundries, and restaurants in the other places of the State information was available on the character of the artificial lighting. In respect to artificial as well as natural lighting a little over three-fifths of these establishments were satisfactory throughout, there being sufficient light and no glare. In a few uniform conditions did not exist, but in over a third none of the artificial lighting in the plant was satisfactory, in the majority of instances because of glare.

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Seating.

Industrial seating has been given less attention by employers than have most other working conditions. Many manufacturers accustomed to regard certain occupations in their plants as standing jobs accept the situation as inalterable, and for other kinds of work at which the operators usually sit they consider as satisfactory any type of seat that is not in the way. Of recent years, however, some factory managers have begun to give attention to the suitability of the chair provided. It is being realized, also, that satisfactory seating can not always be achieved merely by changing the type of seat itself. No one style is satisfactory for all classes of work, and often simple changes in the arrangement of the supply of material or of the height of the worktable are needed to make a normal and healthful posture possible.

It is difficult to summarize the material in regard to the seating equipment furnished by the establishments visited. The occupations have been roughly classified as those at which the workers sat to operate, those at which they stood to perform their jobs, and those at which it was possible for them to work in either position. In making this classification the practice in the plant visited has been taken as the only criterion although it is realized that the different arrangement of worktable or machine in the different plants may cause the same occupation to fall sometimes into one group and sometimes into the other. Many jobs classed as standing jobs could have been done as well with the worker seated if only the management had realized the desirability of providing chairs so designed that the woman could sit to work during part of the day. Often it was lack of chairs that placed the women in the group of workers reported with a standing occupation rather than in the group of women who could either sit or stand at their job.

In summing up the situation concerning seats in the factories and laundries of Illinois account has been taken only of whether seats were provided and whether or not they had backs. It is realized that the backs provided for seats are not always satisfactory, but any seat at all is better than none, and almost any seat with a back has some advantages over a plain stool.

TABLE 21.—*Type and adequacy of seats, by occupation and locality—factories and laundries*

Locality	Position of women when operating	Number of establishments reporting women in each specified group	Number of establishments in which—								
			No seats were provided	Insufficient seats were provided				Sufficient seats were provided			
				Total	With backs	With and without backs	Without backs	Total	With backs	With and without backs	Without backs
Chicago	Sitting	114	------	------	------	------	------	114	56	30	28
	Standing	96	39	26	4	------	22	31	10	3	18
	Sitting or standing	46	------	5	2	------	3	41	8	3	30
Other places	Sitting	170	------	------	------	------	------	170	103	40	27
	Standing	153	81	41	13	3	25	31	13	5	13
	Sitting or standing	50	------	4	1	------	3	46	19	5	22

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In 114 factories and laundries visited in Chicago women regularly sat at their work. Of these, 56 provided some sort of seat with a back for all the women who sat continuously at their occupations. In 30 other plants some of the sitting workers had chairs with backs, and some had only stools or benches. In 28 establishments stools or benches and even boxes and upturned kegs were the only seats provided for the women who sat all day at their work. The plants outside Chicago more frequently furnished seats with backs than did those in Chicago. In 103 of the 170 establishments in which women had sitting jobs there were backs on all the seats for this class of workers, and in 40, backs on only some of the seats. In 27 establishments all the sitting workers had benches or stools or some other form of seat which offered no support to the back.

In 46 of the Chicago establishments women were employed at work for the performance of which they could either sit or stand. Of these, there were 5 in which too few seats were provided to make the choice very real, and in only 10 establishments were there backs on all the seats used by these workers. Of the 50 establishments located in the other places in the State in which women could shift their position from sitting to standing, there were 4 in which the number of seats provided was insufficient and only 20 in which all the seats supplied had backs.

In 96 Chicago establishments there were women who stood at their work continuously, and in 39 of these no seats at all were provided for the use of the workers in the intervals between supplies, or when the machines were running smoothly enough to need no attention. The number of seats was adequate in only 31 of these 96 plants. In the majority of cases the seats provided had no backs. There were 153 factories and laundries of those visited elsewhere in the State in which at least some of the women stood to work. As many as 81 of these furnished no seats for these workers, and only 46 were equipped with an adequate number of seats.

There seems to have been a conspicuous lack of attention given to seating in some industries; for example, in the manufacture of wooden boxes. In this industry either in Chicago or elsewhere there were no establishments which were equipped with seats for an occasional rest for any of the workers who stood at their jobs. No seats were provided for any of the standing workers in the plants in Chicago manufacturing glue or bread and bakery products, nor in the factories in other cities and towns making women's clothing or lamps and reflectors.

Even in cases where the women had to stand when actually at work there were often times when they could have sat had there been anything to sit on. In one veneer plant, for example, there was considerable opportunity for the women who were stacking or hanging pieces of veneer to rest, but no regular seats were provided. Women were perched on boxes or lying on the long frames on which the sheets of veneer came from the saws. In one plant in which all the workers were standing the manager volunteered the information that "the girls had plenty of time to sit down, as they were not busy all the time." He seemed quite unconscious of the fact that there were no seats of any description in the whole factory. In another establishment which employed only a few women, all standing at

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work, there was a 10-minute rest period in the middle of the afternoon. As there were no seats in the workroom and no restroom, even during their rest period the girls could only stand or lean on their workbenches. The girls who worked at "peeling" in one paper carton factory were free to sit down probably a third of their time while they waited for a pile of the stamped cartons to accumulate, and yet no seats were provided for these girls. Sometimes they stood while they waited and sometimes they sat on a corner of a truck.

On the other hand, there were factories in which it had been made possible for girls to sit at work which would ordinarily have been considered a standing job. Usually the worker who had to tend a row of machines had but little opportunity to sit down. In two of the factories visited, however, seats were built with wheels and were easily moved along a track which extended in front of the machines, so that one woman could tend four machines and still remain seated if she wished.

In many cases seats provided were but poorly adapted to the work at which they were to be used. Frequently, improvised backs had been attached to ordinary round-topped stools. Workers who had chairs too low for their work place sometimes put boxes on them to raise themselves so that they could sit while working. In one plant the girls had placed a chair over a stool, the legs of the chair coming outside the legs of the stool, and the seat of the chair resting on the seat of the stool. Thus they obtained for themselves the height of the stool with the added comfort of the broader seat and the back of the chair.

The round-back kitchen chair was the type of seat most commonly used in the clothing factories in Illinois. Such a chair can give no support when the worker is leaning forward at her machine and is not altogether satisfactory even for the moments of relaxation. In one factory women stitchers were seated on ordinary folding chairs, a seat neither stable nor comfortable even though coming under the class of a "seat with back." In some plants chairs of the soda-fountain type were found in use, this sort of back also being unsatisfactory. Chairs with a back consisting of a cross piece attached to two metal uprights were found very frequently, and the adequacy of these was largely determined by the height and angle of the back, the shape of the seat, and the adjustment of the seat to the machine or worktable.

Plants were visited in which attempts were being made to adjust both the workers and the work. The height of ordinary kitchen chairs was raised or lowered for the comfort of the worker. In one factory the agent noticed one woman using a chair different from that used by all the other workers in that occupation. Upon inquiry it was learned that she had been bothered with backache, and it had been found that she could work more comfortably in such a chair. In some plants the desirability of change of position had been recognized, and where it had not seemed possible to shift the position on the same job, workers at sitting operations changed places with those who stood to work. In a few plants adjustable chairs were being installed. In such cases it was sometimes difficult to get workers accustomed to a cramped position to shift to one more nearly normal, but experience seemed to show that they liked the new posture after they had tried it.

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Often the provision of suitable footrests would have greatly improved the worker's position, but ordinarily a box, a bar on a table or machine, or the rungs of a stool were the only footrests available. Workers in some cases utilized an overturned stool for this purpose.

SANITATION

The question of plant sanitation is of quite as much importance as the conditions which affect the worker while actually on the job. Drinking, washing, and toilet facilities need to be suitable in type, easily accessible, and sufficient in number. In addition systematic attention must be given to the repair and cleaning of such facilities.

Drinking facilities.

The provision of sanitary drinking facilities in industrial establishments is one of the important principles of industrial hygiene. Fresh drinking water is exceedingly necessary to the person engaged in physical activity all day. Cool, pure water easily accessible to all parts of an establishment and either individual cups or sanitary bubble fountains are essentials of adequate drinking facilities.

There were 140 factories, stores, and laundries in Chicago for which the type of drinking facility was reported. Investigation showed that in almost two-thirds of these establishments some effort had been made to look after the comfort and health of the workers in this respect, water from bubble fountains or with individual cups being supplied. In 14 establishments, however, the common drinking cup was found, although in one instance some of the workers were supplied with individual cups and in another bubble fountains furnished part of the supply. In 37 establishments no cups were provided, although in no section of the plant were there any drinking fountains and the only water supply was from faucets connected either with the regular water supply or with coolers. In these plants it was left to the workers to supply their own cups or glasses. There were 21 establishments in which bubble fountains furnished only part of the supply, and some of the workers in these plants also had to bring their own cups.

There were 82 plants with bubble fountains, although in only 57 did they contribute the whole supply of drinking water. Unfortunately, only 6 of the 82 establishments had any sanitary fixtures, those in which the stream of water could not fall back on the orifice from which it came. It has been proved by bacteriological investigation of the hygiene of the bubble fountain that it is not a sanitary type of drinking facility unless the water emerge at an angle of from 15° to 60° from the vertical and the orifice be adequately protected from contact by a collar. The fact that the installation of any drinking fountain was hailed originally as an improvement over past methods and a guaranty of uncontaminated drinking water makes it more important that this distinction between the satisfactory and unsatisfactory types be noted.

In a slightly larger proportion of the firms located in other places in the State than of those located in Chicago had sufficient consideration been given to the problem of drinking facilities resulting in the provision of either bubble fountains or individual drinking cups—175 out of a total of 250. The common drinking cup, however, was more frequently found in the establishments which were located in

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the smaller places than in the Chicago establishments. There were 39 plants in which a common drinking cup was provided, although in 3 of these bubblers constituted a part of the facilities. In 45 establishments neither cups nor drinking fountains were provided, and the workers had to bring their own cups or glasses. There were 18 plants in which bubble fountains furnished only part of the drinking water, and yet there were no cups provided.

Of the 152 plants in the smaller cities and towns of Illinois in which bubble fountains supplied part of or all the drinking water, only 10 had fountains of the sanitary type.

In a few plants in some of the smaller towns a pail of water and a dipper or a pitcher and a common cup were the only drinking facilities. In one glass plant that relied upon the pail and dipper an interesting contrast was seen between the arrangement in the rooms under different foremen. As the factory made jelly tumblers, glasses were easily available, and one foreman had placed a pigeonholed rack near the pail of water, and each worker had one pigeonhole labeled with his or her name in which the glass was to be kept. The employees were instructed to dip the water out of the pail with the dipper and pour it into the glass, and, as far as the agent could judge from observation at the time of inspection, the instructions were followed out. The other foreman at the suggestion of the first, had tried the same scheme, but, unsuccessful in gaining the cooperation of his employees, had returned to the use of the common dipper.

Washing facilities.

In some industries the manufacturer recognizes the necessity of cleanliness from the point of view of the condition of the product and sees to it that satisfactory provision is made in regard to washing facilities. Many other plants recognize the desirability of furnishing such equipment simply as a necessary convenience for the employees. In other establishments, however, facilities have been given but little thought, and it is felt that with the provision of a faucet all responsibility has been met. Common towels or no towels at all, cold water only, and no soap—such conditions often exist.

In practically one-fifth of the 132 Chicago factories and laundries cold water only was available in the wash basins or troughs provided; for almost one-half of the similar establishments located in other places of the State there was no hot water. For workers in some occupations cold water is but little more useful than none at all. Almost one-third of the establishments in Chicago furnished no soap, and over two-fifths of those elsewhere fell short in this respect. In Chicago the lack of hot water was a thing more prevalent in the small plants than in the large, for the proportion of women affected was much smaller than the proportion of establishments in which the condition obtained. Soap was omitted from the equipment even in many of the larger plants, for almost three-fifths of the women in Chicago were employed in establishments which provided either no soap at all or at some of the basins only.

Over a third of the factories and laundries reported in Chicago and the same proportion of those located elsewhere in the State furnished common towels for the use of some of or all their workers. In over three-tenths of the Chicago plants and in more than four-tenths of the plants located elsewhere in the State no towels at all, either common or individual, were provided. Often this lack of

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TABLE 22.—*Condition of washing facilities, by industry and locality*

Industry	Number reported		Number of establishments in which washing facilities were unsatisfactory in part or throughout and number of women employed therein													
			Location not convenient		Not clean		No hot water		No soap		No towel		Common towel		Basin out of repair	
	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women
CHICAGO																
All industries	132	24,631	21	2,648	31	2,649	26	1,003	43	14,433	42	11,678	47	6,371	3	115
Manufacturing:																
Awnings, tents, and sails	3	29			2	21	1	4	2	21	1	4	1	17		
Clothing—																
Men's	4	1,262	1	123									4	1,262		
Women's	6	404	1	33	2	157	2	191	1	63			5	371		
Corsets (including garters)	3	695											2	113		
Electrical appliances	5	9,801					1	31	4	9,770	3	9,223	1	424		
Food—																
Bread and bakery products	5	454	2	203	1	55	1	16	1	70	2	86				
Slaughtering and meat packing	7	2,022	3	1,638	2	1,314			1	587	1	7	5	2,010		
Furniture and wood veneer	3	248	1	53	2	87					2	87				
Glue	3	96	3	96	1	13							2	39		
House furnishings	3	612							1	410			1	150		
Metal products	11	873	2	231	2	60	1	29	3	187	5	491	1	22		
Millinery, lace, and embroidery	10	910			3	57	3	90	2	77	2	72	4	257	1	13
Paper products—																
Boxes	7	407	1	43	1	4	1	4	3	173	2	192	5	215		
Other	3	259							1	4	1	38				
Patent medicine, chemical products, and soap	7	702	2	10	3	329	1	6			2	41	2	64		
Printing, publishing and book-binding	10	1,442	1	52	1	27	1	17	3	227	1	52	6	907		
Textiles	8	1,315			1	16	1	16	4	818	2	227	3	265		
Wooden boxes	4	148			1	72	1	22	2	34	2	34	2	114		
Miscellaneous	14	2,222			1	14	6	299	10	1,790	7	702	3	141		
Laundries	16	730	4	166	8	423	6	278	5	202	9	422			2	102

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TABLE 22.—*Condition of washing facilities, by industry and locality*—Continued

Industry	Number reported		Number of establishments in which washing facilities were unsatisfactory in part or throughout and number of women employed therein													
			Location not convenient		Not clean		No hot water		No soap		No towel		Common towel		Basin out of repair	
	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women
OTHER PLACES																
All industries	200	17,999	20	835	42	2,931	95	7,480	84	9,560	83	8,114	70	6,079	6	559
Manufacturing:																
Boots and shoes	18	2,597			4	693	9	950	14	2,015	14	2,180	2	144	1	177
Clothing—																
Men's	19	1,898			8	953	14	1,183	10	895	7	383	11	1,463		
Women's	5	284	1	151	2	172	4	133	1	22			4	263		
Corsets (including garters)	5	423					2	151	2	138	2	138	3	285		
Electrical appliances	4	386	1	22			1	20	3	366	4	386				
Food	10	351	4	85	1	11	2	24	4	77	3	59	1	13		
Furniture	3	78	1	24	1	25	2	49	2	49	1	25	2	53	1	24
Glass	3	360	1	64	2	220	2	220	2	220	2	220	1	140	1	156
Gloves and mittens	6	883			2	108	5	860	1	23			5	825		
Jewelry (including clocks and watches)	[1]7	3,910			1	13	2	623	3	2,557	2	2,544	2	38		
Metal products	25	1,846	4	51	4	73	12	1,181	13	1,326	12	666	5	772		
Musical instruments	3	102					3	102	1	54	2	87	1	15		
Paper products—																
Boxes	7	409			2	65	4	359			2	65	2	50		
Other	7	314	1	13			1	50			2	87	3	119		
Patent medicines, chemical products, and soap	6	179	1	25			2	27	1	25	2	27	1	55		
Printing, publishing, and book-binding	6	184			2	19	4	123	1	50			5	173	1	75
Signs and advertising novelties	4	276	1	13	1	13	3	263	1	7			3	269		
Textiles—																
Knit goods	9	1,555					4	442	5	705	3	293	5	918		
Other	4	346	1	120	2	176	3	324	4	346	4	346			1	56
Wooden boxes	4	128	1	14			2	45	3	59	3	59				
Miscellaneous	17	789	2	217	6	304	7	155	7	411	5	121	7	319	1	71
Laundries	28	701	1	36	4	86	7	196	6	215	13	428	7	165		

[1]Not including one firm, with 15 women, having no washing facilities.

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attention to furnishing towels for the workers is due largely to thoughtlessness. In one modern factory which manufactured paper products the girls used the paper scraps for drying their hands, but since the paper was of the nonabsorbent variety this method was not particularly successful. When the agent, at the request of the manager, was enumerating some of the things about the plant which seemed unsatisfactory to her, she mentioned the lack of towels and expressed surprise at this oversight in a plant which had given more than average attention to the comfort of its workers. The manager had not thought it especially important, although in the past paper towels had been provided. According to his statement, these were often thrown down the toilets, and on one occasion the pipes had become clogged, causing a considerable loss in paper stock stored on the floor below. As the simplest remedy the paper towels had been removed without any further experimentation. In spite of this neglect the manager showed considerable curiosity as to what other firms were doing and what system might be adopted which would not involve too great expense.

No attempt has been made to summarize information as to the adequacy of washing facilities, but an example of extreme inadequacy was found in a factory engaged in the preparation of food. There was one enameled basin of ordinary household size for the use of 99 women, and one common towel daily was supplied for this same group of women. In another food-manufacturing plant there was neither hot water, soap, nor towels. In one establishment located in one of the smaller cities, no washing facilities whatsoever were provided, so that the workers could not wash before eating lunch nor before going home.

In laundries workers were often expected to use the net bags in which laundry was placed and in other instances they were free to take towels sent in to be laundered, which were then washed again. Definite provision for towels was seldom made. One laundry visited, however, was equipped with the "pull-over" type of individual towel. Towel service would seem to be less of a burden in laundries than elsewhere, and yet it was seldom found in these establishments.

Reports on towel equipment were obtained for 18 restaurants in Chicago and for 19 in other places. In 4 restaurants in Chicago a common towel was supplied for some of or all the workers, and in 9 restaurants located elsewhere in the State that condition obtained. In Chicago there were 3 restaurants and in the other places 2 in which no towels were furnished.

Toilet equipment.

Certain standards for toilet facilities in factories, stores, laundries, and other places of work have been laid down by the laws of the State of Illinois. Separate toilet rooms must be provided for men and women, and such rooms must be plainly designated. One toilet seat must be provided for every 25 women, the rooms must be properly inclosed, and there must be separate ventilation for each room when direct outside ventilation is impractical. Artificial light is to be provided wherever the natural light is not adequate.[1]

[1] Revised statutes of Illinois, 1917, ch. 48, sec. 108.

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TABLE 23.—*Condition of toilet equipment, by industry and locality*

Industry	Number reported		Number of establishments in which toilet equipment was unsatisfactory in part or throughout and number of women employed therein																			
			Number of seats inadequate		Room not designated		Location not convenient		Room not screened		Room not ceiled		Light not adequate		Ventilation unsatisfactory		Room not clean		Cleaning done by women employed for other work		Seat not inclosed	
	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women
CHICAGO																						
All industries	132	24,631	38	14,359	31	2,059	28	4,089	18	917	13	727	3	122	29	2,788	36	3,044	9	156	16	1,994
Manufacturing:																						
Awnings, tents, and sails	3	29	1	17	1	4			1	4							2	21	3	29		
Clothing—																						
Men's	4	1,262					1	123														
Women's	6	404	2	191	1	63					1	63			3	220	2	157				
Corsets (including garters)	3	695	1	582	1	57																
Electrical appliances	5	9,801	2	9,192	1	66			1	66					1	31	1	66				
Foods—																						
Bread and bakery products	5	454	2	203	2	235	5	454	2	71	1	180					2	71			1	133
Slaughtering and meat packing	7	2,022	3	954	2	109	4	1,906			1	5			4	1,420	3	1,319	1	5	1	1,046
Furniture and wood veneer	3	248	1	161	1	34	2	87	2	214					1	161	2	87			1	161
Glue	3	96					2	39									1	13				
House furnishings	3	612	1	410	2	462																
Metal products	11	873	4	190			2	231			2	88			1	33	1	27			1	22
Millinery, lace, and embroidery	10	910	2	547	1	59					2	31			2	88	3	57				
Paper products—																						
Boxes	7	407	1	57	3	126	1	43	1	4			1	4					1	57	1	79
Other	3	259	1	38													1	38			1	4
Patent medicines, chemical products, and soap	7	702	1	358	2	10	3	69	1	59	1	59			2	94	3	299	1	4		
Printing, publishing, and bookbinding	10	1,442	1	630			3	717			1	52			3	162	2	47				
Textiles	8	1,315			3	167	1	92	3	111	1	92			2	108	1	92			3	1 1
Wooden boxes	4	148	1	42	1	22	1	22			1	12			2	54	1	72	1	12	2	84
Miscellaneous	14	2,222	3	212	4	385	2	254	1	79					1	19	3	285	1	32	2	261
Laundries	16	730	11	575	6	260	1	52	6	309	2	145	2	118	7	398	8	393	1	17	3	93

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OTHER PLACES

All industries	[1]200	18,001	68	11,343	55	2,804	31	3,931	31	2,335	33	2,584	10	259	42	3,078	61	7,334	37	1,770	65	5,643
Manufacturing:																						
Boots and shoes	18	2,597	11	2,176							2	225			2	313	10	1,936			8	1,319
Clothing—																						
Men's	19	1,898	12	1,613	4	154			5	381			1	71	5	619	8	909	2	129	6	396
Women's	5	284	1	151	1	22	1	151									1	151	5	284		
Corsets (including garters)	5	423	2	145	2	144			2	138			1	74	1	74						
Electrical appliances	4	386			1	20	1	22			1	34			1	34					1	310
Foods	10	351			2	35	3	67	1	93	2	106			2	125	2	35	1	16	2	24
Furniture	3	78	1	24	3	78	2	53	1	24	1	29					1	25	1	25		
Glass	3	360					1	156			1	156			2	220	2	220			3	360
Gloves and mittens	6	883	5	825	3	376					1	23			2	108	2	143	1	23	3	166
Jewelry (including clocks and watches)	[1]7	3,912	5	3,686	1	25	4	2,038	1	15							1	1,934			3	836
Metal products	25	1,846	1	147	7	375	5	749	5	908	4	846	1	16	5	825	7	908	5	297	6	258
Musical instruments	3	102			1	54					1	33							1	54		
Paper products—																						
Boxes	7	409	2	220	1	45					2	31			2	31	2	65	1	11	2	139
Other	7	314	2	95	2	115	2	49			1	13									2	115
Patent medicines, chemical products, and soap	6	179					1	25									1	13	2	51	2	80
Printing, publishing, and bookbinding	6	184			1	75	2	104							1	29						
Signs and advertising novelties	4	276	2	256	2	252	1	13									1	7	4	276	1	17
Textiles—																						
Knit goods	9	1,555	7	1,137	3	387			3	374	4	475			2	333	1	245	1	41	3	821
Other	4	346	1	120	2	176	1	56	1	120	1	148					1	120	4	346	3	198
Wooden boxes	4	128	1	69			1	14	2	45									1	14	3	114
Miscellaneous	17	789	5	320	2	53	2	285	2	38	3	262	1	8	4	90	8	326	3	102	5	183
Laundries	28	701	10	359	17	418	4	149	8	199	9	203	6	90	13	277	13	297	5	101	12	307

[1] Not including one firm, with 13 women, having no toilet equipment.

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In summing up the findings in regard to toilet facilities in Illinois account has been taken of convenience as to location, adequacy, privacy, and cleaning. In setting standards of adequacy, however, the Women's Bureau has taken one facility to every 15 women as representing a satisfactory condition.

Conditions of toilet rooms were recorded for 132 factories and laundries in Chicago, and for 200 factories and laundries elsewhere in the State. On the whole, better conditions prevailed in Chicago than in the other cities of the State. In the table on the conditions of toilet equipment all those establishments are included under the heading of "number of seats inadequate" in which the average number of women per seat exceeded 15. On this basis over a fourth of the Chicago establishments and slightly over one-third of the plants in other places were inadequately equipped. For the most part, it was large plants in which the ratio ran too high, and thus the proportion of women affected by this inadequacy was considerably greater than the proportion of plants providing too few facilities, for not far from two-thirds of the women in Chicago and elsewhere were working in establishments which provided less than one toilet facility for every 15 persons.

In over one-fourth of the Chicago establishments and in three-tenths of those located elsewhere some of or all the toilet rooms were dirty. Although in Chicago the proportion of women employed under such conditions was considerably smaller (12.3 per cent) than the proportion of plants for which such conditions were reported, in the other localities two-fifths of the women were working in plants in which this condition obtained. In Chicago there were only a few plants in which the women regularly employed for other work were expected to look after the cleaning of the toilet rooms; not far from one-fifth of the plants surveyed elsewhere had no special employee for this purpose, but the regular women employees were expected to be responsible for the cleanliness of the toilet rooms.

In plants where both men and women are employed it is important that the toilet rooms should be clearly designated by sex, yet in not far from one-fourth of the Chicago establishments and in more than a fourth of those elsewhere, some of or all the toilet rooms were not so designated. Since in the other cities toilet rooms, unsatisfactory in one respect, often fell short in another as well, the same plants frequently appear in more than one column of the table. For example, the description of the toilet room in one laundry is as follows:

> Toilet room located in middle of workroom, with no artificial ventilation. It was disorderly, littered, and needed cleaning. It was not screened from the workroom, and seats were not inclosed. There was neither natural nor artificial light. The girls employed for regular work in the laundry were supposed to clean it.

In another laundry in which there was only one toilet seat to 36 women the toilet room was scheduled to be cleaned only twice a week. The room was dirty and ventilated only into the workroom.

Standards of cleanliness varied from those of some plants in which the toilet rooms were in charge of a matron and scrubbed twice daily to that represented by the following description:

> Toilet room was located in a partly excavated cellar. It had not been cleaned for about eight months, according to the manager's statement. The floor was thick with paper, the water box out of order, the bowl was filthy. It was ventilated by a hole in the wall.

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One factory located in a small town made no provision for toilet facilities whatsoever, and the workers went across the street to the public toilets in the courthouse. There the women's toilet was located in the basement and was very unsatisfactory.

In one plant where there was neither natural nor artificial light in the women's toilet and both floor and plumbing were dirty, the manager frankly felt no concern about the conditions. He said he did not want the room light as the employees might use it for reading or resting. No rest room was provided, however.

Eight stores were visited in Chicago and in 1 of these the only toilet equipment available for the workers was that provided for the public as well. In 3 others some of the toilet rooms were shared with the public. In the smaller places separate provision for the workers was less frequent than in the Chicago stores. Of 49 stores visited, 13 provided no separate toilet rooms for their women employees, and in 12 other stores some of the workers used toilet rooms which were shared with the public. The woman working in a store can not be away from her counter long without being reprimanded, and if she must wait in a crowded toilet room shared with shoppers she is seriously inconvenienced.

The data on cleanliness of toilets reveals that 1 store of the 8 included in Chicago had a dirty toilet room and 7 of the 49 in the smaller places were dirty. In Chicago, however, regular cleaners were responsible for the care of the rooms in all cases, whereas in the other places 6 stores were visited in which the saleswomen cleaned their own toilet room. The number of seats was inadequate in 4 of the Chicago stores and in 16 of those located in other places.

In restaurants also the employees often have to put up with the unsatisfactory arrangement of sharing toilet rooms with the public. In 1 Chicago restaurant the public toilet room was the only one available for the women workers, while in 7 some of the employees used the public room. In 9 restaurants in smaller places no provision was made except that of the public toilet room, and in 2 others some of the rooms were so shared.

Standards of cleanliness were lower in the toilet rooms for the women in Chicago restaurants than in those for women in the restaurants visited elsewhere. There were 19 restaurants visited in each group, and in 7 of those located in Chicago the women's toilet rooms were dirty, and in only 3 of those located in the smaller places did this situation exist.

SERVICE EQUIPMENT

There are other features of a plant which are not so directly connected with production as the workroom conditions nor quite so obviously essential as adequate sanitary provision, but which have a considerable effect on the comfort of the workers and on the general efficiency of the plant. The provision of satisfactory cloak rooms, rest rooms, and hospital rooms and of some place for the employees to spend their noon hour is looked upon as a responsibility of the modern industrial establishment. The extent to which the plants visited met this need varied considerably.

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Lunch rooms.

In all cities of any size and in many smaller ones employees find it necessary to eat their midday meal in or near their place of work. Ordinary commercial restaurants and lunch rooms outside the plant are usually prohibitive in price. Eating a cold lunch every day at the regular place of work is the only alternative unless the management appreciates the need and furnishes some place where the workers may spend their noon hour. The type of provision varied widely in the establishments visited, some plants provided cafeterias which offered a selection of food at reasonable prices, while others considered that enough had been done when an empty room had been placed at the disposal of their employees. The plants located in Chicago were more apt to be equipped with lunch rooms than were those in the other cities. Probably this was due, at least partially, to the fact that in smaller places the women were often able to go home for lunch. Only about a third of the establishments (factories, stores, and laundries) in Chicago failed to make any provision in the way of lunch facilities, and these were relatively small plants, employing altogether less than one-tenth of the women reported. In the other cities of the State, however, almost two-thirds of the establishments, employing one-half of all the women reported in these localities, had taken no account of the possible convenience afforded the workers by a lunch room.

In Chicago 29 firms, employing a total of almost 18,000 women, or not far from two-thirds of all the women surveyed in that city, ran regular cafeterias for the use of their employees. The plants located elsewhere in the State were not entirely without such equipments, for in 33 establishments, in which worked almost three-tenths of the women, there were cafeterias connected with the plants.

In addition to the establishments with workers' cafeterias there were 20 Chicago firms and 40 plants elsewhere in the State which provided some place other than the workrooms where the workers might eat their lunches. Some of these firms furnished a gas or electric plate on which the women could warm their own lunches, and others supplied hot coffee, in some cases free and in some for a slight charge. One firm which provided cooking facilities had furnished more complete equipment than was customary. In this establishment there was a room apart from the workroom on each floor with an electric stove, an ice box, in which the girls kept their lunches, and steel lockers for china and cooking utensils. There were 25 Chicago plants and 11 in the other places which provided some cooking facilities in the workroom itself, and the women heated their lunches and ate them in the room where they worked. In 25 Chicago establishments and in 12 elsewhere a hot drink or food was prepared by the firm and distributed in the workroom; such provisions ranged from coffee to a variety of food equal to that usually found in the cafeterias maintained by other plants. It was quite common under such a system for the employees to place their orders in a box as they came into the plant in the morning. The lunches were then prepared during the morning and distributed throughout the plant when the workers stopped at noon. Although such arrangements solve the problem of getting food, they do not help the worker to combine rest with lunch and add to the difficulties of keeping workrooms clean.

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In one establishment that provided no lunch room, and seats in only part of the cloak rooms, the agent of the bureau who was inspecting the plant during the lunch period, found the girls sitting on the floor in the cloak room while eating their lunches. Even when lunch rooms are provided they are not always satisfactory, as the following example illustrates:

Women's room bad. It was a fair-sized room but used for lockers, for dressing room, for toilet room, as well as for kitchen and lunch room. It was crowded and disorderly.

Hotels and restaurants seldom made any special provision in the form of lunch rooms for the use of their employees. Ordinarily, the women who worked in the kitchen ate there, either on a corner of a regular worktable or at a table assigned for that use, while the waitresses ate either at a table in the public dining room or in the kitchen. Obviously, employee lunch rooms were more often found in large restaurants than in small. In Chicago six of the establishments recognized the desirability of giving some attention to an eating place for some of or all their workers. The management of one of these simply closed off one side of the public dining room during certain periods of the day and kept it for the exclusive use of the employees. In one hotel and in one store there was a special dining room for all those working on the premises, including the restaurant employees. One establishment provided a small room adjoining the locker room, and another had a room next to the kitchen in which the employees could eat. In a third plant there was a regular lunch room on the second floor, but it was unattractive, dirty, and cluttered with débris. One large Chicago restaurant had an adequately equipped workers' cafeteria, well located and well kept. There was natural lighting from two opposite sides and satisfactory artificial lighting as well.

In only two of the restaurants located in the smaller places of the State was any attention given to providing a special place where the worker might eat. One of these was run in connection with a store, which had two cafeterias, one for the public and one for the employees. In another restaurant a small room between the kitchen and dining room was available for those whose shift ended while the public was still being served.

Cloak rooms.

It seems reasonable to expect that any plant, no matter how small, should provide some adequate place for the employees to keep wraps and other personal possessions during working hours. However, there were five of the establishments visited in which no provision whatsoever was made, not even hooks in workroom walls. Under such circumstances the workers hung their wraps on any nail or post they could find or on chairs, while lunches and packages were put as far out of the way as possible on machines or worktables.

In almost three-fourths of the factories, stores, and laundries visited in Chicago, cloak rooms were provided, over one-half of them were equipped completely or partially with lockers, and the others had hangers or hooks. A slightly larger proportion of the firms located in the other cities furnished cloak rooms for at least part of their employees, although lockers were less common in the establishments throughout the State than in those located in Chicago.

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The mere provision of a cloak room, however, does not necessarily indicate that the needs of the workers have been adequately met. Unless the room is clean, well ventilated, and well lighted, and unless it affords reasonable protection for the workers' possessions, it may be considered less desirable then the situation in a plant where no room is provided. Frequently, cloak rooms are built in corners considered useless for anything else and are deficient either in light or ventilation. An agent of the bureau described one cloak room as—

> So dark that agent couldn't tell whether it was clean or not. There was no window, and the electric-light bulb was gone. The only light came from the doorway.

A cloak room which is not under the supervision of some designated person and which does not provide lockers is ordinarily unsatisfactory, a fact illustrated by the following report:

> No one was in charge, and as the girls were afraid to leave their things, most of them kept their wraps hanging by their machines.

All of the hotels and restaurants in Chicago provided a room where the women could change from street clothes and where they could leave their wraps. In some cases, however, the cloak rooms in restaurants, where space is often at a premium, were screened off in the basement or in small areas left over on the main floor. Ventilation in basement cloak rooms was usually bad, and often either the room itself or the approach to it was dirty and cluttered. Seldom was the space provided really adequate for the number of people using it, even though the room was otherwise satisfactory.

Of the 19 hotels and restaurants visited in the places outside Chicago there were 9 in which no cloak rooms were found. In 2 of these, however, the girls lived in the building and had their own rooms. In 3 cases the women dressed and hung their clothes up in the wash or toilet room. In one restaurant they were expected to dress and keep their clothes behind a screen in the corner of the room, and the workers in another restaurant hung their wraps on any nail or hook they could find.

Rest rooms.

Gradually manufacturers are coming to realize that an entirely efficient establishment must include more than workrooms and office. Loss is involved for both the management and the individual worker if the remainder of a day must be lost because the worker, ill or exhausted for a few hours, is forced to go home for lack of a chance to rest in the plant. It is worth while for both when a place for rest is available near the workroom. Nevertheless, of 140 factories, stores, and laundries visited in Chicago, 94, or over two-thirds of the total number, made no provision whatsoever of this kind, not even a cot in the corner of a workroom or cloak room. Of the 46 which did furnish some place to rest, only 32 were considered adequate in this respect by the agent who made the inspection. Of the 250 factories, stores, and laundries that were visited outside Chicago, 156, or somewhat less than two-thirds of them, supplied no place for the workers to rest. On the other hand, the majority of the rest rooms reported seemed to fill the need adequately.

When no satisfactory place to rest is available, workers often try to improvise a place where they can lie down until they feel able

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to return to their machine or worktable. As one of the agents was going through a good-sized shoe factory she came upon one woman lying on a coat spread out on the concrete floor of a toilet room. There may be times when even a concrete floor seems preferable to standing or sitting at one's machine, but it certainly is a very unsatisfactory makeshift.

Rest rooms are even more needed by the women employed in hotels and restaurants than by those who work in factories or laundries, because the restaurant worker's day is so often broken into two or more periods of work with free stretches in between. Yet in only 8 of the 19 Chicago restaurants and in only 5 of the 19 restaurants reported in the other cities and towns of Illinois was any sort of rest room provided.

Health equipment.

Accidents of greater or less seriousness are always possibilities in any industrial establishment, and among any large group of people there is always the likelihood of at least slight illnesses. Some sort of emergency and first-aid equipment is necessary to meet both of these requirements. The extent to which these needs had been met varied greatly throughout the plants visited. In some places a bottle of iodine and a roll of gauze seemed to be all that was thought necessary, whereas some larger establishments had well-equipped hospital rooms with a full-time doctor and nurse, who gave attention to general health as well as to emergency needs.

Of the 132 factories and laundries visited in Chicago, 37 were equipped with emergency hospital rooms. Of these, there were 20 with doctors in charge, 14 of whom also were assisted by nurses. In 11 the responsibility was intrusted to nurses, in most instances with arrangements for a doctor on call. Six plants provided hospital rooms with a matron or welfare worker, instead of a doctor or nurse, in charge. In 81 plants a first-aid kit of one type or another was reported, and in most of these plants some one person—nurse, foreman, or welfare worker—was responsible for its care and use. In 11 establishments which had an emergency kit, however, there was no one person in charge, or no one who was expected to understand its use. Almost one-half of the firms which kept their own emergency cases had a doctor on call as well. There were 14 Chicago firms visisted, however, which had no emergency equipment, and 9 of these had no special arrangements with any outside doctor. There were 201 factories and laundries visited in the other cities and towns of the State. In the majority of these, 143, the only health equipment was a first-aid kit, for which some one person in the plant was responsible in all but 15 cases. There were 24 establishments in which no provision was made for the care of illness or accidents and in 10 of these there was not even any arrangement for having a doctor on call. On the other hand, there were 34 establishments which had hospital rooms, although in only 9 instances was a doctor regularly in charge. Nurses were responsible for the management of 16 of the hospital rooms, all of which had a doctor on call. One factory reported a hospital room with no one definitely in charge; it was available for the use of a doctor from outside, who was called in case of emergency.

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APPENDIXES

APPENDIX A—GENERAL TABLES
APPENDIX B—SCHEDULE FORMS

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APPENDIX A

GENERAL TABLES

TABLE I.—*Age of the women employees who supplied personal information, by industry—State*

Industry	Number of women reporting	Number of women who were—							
		16 and under 18 years	18 and under 20 years	20 and under 25 years	25 and under 30 years	30 and under 40 years	40 and under 50 years	50 and under 60 years	60 years and over
All industries	18,256	2,377	3,508	5,032	2,424	2,890	1,437	475	113
Per cent distribution	100.0	13.0	19.2	27.6	13.3	15.8	7.9	2.6	0.6
Manufacturing:									
Awnings, tents, and sails	6	------	------	------	------	3	2	1	------
Boots and shoes	1,527	224	307	485	170	184	104	40	13
Clothing—									
Men's	992	64	115	234	145	228	136	56	14
Women's	292	30	36	67	42	59	32	20	6
Corsets (including garters)	636	128	162	150	74	56	46	17	3
Electrical appliances	1,668	221	371	576	244	198	44	13	1
Food—									
Bread and bakery products	295	56	84	55	21	37	28	12	2
Slaughtering and meat packing	677	18	65	132	139	217	89	15	2
Other	268	33	50	66	36	35	29	15	4
Furniture	167	19	39	42	25	28	12	2	------
Glass	123	19	35	36	11	14	6	2	------
Gloves and mittens	526	128	100	142	61	57	27	10	1
Glue	60	8	6	7	9	14	10	5	1
House furnishings	291	19	74	84	44	52	16	2	------
Jewelry (including clocks and watches)	1,986	346	470	618	212	192	106	31	11
Lamps and reflectors	209	51	55	56	23	20	4	------	------
Leather products	10	2	1	3	2	2	------	------	------
Metal products	1,093	145	201	296	132	217	82	16	4
Millinery, lace, and embroidery	93	8	16	27	10	19	7	3	3
Musical instruments	56	5	16	19	6	7	3	------	------
Paper products—									
Boxes	542	97	168	178	47	40	10	2	------
Other	322	34	52	101	39	57	29	8	2
Patent medicines, chemical products, and soap	561	57	91	183	74	93	47	9	7
Printing, publishing, and bookbinding	487	54	114	136	71	86	18	7	1
Professional and scientific instruments	354	20	69	100	59	69	33	4	------
Signs and advertising novelties	181	44	42	57	13	18	7	------	------
Textiles—									
Knit goods	676	130	135	188	82	92	30	14	5
Other	945	164	215	276	119	127	40	4	------
Tobacco	223	16	40	34	23	44	48	15	3
Wooden boxes	180	28	41	53	23	25	9	1	------
Miscellaneous	56	3	9	11	8	11	8	5	1
General mercantile	1,889	128	178	419	331	435	284	99	15
5-and-10-cent stores	233	41	69	67	28	16	8	3	1
Laundries	632	37	82	134	101	138	83	44	13

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TABLE II.—*Conjugal condition of the women employees who supplied personal information, by industry—State*

Industry	Number of women reporting	Number of women who were—		
		Single	Married	Widowed, separated, or divorced
All industries	17,966	11,727	4,032	2,207
Per cent distribution	100.0	65.3	22.4	12.3
Manufacturing:				
Awnings, tents, and sails	5	1	2	2
Boots and shoes	1,514	1,023	320	171
Clothing—				
Men's	980	533	295	152
Women's	203	122	45	36
Corsets (including garters)	614	501	69	44
Electrical appliances	1,629	1,202	292	135
Food—				
Bread and bakery products	286	180	72	34
Slaughtering and meat packing	658	189	316	153
Other	268	137	80	51
Furniture	166	91	49	26
Glass	120	90	13	17
Gloves and mittens	524	379	104	41
Glue	60	23	27	10
House furnishings	279	129	105	45
Jewelry (including clocks and watches)	1,973	1,597	252	124
Lamps and reflectors	207	171	22	14
Leather products	12	9	3	
Metal products	1,075	637	300	138
Millinery, lace, and embroidery	111	79	19	13
Musical instruments	54	46	7	1
Paper products—				
Boxes	531	421	88	22
Other	317	202	74	41
Patent medicines, chemical products, and soap	549	366	110	73
Printing, publishing, and bookbinding	479	348	89	42
Professional and scientific instruments	348	232	50	66
Signs and advertising novelties	178	150	16	12
Textiles—				
Knit goods	664	472	139	53
Other	930	630	228	72
Tobacco	219	87	107	25
Wooden boxes	178	125	38	15
Miscellaneous	54	31	17	6
General mercantile	1,921	1,117	397	407
5-and-10-cent stores	231	178	27	26
Laundries	629	229	260	140

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TABLE III.—*Living condition of the women employees who supplied personal information, by industry—State*

Industry	Number of women reporting	Number of women who lived—		
		At home	With relatives	Independently
All industries	18,466	15,334	1,176	1,956
Per cent distribution	100.0	83.0	6.4	10.6
Manufacturing:				
Awnings, tents, and sails	6	5	1	
Boots and shoes	1,537	1,270	96	171
Clothing—				
Men's	1,007	813	68	126
Women's	212	171	11	30
Corsets (including garters)	644	572	36	36
Electrical appliances	1,650	1,282	171	197
Food—				
Bread and bakery products	295	265	13	17
Slaughtering and meat packing	672	584	35	53
Other	270	215	16	39
Furniture	160	135	12	13
Glass	123	102	10	11
Gloves and mittens	498	427	26	45
Glue	61	57	2	2
House furnishings	294	234	16	44
Jewelry (including clocks and watches)	2,001	1,716	95	190
Lamps and reflectors	209	186	14	9
Leather products	12	10	1	1
Metal products	1,085	950	58	77
Millinery, lace, and embroidery	116	75	13	28
Musical instruments	56	52	1	3
Paper products—				
Boxes	542	487	18	37
Other	321	260	28	33
Patent medicines, chemical products, and soap	558	465	36	57
Printing, publishing, and bookbinding	493	435	27	31
Professional and scientific instruments	355	295	17	43
Signs and advertising novelties	181	155	14	12
Textiles—				
Knit goods	673	560	48	65
Other	946	782	94	70
Tobacco	224	204	8	12
Wooden boxes	181	160	9	12
Miscellaneous	56	52	2	2
General mercantile	2,154	1,637	131	386
5-and-10-cent stores	236	209	11	16
Laundries	638	512	38	88

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TABLE IV.—*Nativity of the women employees who supplied personal information, by industry—State*

Industry	Number of women reporting	Number of women who were born in—																							
		United States		Foreign countries																					
		White	Negro	Total	Austria	Belgium	Canada	Czechoslovakia	Denmark	France	Germany	Great Britain	Greece	Hungary	Ireland	Italy	Jugoslavia	Lithuania	Netherlands	Norway	Poland	Roumania	Russia	Sweden	Other countries	Country not specified
All industries	18,376	14,093	849	3,434	321	119	66	282	19	17	342	212	13	109	158	366	58	163	16	53	507	14	301	131	56	111
Manufacturing:																										
Awnings, tents, and sails	6	2		4											1						3					
Boots and shoes	1,530	1,448		82	4	6	2				20	17		1	2	8		3		3	6	1		3		6
Clothing—																										
Men's	1,011	765		246	7	22	1	12		2	15	7		4	2	49		8	1	17	36	4	36	20	2	1
Women's	201	164		37			2				6	2		1		7	1	1			2		6	5	4	
Corsets (including garters)	640	532		108	4		4	14	1	2	18	8	1	10	7	18		1		2	7	1	4	1	2	3
Electrical appliances	1,639	1,150	23	466	54	4	2	142	2	3	32	17	4	10	26	9	9	13	2		66	1	15	9	7	39
Food—																										
Bread and bakery products	293	186		107	5		1			2	4	1	2	1	7	65		1			7		1	1	4	5
Slaughtering and meat packing	662	162	239	261	99		3	17			6	1		7	1	14	10	44			31		17	1	5	5
Other	270	215	12	43	2						8	1		4	1	12	7			1			1	1	2	3
Furniture	159	90	20	49	5			5			1			8	1	5	3	9			8		3			1
Glass	122	116		6				1				2				1								2		
Gloves and mittens	525	485		40	1	2		1		2	9	8							1		15			1		
Glue	59	23	10	26	6			1			1			1		3					14					
House furnishings	292	85	142	65	8			2	1		4	1	3	7	1	2		17			13	1	2		1	2
Jewelry (including clocks and watches)	1,996	1,844		152	17	4	2	1	3	1	43	29		2	4	16	1			3	10		1	7	7	1
Lamps and reflectors	209	168		41	4	2	1	3			2	3		1	2	12		4	2		4	1				
Leather products	12	10		2	1													1								
Metal products	1,063	788	3	272	13	60		18			25	14		20	7	21	5	12	2	3	37		13	16	3	3
Millinery, lace, and embroidery	117	91		26	5						2	2				3	3				1		9		1	
Musical instruments	56	45		11		1	1				1	3								1				3	1	

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Paper products—																									
Boxes	540	485	----	55	1	----	1	1	----	----	11	2	----	----	----	10	----	5	----	1	18	----	2	----	1	2
Other	320	291	----	29	2	1	5	----	1	----	4	5	----	----	5	2	----	----	----	1	1	----	----	1	1	----
Patent medicines, chemical products, and soap	558	428	27	103	11	----	----	3	1	----	17	3	----	6	7	17	----	1	----	2	24	1	1	3	----	6
Printing, publishing, and bookbinding	492	424	----	68	2	----	2	1	2	----	8	7	----	----	4	16	----	1	2	----	14	----	2	2	1	4
Professional and scientific instruments	353	270	----	83	5	3	2	5	1	----	23	----	----	2	4	3	----	----	----	2	9	----	1	21	1	1
Signs and advertising novelties	180	165	----	15	1	----	3	----	----	----	1	----	----	2	----	4	----	----	----	----	----	----	----	3	----	1
Textiles—																										
Knit goods	674	591	----	83	----	1	----	----	1	----	6	5	1	----	1	27	2	13	----	1	9	----	1	14	1	----
Other	942	545	92	305	40	5	1	25	2	1	16	8	----	7	4	15	12	14	----	2	92	1	48	----	2	10
Tobacco	224	91	12	121	5	----	----	22	----	----	12	2	----	6	8	12	2	8	----	----	31	----	13	----	----	----
Wooden boxes	176	113	16	47	10	1	----	3	----	1	1	----	----	----	----	8	----	5	----	----	12	----	1	1	1	3
Miscellaneous	56	53	----	3	----	3	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----
General mercantile	2,138	1,731	23	384	7	----	30	2	2	3	34	56	----	7	55	7	1	2	4	11	15	3	116	9	8	12
5-and-10-cent stores	233	217	----	16	----	4	1	----	----	----	----	5	----	1	1	----	----	----	----	----	----	----	3	----	1	----
Laundries	628	320	230	78	2	----	2	3	2	----	12	3	2	1	7	----	2	----	2	3	22	----	5	7	----	3

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TABLE V.—*Scheduled daily hours, by industry and locality* [1]

Industry	Number reported		Number of establishments and number of women whose scheduled daily hours were—											
			Under 8		8		Over 8 and under 9		9		Over 9 and under 10		10	
	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women
CHICAGO														
All industries	[2] 140	26,872	5	1,578	47	8,031	50	13,805	33	2,839	9	505	2	114
Per cent distribution		100.0		5.9		29.9		51.0		10.6		1.9		0.4
Manufacturing:														
Awnings, tents, and sails	3	29					3	29						
Clothing—														
Men's	4	1,262			4	1,262								
Women's	6	404			6	404								
Corsets (including garters)	3	695					3	695						
Electrical appliances	5	8,805					3	8,708			2	97		
Food—														
Bread and bakery products	[2] 5	421	1	19			2	231	3	165	1	6		
Slaughtering and meat packing	7	2,022			7	2,022								
Furniture and wood veneer	[2] 3	248					1	26	1	34	2	188		
Glue	[2] 3	96			3	90	1	6						
House furnishings	[2] 3	612					1	294	3	318				
Metal products	11	873			1	55	5	362	5	456				
Millinery, lace, and embroidery	10	910			6	741	1	18	2	129	1	22		
Paper products—														
Bags	7	407					6	341	1	66				
Other	3	259			1	217	1	4	1	38				
Patent medicines, chemical products, and soap	7	699			4	331	3	368						
Printing, publishing, and bookbinding	10	1,252			3	105	6	1,127	1	20				
Textiles	8	1,301			1	72	2	591	4	549	1	89		
Wooden boxes	4	148					1	12	1	22			2	114
Miscellaneous	14	2,222			2	820	6	683	6	719				
Mercantile [3]	8	3,524	1	1,538	5	1,801	2	185						
Laundries	[2] 16	683	3	21	4	111	3	125	5	323	2	103		

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All industries	[2] 248	19,198	11	310	49	4,374	46	3,209	103	7,915	13	994	33	2,396
Per cent distribution		100.0		1.6		22.8		16.7		41.2		5.2		12.5
Manufacturing:														
Boots and shoes	18	2,597			1	75	4	381	11	1,700	2	441		
Clothing—														
Men's	[2] 19	1,898			9	657	3	235	5	598	2	87	1	321
Women's	5	284			2	89	1	23	2	172				
Corsets (including garters)	5	423			2	144			3	279				
Electrical appliances	[2] 4	386					1	34	2	313			2	39
Food	10	351	1	25			1	18	5	242			3	66
Furniture	3	78							1	29			2	49
Glass	[2] 3	239	2	61					3	178				
Gloves and mittens	6	883							6	883				
Jewelry (including clocks and watches)	8	3,925			4	2,234	2	1,066	2	625				
Metal products	25	1,846	1	4	2	42	2	158	12	727	1	10	7	905
Musical instruments	3	102					1	54	2	48				
Paper products—														
Boxes	7	409							5	298			2	111
Other	7	314							4	157	1	42	2	115
Patent medicines, chemical products, and soap	[2] 5	127			2	18	1	37	1	55			2	17
Printing, publishing, and bookbinding	6	184			4	95	2	89						
Signs and advertising novelties	4	276					3	259					1	17
Textiles—														
Knit goods	[2] 9	1,555					2	115	5	783	1	245	2	412
Other	4	346							2	142			2	204
Wooden boxes	4	128			1	69			1	34			2	25
Miscellaneous	17	789			6	380	2	152	7	220	1	5	1	32
General mercantile	31	1,135	4	176	10	461	10	431	7	67				
5-and-10-cent stores	18	280	2	38	5	98	7	109	4	35				
Laundries	[3] 27	643	1	6	1	12	4	48	13	330	5	164	4	83

[1] For State as a whole, see Table 2, p. 12.
[2] Details aggregate more than total because some establishments appear in more than one hour group.
[3] Includes two 5-and-10-cent stores.

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TABLE VI.—*Scheduled weekly hours, by industry and locality*[1]

Industry	Number reported		Number of establishments and number of women whose scheduled weekly hours were—																			
			Under 44		44		Over 44 and under 48		48		Over 48 and under 50		50		Over 50 and under 54		54		Over 54 and under 58		58 and over	
	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women
CHICAGO																						
All industries	[2] 140	26,872	3	34	17	2,762	33	4,327	38	15,113	22	2,302	15	1,344	[3] 12	713	3	141	3	136		
Per cent distribution		100.0		0.1		10.3		16.1		56.3		8.6		5.0		2.7		0.5		0.5		
Manufacturing:																						
Awnings, tents, and sails	3	29					1	4	1	17	1	8										
Clothing—																						
Men's	4	1,262			4	1,262																
Women's	6	404			4	300	2	104														
Corsets (including garters)	3	695					1	57	2	638												
Electrical appliances	5	8,805							2	8,284	1	424			2	97						
Food—																						
Bread and bakery products	[1] 5	421	1	19			1	180	1	51			2	139	1	6	1	26				
Slaughtering and meat packing	7	2,022							7	2,022												
Furniture and wood veneer	[2] 3	248					1	26					1	34	2	165	1	23				
Glue	3	96			1	26	1	13	1	57												
House furnishings	[2] 3	612									3	496	1	116								
Metal products	11	873			1	55	1	194	3	69	5	528	1	27								
Millinery, lace, and embroidery	10	910			1	13	6	746			1	59	1	70					1	22		
Paper products—																						
Boxes	7	407					2	61	3	154	1	126	1	66								
Other	3	259			1	217			1	4			1	38								
Patent medicines, chemical products, and soap	7	699			1	5	4	101	2	593												
Printing, publishing, and bookbinding	10	1,252			3	105	3	471	3	656	1	20										
Textiles	8	1,301					2	88	1	575	2	127	2	422	1	89						
Wooden boxes	4	148					1	12					1	22					2	114		
Miscellaneous	14	2,222			1	779	4	674	4	374	3	105	2	290								
Mercantile	[4] 8	3,524					1	1,538	3	1,508	2	293			2	185						
Laundries	[2] 16	683	2	15			2	58	4	111	2	116	2	120	[3] 4	171	1	92				

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All industries	[2]248	19,159	2	18	18	969	26	3,923	19	1,391	31	1,608	[5]63	6,018	36	1,961	16	779	32	1,838	12	654
Per cent distribution		100.0		0.1		5.1		20.5		7.3		8.4		31.4		10.2		4.1		9.6		3.4
Manufacturing:																						
Boots and shoes	18	2,597					2	121	2	239	1	96	8	1,047	3	714	2	380				
Clothing—																						
Men's	[2]19	1,898			8	625	1	32	2	193	3	500	2	102	2	87	1	38	1	321		
Women's	5	284			2	89	1	23					2	172								
Corsets (including garters)	5	423			1	70	1	74			1	64	2	215								
Electrical appliances	[2]4	386							1	34			1	310			1	3			2	39
Food	10	351					2	43			1	13	2	194			2	35	1	16	2	50
Furniture and wood veneer	3	78											1	29					1	24	1	25
Glass	[2]3	239					2	61							2	98	1	80				
Gloves and mittens	6	883											5	798			1	85				
Jewelry (including clocks and watches)	8	3,925			1	76	4	3,211	1	13			1	610	1	15						
Metal products	26	1,846			1	6	2	40	1	109	3	181	[3]10	595	1	10			5	811	2	94
Musical instruments	3	102							1	54	1	15	1	33								
Paper products—																						
Boxes	7	409									3	78	2	220					2	111		
Other	7	314									1	13	2	108	2	78			2	115		
Patent medicines, chemical products, and soap	[2]6	162					1	37	2	49					1	55			1	4	2	17
Printing, publishing, and bookbinding	6	184			2	34	2	61	2	89												
Signs and advertising novelties	4	276							3	259											1	17
Textiles—																						
Knit goods	[2]9	1,555									2	115	5	783	1	245					2	412
Other	4	346													1	120	1	22	2	204		
Wooden boxes	4	128					1	69					1	34					2	25		
Miscellaneous	17	789			3	69	2	51	2	285	4	221	3	120			1	6	2	37		
General mercantile	31	1,135					1	51	1	51	4	160	9	538	9	268			7	67		
5-and-10-cent stores	18	280					1	17			2	34	4	85	7	109	1	10	3	25		
Laundries	[2]26	569	2	18			3	32	1	16	5	118	2	25	6	162	5	120	3	78		

[1] For State as a whole, see Table 4, p. 16.
[2] Details aggregate more than total because some establishments appear in more than one hour group.
[3] Includes one firm, employing 32 women, which worked every alternate Sunday, making one week of 51 hours and one of 57½.
[4] Includes two 5-and-10-cent stores.
[5] Includes one firm, with 45 women, which had a 54-hour week every alternate week during winter.

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TABLE VII.—*Scheduled Saturday hours, by industry and locality*[1]

Industry	Number reported		Number of establishments and number of women whose scheduled Saturday hours were—																	
			None		Under 4		4 and under 5		5 and under 6		6 and under 7		7 and under 8		8 and under 9		9 and under 10		10 and over	
	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women
CHICAGO																				
All industries	[2] 140	26,872	1	324	1	42	82	18,080	29	2,189	3	65	5	1,610	19	4,259	2	118	2	185
Per cent distribution of women		100.0		1.2		0.2		68.3		7.8		0.2		5.9		15.3		0.4		0.7
Manufacturing:																				
Awnings, tents, and sails	3	29					2	21	1	8										
Clothing—																				
Men's	4	1,262					4	1,262												
Women's	6	404					6	404												
Corsets (including garters)	3	695					3	695												
Electrical appliances	5	8,805					5	8,805												
Food—																				
Bread and bakery products	[2] 5	421					1	180	3	196	1	19					1	26		
Slaughtering and meat packing	7	2,022													7	2,022				
Furniture and wood veneer	[2] 3	248					1	138	3	110										
Glue	[2] 3	96					2	33	1	6					1	57				
House furnishings	3	612					2	202	1	410										
Metal products	11	873					9	747	2	126										
Millinery, lace, and embroidery	10	910					8	818	1	70			1	22						
Paper products—																				
Boxes	7	407					5	284	2	123										
Other	3	259					2	221	1	38										
Patent medicines, chemical products, and soap	7	699					3	398	3	66					1	235				
Printing, publishing, and bookbinding	10	1,252					10	1,252												
Textiles	8	1,301					5	863	3	438										
Wooden boxes	4	148					1	12	3	136										
Miscellaneous	14	2,222	1	324			11	1,608	2	290										
Mercantile[3]	8	3,524											1	1,538	5	1,801			2	185
Laundries	[2] 16	683			1	42	2	137	3	172	2	46	3	50	5	144	1	92		

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All industries	[2] 248	19,124	1	12	1	25	68	6,901	[4] 89	8,032	4	440	7	196	13	1,032	[5] 32	1,529	38	957
Per cent distribution of women		100.0		0.1		0.1		36.1		42.0		2.3		1.0		5.4		8.0		5.0
Manufacturing:																				
Boots and shoes	18	2,597					4	487	11	1,457					1	273	[4] 2	380		
Clothing—																				
Men's	[2] 19	1,898					14	1,350	4	189	1	321					1	38		
Women's	5	284					3	112	2	172										
Corsets (including garters)	5	423					3	208	2	215										
Electrical appliances	4	386					1	34	1	310							2	42		
Food	10	351					1	13	4	228			1	25			2	35	2	50
Furniture and wood veneer	3	78							2	53					1	25				
Glass	[2] 3	239											3	125	1	34	1	80		
Gloves and mittens	6	883							5	798							1	85		
Jewelry (including clocks and watches)	8	3,925					4	3,262	2	635					2	28				
Metal products	25	1,846					4	187	[4] 18	1,561			1	4			2	94		
Musical instruments	3	102					2	69	1	33										
Paper products—																				
Boxes	7	409					3	78	4	331										
Other	7	314					1	13	6	301										
Patent medicines, chemical products, and soap	[2] 5	127					1	37	1	55					2	18			2	17
Printing, publishing, and bookbinding	6	184					5	173			1	11								
Signs and advertising novelties	4	276					3	259									1	17		
Textiles—																				
Knit goods	[2] 9	1,555					2	115	6	1,028							1	409	1	3
Other	4	346							2	204					1	120	1	22		
Wooden boxes	4	128							4	128										
Miscellaneous	17	789					9	341	4	152					2	285	2	11		
General mercantile	31	1,135													3	249	5	178	23	708
5-and-10-cent stores	18	280															8	101	10	179
Laundries	[2] 26	569	1	12	1	25	8	163	10	182	2	108	2	42			3	37		

[1] For State as a whole, see Table 6, p. 20.
[2] Details aggregate more than total because some establishments appear in more than one hour group.
[3] Includes two 5-and-10-cent stores.
[4] Includes one firm, with 45 women, which worked 5 hours during summer and each alternate week during winter, and 9 hours on other weeks in winter.
[5] Two firms had a 4-hour Saturday during summer months.

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TABLE VIII.—*Scheduled daily and Saturday hours, by industry group—State*

Daily hours	Number reported		Number of establishments and number of women whose scheduled Saturday hours were—																	
			None		Under 4		4		Over 4 and under 5		5		Over 5 and under 6		6		Over 6 and under 7	
	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women
MANUFACTURING																				
Total	[1] 289	39,805	1	324			44	3,986	97	20,695	100	[2] 9,065	7	802	3	351		
Over 7 and under 8	5	109													1	19		
8	[4] 71	9,922					35	3,731	17	3,314	4	236			1	11		
Over 8 and under 9	70	16,116					8	216	49	15,030	10	416	3	454				
9	107	9,999	1	324			1	39	26	1,770	62	[2] 6,630	1	55				
Over 9 and under 10	[1] 15	1,232							5	581	6	331	3	293				
10	31	2,427									18	1,452			1	321		
STORES																				
Total	57	4,939																
Over 7 and under 8	7	1,752																
8	20	2,360																
Over 8 and under 9	19	725																
9	11	102																
LAUNDRIES																				
Total	[1] 43	1,326	1	12	2	67	2	15	8	285	12	338	1	16	1	30	3	124
Under 7	1	6															1	6
7	1	9																
Over 7 and under 8	2	12																
8	5	123	1	12														
Over 8 and under 9	7	173							2	25	2	59	1	16			1	40
9	[6] 17	579			1	25	1	10	3	152	6	192						
Over 9 and under 10	7	267			1	42			3	108	2	39					1	78
10	4	83					1	5			2	48			1	30		

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TABLE VIII.—*Scheduled daily and Saturday hours, by industry group—State*—Continued

Daily hours	Number of establishments and number of women whose scheduled Saturday hours were—															
	7		Over 7 and under 8		8		Over 8 and under 9		9		Over 9 and under 10		10		Over 10	
	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women
MANUFACTURING																
Total	1	64	5	112	19	3,097			17	[3] 1,234	1	5	5	70		
Over 7 and under 8			4	90												
8					14	2,630										
9	1	64			4	442			11	[3] 675						
Over 9 and under 10			1	22						(3)	1	5				
10					1	25			6	559			5	70		
STORES																
Total			1	1,538	4	[5] 1,559	4	491	6	126	7	153	34	1,016	1	56
Over 7 and under 8			1	1,538					1	51	2	80	3	83		
8					4	[5] 1,559	3	328	1	13			12	460		
Over 8 and under 9							1	163	3	52	4	67	10	387	1	56
9									1	10	1	6	9	86		
LAUNDRIES																
Total	3	80	2	12	4	111	1	33	4	129						
7	1	9														
Over 7 and under 8			2	12												
8					4	111										
Over 8 and under 9							1	33								
9	2	71							4	129						

[1] Details aggregate more than total because some establishments appear in more than one hour group
[2] Includes one firm, with 45 women, which worked 9 hours every alternate Saturday during winter.
[3] Includes two firms, with 380 women, which had a 4-hour Saturday during summer.
[4] Includes one firm, with 76 women, which worked only 7 hours during shortest days of winter.
[5] Includes one firm, with 374 women, with afternoon off in July and August.
[6] One firm, with 74 women, did not report Saturday hours.

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TABLE IX.—*Length of lunch period, by industry—State*

Industry	Number reported		Number of establishments and number of women whose lunch period was—												No regular lunch period	
			Under 30 minutes		30 minutes		Over 30 and under 45 minutes		45 minutes and under 1 hour		1 hour		Over 1 hour			
	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women	Establishments	Women
All industries	[1] 388	46,070	1	16	181	15,558	2	339	41	13,559	153	16,151	12	435	2	12
Per cent distribution of women	----	100.0	----	(2)	----	33.8	----	0.7	----	29.4	----	35.1	----	0.9	----	(2)
Manufacturing:																
Awnings, tents, and sails	4	35	----	---	2	21	----	----	1	8	1	6	----	----	----	---
Boots and shoes	19	2,837	----	---	5	552	1	283	4	507	9	1,495	----	----	----	---
Clothing—																
Men's	[1] 23	3,160	----	---	3	305	----	----	8	1,870	11	873	2	112	----	---
Women's	11	688	----	---	2	100	----	----	3	224	6	364	----	----	----	---
Corsets (including garters)	8	1,118	----	---	6	914	----	----	----	----	2	204	----	----	----	---
Electrical appliances	9	9,191	----	---	4	153	----	----	3	8,708	2	330	----	----	----	---
Food—																
Bread and bakery products	7	506	----	---	4	182	----	----	----	----	3	324	----	----	----	---
Slaughtering and meat packing	9	2,307	----	---	9	2,307	----	----	----	----	----	----	----	----	----	---
Other	12	413	----	---	8	260	----	----	----	----	4	153	----	----	----	---
Furniture and wood veneer	6	326	----	---	4	272	----	----	1	25	1	29	----	----	----	---
Glass	[1] 3	239	1	16	2	125	----	----	----	----	2	98	----	----	----	---
Gloves and mittens	8	1,173	----	---	4	739	----	----	1	58	3	376	----	----	----	---
Glue	3	96	----	---	2	70	----	----	1	26	----	----	----	----	----	---
House furnishings	3	612	----	---	3	612	----	----	----	----	----	----	----	----	----	---
Jewelry (including clocks and watches)	8	3,925	----	---	----	----	----	----	----	----	8	3,925	----	----	----	---
Lamps and reflectors	3	317	----	---	1	14	----	----	2	303	----	----	----	----	----	---
Leather products	3	114	----	---	2	13	----	----	1	101	----	----	----	----	----	---
Metal products	36	2,719	----	---	27	2,163	----	----	2	128	7	428	----	----	----	---
Millinery, lace, and embroidery	11	935	----	---	6	207	----	----	----	----	5	728	----	----	----	---
Musical instruments	5	175	----	---	4	142	----	----	----	----	1	33	----	----	----	---
Paper products—																
Boxes	14	816	----	---	11	602	----	----	1	20	2	194	----	----	----	---
Other	10	573	----	---	8	306	----	----	----	----	2	267	----	----	----	---
Patent medicines, chemical products, and soap	[1] 12	826	----	---	7	352	----	----	2	372	2	90	----	----	2	12
Printing, publishing, and bookbinding	16	1,436	----	---	3	489	----	----	6	711	7	236	----	----	----	---
Professional and scientific instruments	3	876	----	---	2	850	----	----	----	----	1	26	----	----	----	---
Signs and advertising novelties	5	295	----	---	2	26	----	----	----	----	3	269	----	----	----	---
Textiles—																
Knit goods	9	1,555	----	---	4	664	----	----	1	41	4	850	----	----	----	---
Other	12	1,647	----	---	9	1,421	1	56	1	148	1	22	----	----	----	---
Tobacco	4	500	----	---	2	356	----	----	1	127	1	17	----	----	----	---
Wooden boxes	8	276	----	---	8	276	----	----	----	----	----	----	----	----	----	---
Miscellaneous	4	119	----	---	1	28	----	----	----	----	3	91	----	----	----	---
General mercantile	37	4,393	----	---	----	----	----	----	1	163	29	3,954	7	276	----	---
5-and-10-cent stores	20	546	----	---	----	----	----	----	----	----	17	499	3	47	----	---
Laundries	43	1,326	----	---	26	1,037	----	----	1	19	16	270	----	----	----	---

[1] Details aggregate more than total because some establishments appear in more than one hour group.
[2] Less than one-tenth of 1 per cent.

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TABLE X.—*Hours worked during the week, by industry and locality*[1]

Industry	Number of women reporting hours worked	Number of women who worked during the week— Under 10 hours	10 and under 15 hours	15 and under 20 hours	20 and under 25 hours	25 and under 30 hours	30 and under 33 hours	33 and under 36 hours	36 and under 39 hours	39 and under 42 hours	42 and under 44 hours	44 and under 46 hours	46 and under 48 hours	48 and under 50 hours	50 and under 52 hours	52 and under 54 hours	54 and under 55 hours	55 and under 60 hours	60 hours and over
CHICAGO																			
All industries	18,977	311	133	343	403	522	629	517	990	1,747	1,220	3,012	1,795	4,147	1,329	901	308	647	23
Manufacturing:																			
Awnings, tents, and sails	28	1	1			1		2		1	3	1	5	11	2				
Boots and shoes	235	1	3	1	2	1	4	6	8	21	13	13	30	132					
Clothing—																			
Men's	1,219	18	16	45	76	154	105	140	146	198	171	140	4	5	1				
Women's	385	3	3	6	13	12	4	23	31	52	77	131	19	9	1			1	
Corsets (including garters)	658	7	7	7	10	10	20	14	14	53	38	19	52	342	50	10	3	2	
Electrical appliances	2,212	23	11	22	24	25	46	40	45	133	150	69	186	631	242	349	78	133	5
Food—																			
Bread and bakery products	393	5	2	8	4	13	16	6	13	21	20	46	31	39	77	40	28	24	
Slaughtering and meat packing	1,905	28	7	25	30	37	54	59	77	332	122	276	135	285	96	142	61	124	15
Other	55			1			3	1	9		2		39						
Furniture and wood veneer	247	2	2	4	8	2	4	15	13	25	11	30	25	10	8	41	45	2	
Gloves and mittens	278	1	4	2	3	3	4	5	10	24	8	23	23	57	89	7	1	14	
Glue	89		1				3		3	8	3	24	3	26	17			1	
House furnishings	600	9	5	17	6	21	17	10	19	61	26	27	30	176	45	77	17	36	1
Lamps and reflectors	301	4	4	7	3	12	1	6	23	7	22	7	177	25	3				
Leather products	98		1	2	1		4	5	1	10	5		2	67					
Metal products	845	18	2	10	10	16	28	9	46	68	22	31	113	400	67	4		1	
Millinery, lace, and embroidery	473	5	6	22	14	31	27	23	55	72	54	107	28	14	9	1	2	3	
Musical instruments	72			1	1		1		1	5	1	4	2	56					
Paper products—																			
Boxes	402	2	1	3	7	9	10	16	2	25	38	38	61	134	56				
Other	258	3	2	2	5	10	9	2	39	24	15	123		9	13	2			
Patent medicines, chemical products, and soap	694	12	3	14	19	26	37	23	36	64	44	89	93	131	37	33	23	10	
Printing, publishing, and bookbinding	1,236	70	28	36	60	56	35	46	79	86	99	81	242	260	25	10	14	8	1
Professional and scientific instruments	774	6	1	4	9	18	27	2	59	47	38	562		1					

[1] For State as a whole, see Table 8, p. 24.

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TABLE X.—*Hours worked during the week, by industry and locality*—Continued

Industry	Number of women reporting hours worked	Number of women who worked during the week— Under 10 hours	10 and under 15 hours	15 and under 20 hours	20 and under 25 hours	25 and under 30 hours	30 and under 33 hours	33 and under 36 hours	36 and under 39 hours	39 and under 42 hours	42 and under 44 hours	44 and under 46 hours	46 and under 48 hours	48 and under 50 hours	50 and under 52 hours	52 and under 54 hours	54 and under 55 hours	55 and under 60 hours	60 hours and over
CHICAGO—Continued.																			
Manufacturing—Continued.																			
Signs and advertising novelties	19			1		2	1			1	1	4		9					
Textiles	1,283	15	1	16	9	13	25	18	21	95	71	24	49	301	394	96	13	122	
Tobacco	354	4	2	12	2	13	1		19	2	1	274		5	19				
Wooden boxes	141		3	1	1	5	5	6	7	4	5	9		4	10	18	9	54	
General mercantile	2,860	51	13	61	74	24	110	25	190	191	94	777	332	793	17	23	5	80	
5-and-10-cent stores	202	5	1	3	6	2	8	4	7	30	10	13	21	90	1			1	
Laundries	661	18	3	10	6	6	20	11	17	87	56	70	93	125	50	48	9	31	1
OTHER PLACES																			
All industries	16,659	173	94	186	228	343	350	397	627	991	512	2,331	1,591	2,164	3,370	1,019	728	1,428	127
Manufacturing:																			
Awnings, tents, and sails	5								1			2					2		
Boots and shoes	2,234	30	12	30	27	72	33	22	44	107	58	140	105	424	522	178	306	124	
Clothing—																			
Men's	1,713	19	12	26	42	38	42	84	84	132	74	401	41	212	99	81	49	274	3
Women's	282		3	1	9	7	17	17	18	25	16	82	14	16	6	11	10	26	4
Corsets (including garters)	381	1	1	6	6	15	16	16	94	35	6	109	3	51	7	2		13	
Electrical appliances	381	2	1	3	10	2	10	6	5	17	8	17	35	48	156	2	5	54	
Food—																			
Bread and bakery products	82	1	1	3	3	3	1		1	4		18	1	15	31				
Slaughtering and meat packing	263	5		5	4	3	3	2	5	22	15	32	11	76	56	12	2	10	
Other	343	9	1	2	4	8	23	12	14	32	1	38	4	43	107		2	8	35
Furniture and wood veneer	73	2		4		1	1	2	2	1		6	2		25	2		25	
Glass	300	7	3	6	5	3	9	5	31	12	17	51	44	4	11	47	41	2	2
Gloves and mittens	875	12	9	7	15	38	26	12	20	61	6	65	39	62	401	63	38	1	
Jewelry (including clocks and watches)	2,872	11	8	16	25	42	37	96	89	150	100	691	939	250	341	25	13	37	2
Lamps and reflectors	14								2					12					

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Leather products	13									2		1		5				5	
Metal products	1,132	15	11	13	15	23	27	20	47	71	38	120	33	216	231	36	74	133	9
Millinery, lace, and embroidery	25			1		1			1	1	3	4	14						
Musical instruments	100	1			1	2	5	1	1	6		7		48	2	5	21		
Paper products—																			
Boxes	403		1	3	1	1	17	4	20	15	6	45	8	46	164	3	1	68	
Other	312	2	9	5	1	4	4	7	5	24	14	14	6	18	121	24	6	48	
Patent medicines, chemical products, and soap	163	3		3		3	2		5	6	2	11	36	7	50	1	1	4	29
Printing, publishing, and bookbinding	177	1			1	1	4	2	7	13	6	62	16	48	3	3		10	
Professional and scientific instruments	95	1			4			1	2	2	1	23		17	4	11	17	12	
Signs and advertising novelties	242				3	5	4	4		11	12	1	7	87	43	3	9	42	11
Textiles—																			
Knit goods	1,525	26	9	26	21	34	18	43	55	106	46	183	48	131	310	179	61	228	1
Other	371	9	3	6	4	9	2	10	10	8	11	20	13	3	12	37	19	195	
Tobacco	16	1		1				1				1	1		11				
Wooden boxes	126				2	4	2	1	6	10		58	2	1	28			12	
Miscellaneous	119	1			3	2	3	2	5	11	2	38	7	22	14		1	8	
General mercantile	1,058	5	5	9	7	8	24	15	20	52	31	16	59	190	429	132	16	40	
5-and-10-cent stores	279	1		3	2	3	3	5	2	5	8	11	26	22	88	74	12	14	
Laundries	685	8	5	7	13	11	17	7	31	50	31	64	77	90	98	88	22	35	31

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TABLE XI.—*Number and duration of periods off duty for women restaurant employees who worked on uniform schedule throughout the week, by type of restaurant, occupation, and locality*

Locality	Type of restaurant	Number of women reported	Number of women with uniform schedule throughout week whose day's work was—												
			One unbroken shift	Broken by 1 period off duty of—					Broken by 2 periods off duty aggregating—					Broken by 3 or 4 periods off duty
				Total	Under 1 hour	1 and under 2 hours	2 and under 3 hours	3 hours and over	Total	Under 2 hours	2 and under 3 hours	3 and under 4 hours	4 hours and over	
DINING-ROOM WORKERS														
State	Total	376	139	202	62	49	64	27	20	8	8		4	15
Chicago	Total	314	131	166	61	34	63	8	17	7	8		2	
	Hotel restaurants	36	20	14		4	4	6	2				2	
	Store restaurants	110	70	40	27	13								
	Independent restaurants and cafeterias	168	41	112	34	17	59	2	15	7	8			
Other places	Total	62	8	36	1	15	1	19	3	1			2	15
	Hotel restaurants	7	4	1			1		2				2	
	Independent restaurants and cafeterias	55	4	35	1	15		19	1	1				15
KITCHEN WORKERS														
State	Total	246	106	122	67	40	4	11	14	4	6	2	2	4
Chicago	Total	191	83	96	65	25	4	2	12	2	6	2	2	
	Hotel restaurants	52	21	30	27	1		2	1				1	
	Store restaurants	39	9	30	22	8								
	Independent restaurants and cafeterias	100	53	36	16	16	4		11	2	6	2	1	
Other places	Total	55	23	26	2	15		9	2	2				4
	Hotel restaurants	2		2				2						
	Store restaurants	13	11	2	2									
	Independent restaurants and cafeterias	40	12	22		15		7	2	2				4

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TABLE XII.—*Number and duration of periods off duty for women restaurant employees who worked on two different schedules during the week, by type of restaurant, occupation, and locality*

Locality	Type of restaurant	Number of women reported	Number of employee days reported	Number of employee days on which work was—											
				One unbroken shift	Broken by 1 period off duty of—					Broken by 2 periods off duty aggregating—					Broken by 3 or 4 periods off duty
					Total	Under 1 hour	1 and under 2 hours	2 and under 3 hours	3 hours and over	Total	Under 2 hours	2 and under 3 hours	3 and under 4 hours	4 hours and over	
DINING-ROOM WORKERS															
State	Total	178	1,051	535	371	109	115	69	78	145	29	71		45	
Chicago	Total	141	823	447	271	43	115	68	45	105	29	71		5	
	Hotel restaurants	41	235	214	16		6	3	7	5				5	
	Store restaurants	21	119	96	23	18	5								
	Independent restaurants and cafeterias.	79	469	137	232	25	104	65	38	100	29	71			
Other places	Total	37	228	88	100	66		1	33	40				40	
	Hotel restaurants	3	20	4	4			1	3	12				12	
	Store restaurants	11	66		66	66									
	Independent restaurants and cafeterias.	23	142	84	30				30	28				28	
KITCHEN WORKERS															
State	Total	83	499	219	220	107	47	15	51	54	22	31		1	6
Chicago	Total	69	409	190	165	107	47	3	8	54	22	31		1	
	Hotel restaurants	40	239	141	96	90		2	4	2	2				
	Store restaurants	2	11	5	6	6									
	Independent restaurants and cafeterias.	27	159	44	63	11	47	1	4	52	20	31		1	
Other places	Total	14	90	29	55			12	43						6
	Hotel restaurants	6	39	6	33			6	27						
	Independent restaurants and cafeterias.	8	51	23	22			6	16						6

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TABLE XIII.—*Number and duration of periods off duty for women restaurant employees who worked on more than two different schedules during the week, by type of restaurant, occupation, and locality*

Locality	Type of restaurant	Number of women reported	Number of employee days reported	Number of employee days on which work was—										
				One unbroken shift	Broken by 1 period off duty of—					Broken by 2 periods off duty aggregating—				
					Total	Under 1 hour	1 and under 2 hours	2 and under 3 hours	3 hours and over	Total	Under 2 hours	2 and under 3 hours	3 and under 4 hours	4 hours and over
DINING-ROOM WORKERS														
State	Total	144	883	340	356	63	62	87	144	187		24	5	158
Chicago	Total	104	618	328	264	60	48	74	82	26		24	2	
	Hotel restaurants	68	419	287	130	1	17	52	60	2			2	
	Store restaurants	1	6		6	6								
	Independent restaurants and cafeterias	35	193	41	128	53	31	22	22	24		24		
Other places	Total	40	265	12	92	3	14	13	62	161			3	158
	Hotel restaurants	37	248	9	85	3	14	13	55	154			3	151
	Independent restaurants and cafeterias	3	17	3	7				7	7				7
KITCHEN WORKERS														
State	Total	67	425	254	121	65	13	10	33	50	33	17		
Chicago	Total	62	390	244	96	65	13	10	8	50	33	17		
	Hotel restaurants	51	324	244	72	59	1	4	8	8	8			
	Independent restaurants and cafeterias	11	66		24	6	12	6		42	25	17		
Other places	Total	5	35	10	25				25					
	Hotel restaurants	2	14	2	12				12					
	Independent restaurants and cafeterias	3	21	8	13				13					

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TABLE XIV.—*Length of the day's work on various time schedules in restaurants, by type of restaurant, occupation, and locality*

Occupation and type of restaurant	Chicago											Other places										
	Number of employee days reported	Number of employee days of—										Number of employee days reported	Number of employee days of—									
		Under 5 hours	5 and under 6 hours	6 and under 7 hours	7 and under 8 hours	8 hours	Over 8 and under 9 hours	9 hours	Over 9 and under 10 hours	10 hours	Over 10 hours		Under 5 hours	5 and under 6 hours	6 and under 7 hours	7 and under 8 hours	8 hours	Over 8 and under 9 hours	9 hours	Over 9 and under 10 hours	10 hours	Over 10 hours
ALL SCHEDULES																						
Total number	5,164	986	147	561	984	647	767	729	196	90	57	1,356	183	69	109	98	68	124	183	264	235	23
Per cent distribution	100.0	19.1	2.8	10.9	19.1	12.5	14.9	14.1	3.8	1.7	1.1	100.0	13.5	5.1	8.0	7.2	5.0	9.1	13.5	19.5	17.3	1.7
Dining-room workers—Total	3,230	850	91	394	740	337	296	333	109	58	22	876	116	46	91	57	62	110	90	130	158	16
Hotel restaurants	847	141	19	121	167	78	119	88	62	36	16	311	44	26	53	40	41	33	36	29	4	5
Store restaurants	752	484	36	5	112	46	64	1	4	------	------	66	------	------	------	------	------	66	------	------	------	------
Independent restaurants and cafeterias	1,631	225	36	268	461	213	113	244	43	22	6	499	72	20	38	17	21	11	54	101	154	11
Kitchen workers—Total	1,934	136	56	167	244	310	471	396	87	32	35	480	67	23	18	41	6	14	93	134	77	7
Hotel restaurants	859	9	30	100	100	94	237	166	73	15	35	67	1	------	4	15	------	6	28	------	13	------
Store restaurants	245	18	------	6	12	74	126	9	------	------	------	78	60	6	12	------	------	------	------	------	------	------
Independent restaurants and cafeterias	830	109	26	61	132	142	108	221	14	17	------	335	6	17	2	26	6	8	65	134	64	7
UNIFORM SCHEDULE THROUGHOUT WEEK																						
Dining-room workers—Total	1,789	542	36	235	493	166	125	179	12	1	------	383	1	6	2	14	41	12	55	101	141	10
Hotel restaurants	193	40	------	57	37	18	11	30	------	------	------	43	1	------	------	------	28	7	7	------	------	------
Store restaurants	627	390	36	3	101	41	56	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------
Independent restaurants and cafeterias	969	112	------	175	355	107	58	149	12	1	------	340	------	6	2	14	13	5	48	101	141	10
Kitchen workers—Total	1,135	118	30	90	113	181	310	258	26	3	6	355	60	12	12	18	6	7	65	129	40	6
Hotel restaurants	296	------	12	48	9	13	130	56	19	3	6	14	------	------	------	------	------	------	14	------	------	------
Store restaurants	234	18	------	6	12	72	120	6	------	------	------	78	60	6	12	------	------	------	------	------	------	------
Independent restaurants and cafeterias	605	100	18	36	92	96	60	196	7	------	------	263	------	6	------	18	6	7	51	129	40	6

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TABLE XIV.—*Length of the day's work on various time schedules in restaurants, by type of restaurant, occupation, and locality*—Continued

Occupation and type of restaurant	Chicago											Other places										
	Number of employee days reported	Number of employee days of—										Number of employee days reported	Number of employee days of—									
		Under 5 hours	5 and under 6 hours	6 and under 7 hours	7 and under 8 hours	8 hours	Over 8 and under 9 hours	9 hours	Over 9 and under 10 hours	10 hours	Over 10 hours		Under 5 hours	5 and under 6 hours	6 and under 7 hours	7 and under 8 hours	8 hours	Over 8 and under 9 hours	9 hours	Over 9 and under 10 hours	10 hours	Over 10 hours
TWO DIFFERENT SCHEDULES DURING WEEK																						
Dining-room workers—Total	823	223	23	61	138	100	113	91	26	35	13	228	78	14	36	------	8	71	12	1	7	1
Hotel restaurants	235	58	6	25	34	7	59	16	5	17	8	20	7	------	------	------	------	5	6	1	1	------
Store restaurants	119	94	------	2	11	5	6	1	------	------	------	66	------	------	------	------	------	66	------	------	------	------
Independent restaurants and cafeterias	469	71	17	34	93	88	48	74	21	18	5	142	71	14	36	------	8	------	6	------	6	1
Kitchen workers—Total	409	14	18	63	57	62	81	73	17	20	4	90	6	11	6	16	------	6	19	5	21	------
Hotel restaurants	239	5	10	40	36	32	48	48	12	4	4	39	1	------	4	13	------	6	12	------	3	------
Store restaurants	11	------	------	------	------	2	6	3	------	------	------	------	------	------	------	------	------	------	------	------	------	------
Independent restaurants and cafeterias	159	9	8	23	21	28	27	22	5	16	------	51	5	11	2	3	------	------	7	5	18	------
MORE THAN TWO DIFFERENT SCHEDULES DURING WEEK																						
Dining-room workers—Total	618	85	32	98	109	71	58	63	71	22	9	265	37	26	53	43	13	27	23	28	10	5
Hotel restaurants	419	43	13	39	96	53	49	42	57	19	8	248	36	26	53	40	13	21	23	28	3	5
Store restaurants	6	------	------	------	------	------	2	------	4	------	------	------	------	------	------	------	------	------	------	------	------	------
Independent restaurants and cafeterias	193	42	19	59	13	18	7	21	10	3	1	17	1	------	------	3	------	6	------	------	7	------
Kitchen workers—Total	390	4	8	14	74	67	80	65	44	9	25	35	1	------	------	7	------	1	9	------	16	1
Hotel restaurants	324	4	8	12	55	49	59	62	42	8	25	14	------	------	------	2	------	------	2	------	10	------
Independent restaurants and cafeterias	66	------	------	2	19	18	21	3	2	1	------	21	1	------	------	5	------	1	7	------	6	1

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TABLE XV.—*Relation of hours of duty to daily over-all hours, by type of restaurant, occupation, and locality*

Daily over-all hours	Hotel restaurants							Store restaurants				Independent restaurants and cafeterias						
	Number of employee days reported	Number of employee days on which the hours on duty formed of the over-all hours—						Number of employee days reported	Number of employee days on which the hours on duty formed of the over-all hours—			Number of employee days reported	Number of employee days on which the hours on duty formed of the over-all hours—					
		Under 60 per cent	60 and under 70 per cent	70 and under 80 per cent	80 and under 90 per cent	90 and under 100 per cent	100 per cent		80 and under 90 per cent	90 and under 100 per cent	100 per cent		Under 60 per cent	60 and under 70 per cent	70 and under 80 per cent	80 and under 90 per cent	90 and under 100 per cent	100 per cent
CHICAGO—DINING-ROOM WORKERS																		
Total	847	47	76	54	56	2	612	752	81	176	495	1,631		49	434	413	326	409
Under 5	133						133	484			484	221				16		205
5 and under 6	6						6	18		12	6	15				1	12	2
6 and under 7	23						23	23		18	5	31				2	23	6
7 and under 8	146				30		116	1		1		224				14	180	30
8	69	8	9				52	111	35	76		121			15	25	9	72
Over 8 and under 9	135		4	18	1		112	62		62		39		5	17	9	4	4
9	112		30	14	2		66	49	46	3		477		18	333	38	31	57
Over 9 and under 10	77		8	8	3		58	2		2		115		16	35	47	6	11
10	53			6	13	1	33	2		2		122		5	6	55	41	15
Over 10 and under 11	13			2	2		9					180		1	7	154	17	1
11	5				1		4					58			12	38	3	5
Over 11 and under 12												14			2	12		
12	7	2	1	2	1	1						3			1	2		
Over 12 and under 13	9	2	5	1	1							6			5			1
13	29	7	19	2	1							5		4	1			
Over 13 and under 14	17	16		1														
14	12	12																
Over 15	1				1													

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TABLE XV.—*Relation of hours of duty to daily over-all hours, by type of restaurant, occupation, and locality*—Continued

Daily over-all hours	Hotel restaurants							Store restaurants				Independent restaurants and cafeterias						
	Number of employee days reported	Number of employee days on which the hours on duty formed of the over-all hours—						Number of employee days reported	Number of employee days on which the hours on duty formed of the over-all hours—			Number of employee days reported	Number of employee days on which the hours on duty formed of the over-all hours—					
		Under 60 per cent	60 and under 70 per cent	70 and under 80 per cent	80 and under 90 per cent	90 and under 100 per cent	100 per cent		80 and under 90 per cent	90 and under 100 per cent	100 per cent		Under 60 per cent	60 and under 70 per cent	70 and under 80 per cent	80 and under 90 per cent	90 and under 100 per cent	100 per cent
CHICAGO—KITCHEN WORKERS																		
Total	859		7	20	16	308	508	245	48	138	59	830		11	41	249	161	368
Under 5	8						8	18			18	81				6		75
5 and under 6	10					8	2					49					35	14
6 and under 7	97					75	22					43					5	38
7 and under 8	102				7	16	79	12		6	6	69				6	5	58
8	88					16	72	32		6	26	50				14	7	29
Over 8 and under 9	106					16	90	115		115		40			1	26	13	
9	298		6			143	149	68	48	11	9	258		4	3	65	46	140
Over 9 and under 10	72				4	13	55					38			12	19		7
10	23					9	14					109			12	46	44	7
Over 10 and under 11	6						6					48			1	45	2	
11	8			6			2					16				12	4	
Over 11 and under 12	4					4						9				9		
12	8			5		3						13			12	1		
Over 12 and under 13	8			7			1											
13	2					2						7		7				
Over 13 and under 14	9				1	1	7											
14	5			1	3	1												
Over 14 and under 15	3		1		1	1												
15	1						1											
Over 15	1			1														

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OTHER PLACES—DINING-ROOM WORKERS

Total	311	113	120	29	11	3	35	66		66		499	49	67	154	48	73	108
Under 5	14						14					72						72
6 and under 7	4		1	3								2						2
7 and under 8	17	5		4	5	3						2						2
8	38	19	3		2		14					21		14				7
Over 8 and under 9	13	13										5					5	
9	31	1	18	5			7	55		55		13		1		6		6
Over 9 and under 10	1			1				11		11								
10	1		1									49	6		7		18	18
Over 10 and under 11												7					7	
11	7			7								86				42	43	1
Over 11 and under 12	4	4																
12	11	10	1									21	1	8	12			
Over 12 and under 13	20	8	10	1	1							32			32			
13	43	33	10									114	28	13	73			
Over 13 and under 14	74	20	47	4	3							49	6	13	30			
14	33		29	4								13	1	12				
Over 14 and under 15												7	7					
15												6		6				

OTHER PLACES—KITCHEN WORKERS

Total	67		19	31	6		11	78		12	66	335	12	17	78	82	38	108
Under 5	1						1					6						6
5 and under 6								60			60	16						16
6 and under 7	4						4	6			6							
7 and under 8	3						3	12		12		13						13
8												6						6
Over 8 and under 9												8		1				7
9												28		1	1			26
Over 9 and under 10												7						7
10												40			1		13	26
Over 10 and under 11	6				6							13					13	
11												84				77	6	1
Over 11 and under 12	6		6															
12	14			11			3					11	5				6	
Over 12 and under 13	13		6	7								55	7		43	5		
13	20		7	13								30		3	27			
Over 13 and under 14												11		11				
14												7		1	6			

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TABLE XVI.—*Hours worked during the week by women employed in restaurants, by number of days on which work was done*

Locality	Hours worked during the week	Number of women reported		Number of women who worked on the specified number of days in—					
				Dining room			Kitchen		
		Dining room	Kitchen	Under 6 days	6 days	7 days	Under 6 days	6 days	7 days
A.—ALL TYPES OF RESTAURANTS									
State	Total	698	396	106	474	118	39	240	117
	40 and under	294	87	96	186	12	31	43	13
	Over 40 and under 44	83	22	4	72	7	3	14	5
	44	4	1	1	3			1	
	Over 44 and under 48	52	29	4	38	10	5	21	3
	48	30	30		28	2		30	
	Over 48 and under 50	23	35		15	8		31	4
	50	18	3	1	15	2		3	
	Over 50 and under 54	52	40		41	11		34	6
	54	39	35		36	3		35	
	Over 54 and under 58	35	29		19	16		21	8
	58	3			2	1			
	Over 58 and under 60	13	17		1	12		2	15
	60	15	2		15			2	
	Over 60 and under 65	23	42		2	21		1	41
	65 and over	14	24		1	13		2	22
Chicago	Total	559	322	93	420	46	38	205	79
	40 and under	261	71	87	170	4	30	28	13
	Over 40 and under 44	77	17	1	72	4	3	9	5
	44	4	1	1	3			1	
	Over 44 and under 48	45	28	3	38	4	5	21	2
	48	29	29		27	2		29	
	Over 48 and under 50	17	35		15	2		31	4
	50	6	3	1	4	1		3	
	Over 50 and under 54	48	37		40	8		33	4
	54	32	30		30	2		30	
	Over 54 and under 58	21	24		16	5		17	7
	58	2			2				
	Over 58 and under 60	6	15			6		1	14
	60	1			1				
	Over 60 and under 65	6	22		2	4		1	21
	65 and over	4	10			4		1	9
Other places	Total	139	74	13	54	72	1	35	38
	40 and under	33	16	9	16	8	1	15	
	Over 40 and under 44	6	5	3		3		5	
	44								
	Over 44 and under 48	7	1	1		6			1
	48	1	1		1			1	
	Over 48 and under 50	6				6			
	50	12			11	1			
	Over 50 and under 54	4	3		1	3		1	2
	54	7	5		6	1		5	
	Over 54 and under 58	14	5		3	11		4	1
	58	1				1			
	Over 58 and under 60	7	2		1	6		1	1
	60	14	2		14			2	
	Over 60 and under 65	17	20			17			20
	65 and over	10	14		1	9		1	13
B.—HOTEL RESTAURANTS									
State	Total	192	153	34	86	72	27	65	61
	40 and under	72	30	30	32	10	21	6	3
	Over 40 and under 44	13	9	1	7	5	2	2	5
	44	1		1					
	Over 44 and under 48	12	10	1	6	5	4	4	2
	48	3	3		3			3	
	Over 48 and under 50	6	7			6		6	1
	50	5	2	1	2	2		2	
	Over 50 and under 54	32	26		22	10		20	6
	54	9	6		6	3		6	
	Over 54 and under 58	21	21		6	15		14	7
	58	1				1			
	Over 58 and under 60	6	11			6			11
	60								
	Over 60 and under 65	8	18		2	6		1	17
	65 and over	3	10			3		1	9

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TABLE XVI.—*Hours worked during the week by women employed in restaurants, by number of days on which work was done*—Continued

Locality	Hours worked during the week	Number of women reported		Number of women who worked on the specified number of days in—					
				Dining room			Kitchen		
		Dining room	Kitchen	Under 6 days	6 days	7 days	Under 6 days	6 days	7 days
B.—HOTEL RESTAURANTS—Continued									
Chicago	Total	145	143	29	84	32	26	65	52
	40 and under	58	29	25	31	2	20	6	3
	Over 40 and under 44	11	9	1	7	3	2	2	5
	44	1		1					
	Over 44 and under 48	10	10	1	6	3	4	4	2
	48	3	3		3			3	
	Over 48 and under 50	1	7			1		6	1
	50	4	2	1	2	1		2	
	Over 50 and under 54	29	24		21	8		20	4
	54	8	6		6	2		6	
	Over 54 and under 58	11	20		6	5		14	6
	58								
	Over 58 and under 60	2	11			2			11
	60								
	Over 60 and under 65	4	14		2	2		1	13
	65 and over	3	8			3		1	7
Other places	Total	47	10	5	2	40	1		9
	40 and under	14	1	5	1	8	1		
	Over 40 and under 44	2				2			
	44								
	Over 44 and under 48	2				2			
	48								
	Over 48 and under 50	5				5			
	50	1				1			
	Over 50 and under 54	3	2		1	2			2
	54	1				1			
	Over 54 and under 58	10	1			10			1
	58	1				1			
	Over 58 and under 60	4				4			
	60								
	Over 60 and under 65	4	4			4			4
	65 and over		2						2
C.—STORE RESTAURANTS									
State	Total	143	54	23	120		1	53	
	40 and under	98	15	23	75			15	
	Over 40 and under 44	5	4		5		1	3	
	44								
	Over 44 and under 48	12	1		12			1	
	48	6	12		6			12	
	Over 48 and under 50	10	19		10			19	
	50	11			11				
	Over 50 and under 54		2					2	
	54		1					1	
	Over 54 and under 58	1			1				
Chicago	Total	132	41	23	109		1	40	
	40 and under	98	4	23	75			4	
	Over 40 and under 44	5	2		5		1	1	
	44								
	Over 44 and under 48	12	1		12			1	
	48	6	12		6			12	
	Over 48 and under 50	10	19		10			19	
	50								
	Over 50 and under 54		2					2	
	54		1					1	
	Over 54 and under 58	1			1				
Other places	Total	11	13		11			13	
	40 and under		11					11	
	Over 40 and under 44		2					2	
	44								
	Over 44 and under 48								
	48								
	Over 48 and under 50								
	50	11			11				

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TABLE XVI.—*Hours worked during the week by women employed in restaurants, by number of days on which work was done*—Continued

Locality	Hours worked during the week	Number of women reported		Number of women who worked on the specified number of days in—					
				Dining room			Kitchen		
		Dining room	Kitchen	Under 6 days	6 days	7 days	Under 6 days	6 days	7 days
D.—INDEPENDENT RESTAURANTS AND CAFETERIAS									
State	Total	363	189	49	268	46	11	122	56
	40 and under	124	42	43	79	2	10	22	10
	Over 40 and under 44	65	9	3	60	2		9	
	44	3	1		3			1	
	Over 44 and under 48	28	18	3	20	5	1	16	1
	48	21	15		19	2		15	
	Over 48 and under 50	7	9		5	2		6	3
	50	2	1		2			1	
	Over 50 and under 54	20	12		19	1		12	
	54	30	28		30			28	
	Over 54 and under 58	13	8		12	1		7	1
	58	2			2				
	Over 58 and under 60	7	6		1	6		2	4
	60	15	2		15			2	
	Over 60 and under 65	15	24			15			24
	65 and over	11	14		1	10		1	13
Chicago	Total	282	138	41	227	14	11	100	27
	40 and under	105	38	39	64	2	10	18	10
	Over 40 and under 44	61	6		60	1		6	
	44	3	1		3			1	
	Over 44 and under 48	23	17	2	20	1	1	16	
	48	20	14		18	2		14	
	Over 48 and under 50	6	9		5	1		6	3
	50	2	1		2			1	
	Over 50 and under 54	19	11		19			11	
	54	24	23		24			23	
	Over 54 and under 58	9	4		9			3	1
	58	2			2				
	Over 58 and under 60	4	4			4		1	3
	60	1			1				
	Over 60 and under 65	2	8			2			8
	65 and over	1	2			1			2
Other places	Total	81	51	8	41	32		22	29
	40 and under	19	4	4	15			4	
	Over 40 and under 44	4	3	3		1		3	
	44								
	Over 44 and under 48	5	1	1		4			1
	48	1	1		1			1	
	Over 48 and under 50	1				1			
	50								
	Over 50 and under 54	1	1			1		1	
	54	6	5		6			5	
	Over 54 and under 58	4	4		3	1		4	
	58								
	Over 58 and under 60	3	2		1	2		1	1
	60	14	2		14			2	
	Over 60 and under 65	13	16			13			16
	65 and over	10	12		1	9		1	11

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APPENDIX B

SCHEDULE FORMS USED IN THE SURVEY

Schedule I

This schedule was used for recording the firm's scheduled hours, the number of employees, and data on working conditions in factories and laundries.

U. S. Department of Labor, Women's Bureau

FACTORY SCHEDULE

1. Name of factory ..... | Address .....
2. Product ..... | Persons interviewed .....
3. Number employed: | Position .....

Day

	W.	C.		W.	C.	Total
Men			Boys			
Women			Girls			
Total			Total			

Night

	W.	C.		W.	C.	Total
Men			Boys			
Women			Girls			
Total			Total			

4. Firm's scheduled hours:
Daily: Begin ..... End ..... Lunch period ..... Rest period ..... Total .....
Saturday " ..... " ..... " " ..... " " ..... " .....
Shifts " ..... " ..... " " ..... " " ..... " .....
Regular weekly number of days ..... Total weekly hours .....
Shifts weekly number of periods ..... Total shifts weekly hours .....
Daily: Begin ..... End ..... Lunch period ..... Rest period ..... Total .....
Saturday " ..... " ..... " " ..... " " ..... " .....
Shifts " ..... " ..... " " ..... " " ..... " .....
Regular weekly number of days ..... Total weekly hours .....
Shifts weekly number of periods ..... Total shifts weekly hours .....

5. Seasonal .....

6. Employment policy: Employment manager ..... Or centralized method ..... Foremen .....
Records kept .....

7. Subcontract shop ..... Home work given out ..... Date ..... Agent .....

8. Halls: Indirect ..... Cl. ..... Nat. lt. o. k. ..... Art. prov. ..... Other .....

9. Stairway:

No.	Location	Winding	Nat. lt. adqt.	Art. lt. prov.	Hand rl. o. k.	Narrow	Steep	Cle.	Rpr. O. K.	Other

Workrooms. Number .....

10. Floors					11. Aisles			12. Walls				13. Ceilings				
Loc.	Mat.	Repr.	Cle.	Other	Loc.	Obst.	Nar.	Loc.	Rpr.	Cl.	Lt.	Loc.	Rpr.	Cl.	Lt.	Low

Notes .....

14. Clned. By girls ..... men ..... jant. ..... janitress ..... other ..... no resp.....

15. Natural lighting: Type of windows—on how many sides of workroom—occupations where women face the light—shades—awnings, etc. .....

16. Artificial lighting: Kind (general, individual). Shades or reflectors (general individual) .....

17–18. Glare or reflection: describe .....

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19. Heating system .....

20. Ventilation: App. o. k. ..... Art. ..... Kind .....
..... Loc. .....

21. Special prob.: Heat—Cold—Dust—Lint—Humid.—Fumes .....
Other .....

22. Sanitation: Drinking facilities, loc. ..... Conv. .....
Bblr. ..... San. ..... Tank ..... Cooler ..... Faucet ..... Other ..... Cup, common .....
Individual ..... Kind .....

23. Washing facilities ..... If none, where wash .....

No.	Kind.	Conv.	Cln.	Repr.	Hot water	Soap fur.	Towels				
							Fur.	Ind.	Paper	Common	Often

24. Toilets: Kind ..... Sep. ..... If none, arrangment ..... Flush, hand ..... Auto. seat .....
Repr. ..... Plb. ..... Cl. ..... Paper ..... Instrt. .....

No. T. R.	No. seats	Fl.	Loc.	Conv.	Scrn.	Deg.	Sngl. st. rm.	Row in rm.	Room ceil.	Seat encl.	Nat. vnt. o. k.	Vnt. oth. rm.	Art. vnt. o. k.	Lgt. nat. o. k.	Lgt. art. o. k.	Cl.

Total No. seats ..... No. wmn. per seat ..... Clng. by girls ..... Men ..... Jant. .....
Janitress ..... Other ..... No. resp. ..... Swept reg. ..... Freq. ..... Wrk. hrs. .....
Scrub reg. ..... Freq. ..... Work hrs. .....

25. Service and welfare: Lunchroom, combined with ..... Prov. ..... Kind ..... Loc. .....
Equip. o. k. ..... Cln. ..... Lt. Nat. ..... Art. ..... Vent. o. k. ..... Prov. hot food, drink only ..... Cooking convncs. ..... Supr. ..... If none .....

26. Restroom, comb. with ..... Prov. ..... Loc. ..... Equip. o. k. ..... Cln. ..... Ltg. nat. ..... Art. ..... Vent. o. k. ..... Supr. ..... If none .....

27. Cloakroom, combined with ..... Prov. ..... Loc. ..... Conv. ..... Lkr. ..... Shlv. .....
..... hngr. ..... Wl. hk. ..... Seats ..... Cln. ..... Lgt. nat. ..... Art. ..... Vent. o. k. .....
Supr. ..... If none ..... lkr. ..... shlv. ..... hngr. ..... Wl. hk. .....

28. Health Service: Hosp. ..... Chg. of ..... Dr. reg. ..... On call ..... 1st aid ..... Chg of ..... Med. exam. ..... Health rec. ..... Acc. rec. ..... Comp. .....

29. Other welfare: .....

30. Occupations: .....

	Seats			Foot rest		Uniform							
	Kind	Adj.	No. o. k.	Kind	Need	Needed		Req. by Co.	Furn. by Co.	Kept by		Kind	Misc. by girls
						Safe	San.			Co.	Girl		
Sit													
Stand													
Sit or stand													

Describe: Opportunity to sit, etc. .....

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Schedule II

This schedule was used for recording the firm's scheduled hours, the number of employees, and data on working conditions in mercantile establishments.

U. S. Department of Labor, Women's Bureau

MERCANTILE SCHEDULE

1. Name of store ..... Address .....
2. Type ..... Person interviewed .....
Position .....

3. Number employed: *Day*

	W.	C.		W.	C.	Total
Men			Boys			
Women			Girls			
Total			Total			

Evening

	W.	C.		W.	C.	Total
Men			Boys			
Women			Girls			
Total			Total			

4. Firm's scheduled hours:
Daily: Begin ..... End ..... Lunch period ..... Rest period ..... Total .....
Saturday " ..... " ..... " " ..... " " ..... " .....
Shifts " ..... " ..... " " ..... " " ..... " .....
Regular weekly number of days ..... Total weekly hours .....
Shifts weekly number of periods ..... Total shifts weekly hours .....
Daily: Begin ..... End ..... Lunch period ..... Rest period ..... Total .....
Saturday " ..... " ..... " " ..... " " ..... " .....
Shifts " ..... " ..... " " ..... " " ..... " .....
Regular weekly number of days ..... Total weekly hours .....
Shifts weekly number of periods ..... Total shifts weekly hours .....

5. Overtime or seasonal hours .....

6. Employment policy: Employment manager ..... Other ..... Records kept ..... Date .....
Agent .....

7. Halls: Indirect ..... Cl. ..... Nat. lt. o. k. ..... Art. prov. ..... Other .....

8. Stairway:

No.	Location	Winding	Nat. lt. adqt.	Art. lt. prov.	Hand rl. o. k.	Narrow	Steep	Cle.	Rpr. o. k.	Other

Elevators for operators .....

9. Workrooms: Describe—Cleanliness—Seats—Ventilation—Crowding .....

10. Salesroom: Aisles ..... Tables in center, etc. .....
Describe .....

11. Natural lighting: Describe—Salesrooms .....
Workrooms .....

12. Artificial lighting: Describe—Salesrooms .....
Workrooms .....

13. Heating system .....

14. Ventilation: Salesrooms .....

15. Sanitation: *a.* Drinking facilities: ..... Bblr. ..... San. ..... Tank ..... Cooler .....
Used by workers only ..... Faucet ..... Other ..... Cup common ..... Indiv. ..... Kind .....
b. Washing facilities: For workers only ..... For public and workers ..... Where located .....
Clean ..... By whom ..... Freq. ..... Hot water ..... Soap ..... Towels .....
c. Toilets: Kind ..... For workers only ..... For workers and public ..... Location .....
Screened ..... Room ceiled ..... Nat. Vent. ..... Nat. light ..... Art. light ..... Clean .....
By whom ..... Freq. ..... Number of seats ..... No. of seats per woman .....

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16. Lunchroom: combined with ..... Prov. ..... Kind ..... Loc. ..... Equip. o. k. ..... Cln. ..... Lt. nat. ..... Art. ..... Vent. ok. ..... Prov. food, drink only ..... Cooking convncs. ..... Supr. ..... If none .....

17. Restroom: combd. with ..... Prov. ..... Loc. ..... Equip. o. k. ..... Cln. ..... Lgt. nat. ..... Art. ..... Vent. o. k. ..... Supr. ..... If none .....

18. Cloakroom: Combd. with ..... Prov. ..... Loc. ..... Conv. ..... Lkr. ..... Shlv. ..... Hangr. ..... Wl. hk. ..... Seats ..... Clen. ..... Lgt. nat. ..... Art. ..... Vent. o. k. ..... Supr. ..... If none ..... Lkr. ..... Shlv. ..... Hngr. ..... Wl. hk. .....

19. Health service: First aid ..... Dispensary .....

20. Other welfare .....

21. Seats: Type .....

App. suf. No. ..... Rules for use ..... Room to pass behind seats and counters .....

Schedule III

This schedule was used for recording the general hour and working conditions data for hotels and restaurants as well as the individual hour schedule for each worker.

U. S. Department of Labor, Women's Bureau

RESTAURANT SCHEDULE

1. Firm name ..... Person interviewed .....
   Address ..... Agent ..... Date .....
2. Type of restaurant .....
3. Hours open for business: Daily ..... Sunday ..... Extra .....
4. No. of men ..... Boys ..... Total .....
   " of women ..... Girls ....
   Total ....
5. Location of building .....
6. Workroom conditions:
   (a) General description of use of floors .....
   (b) General impression of workrooms .....
   (c) Cleaning .....
   (d) Heating .....
   (e) Lighting .....
   (f) Ventilation .....
7. Occupations: Describe general duties of various employees:
8. Sanitation:
   (a) Drinking facilities .....
   (b) Washing facilities .....
   ..... Hot water ..... Soap ..... Towels .....

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(e) Toilets—
1. Location
2. Ventilation
3. Lighting: Daylight ..... Artificial .....
4. Screened from workroom
5. Describe: Ventilation—Cleanliness—Cleaned when and by whom—Type of toilet—Type of seat
6. No. of seats ..... No. of seats per woman .....

(d) Uniforms: Supplied ..... required ..... laundering .....

9. Service and welfare facilities:
(a) Lunchroom

(b) Rest room

(c) Cloakroom and locker facilities

(d) Health service: Medical examination ..... Health record ..... first-aid equipment
(e) Other welfare equipment

10. Employment management:
(a) Hiring and discharge centralized
Other
(b) Record kept
(c)

Establishment

Worker ..... Race ..... Occupation .....

	Hours																								Meals		Total hours
	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	On duty	Off duty	
Sunday																												
Monday																												
Tuesday																												
Wednesday																												
Thursday																												
Friday																												
Saturday																												

Total weekly .....

Worker ..... Race ..... Occupation .....

	Hours																								Meals		Total hours
	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	On duty	Off duty	
Sunday																												
Monday																												
Tuesday																												
Wednesday																												
Thursday																												
Friday																												
Saturday																												

Total weekly .....

Worker ..... Race ..... Occupation .....

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	Hours																								Meals		Total hours
	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	On duty	Off duty	
Sunday																												
Monday																												
Tuesday																												
Wednesday																												
Thursday																												
Friday																												
Saturday																												

Total weekly _____

Date _____ Agent _____

Schedule IV

Day-by-day-record of time worked was taken on this card, one card being used for each woman employee.

U. S. Department of Labor, Women's Bureau

Firm _____ City _____

Employee _____ Day Night

Occupation _____ T-P-B

Product _____

Week ending	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat	Total.

Agent _____ Date _____

Schedule V

This card was distributed in the plant to be filled out by each woman employee.

U. S. Department of Labor, Women's Bureau

Establishment Employee's No. Department

Name _____ Male or female _____

Address _____ Single, married, widowed, separated, or divorced _____

Country of birth _____ Age _____

How old were you when you began to work for wages _____

How long have you been in this trade or business _____

How long have you been working for this firm _____

What is your regular work here _____

Schooling—last grade completed _____

Do you live with your family _____ With other relatives _____

Do you board or room with persons not relatives _____

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PUBLICATIONS OF THE WOMEN'S BUREAU

[Any of these bulletins will be sent free of charge upon request]

No. 1. Proposed Employment of Women During the War in the Industries of Niagara Falls, N. Y. 16 pp. 1918.
No. 2. Labor Laws for Women in Industries in Indiana. 29 pp. 1918.
No. 3. Standards for the Employment of Women in Industry. 7 pp. 1919.
No. 4. Wages of Candy Makers in Philadelphia in 1919. 46 pp. 1919.
No. 5. The Eight-Hour Day in Federal and State Legislation. 19 pp. 1919.
No. 6. The Employment of Women in Hazardous Industries in the United States. 8 pp. 1919.
No. 7. Night Work Laws in the United States. 4 pp. 1919.
No. 8. Women in the Government Service. 37 pp. 1920.
No. 9. Home Work in Bridgeport, Conn. 35 pp. 1920.
No. 10. Hours and Conditions of Work for Women in Industry in Virginia. 32 pp. 1920.
No. 11. Women Street Car Conductors and Ticket Agents. 90 pp. 1920.
No. 12. The New Position of Women in American Industry. 158 pp. 1920.
No. 13. Industrial Opportunities and Training for Women and Girls. 48 pp. 1920.
No. 14. A Physiological Basis for the Shorter Working Day for Women. 20 pp. 1921.
No. 15. Some Effects of Legislation Limiting Hours of Work for Women. 26 pp. 1921.
No. 16. See Bulletin 40.
No. 17. Women's Wages in Kansas. 104 pp. 1921.
No. 18. Health Problems of Women in Industry. (Reprint of paper published in the Nation's Health, May, 1921.) 11 pp. 1921.
No. 19. Iowa Women in Industry. 73 pp. 1922.
No. 20. Out of print.
No. 21. Women in Rhode Island Industries. 73 pp. 1922.
No. 22. Women in Georgia Industries. 89 pp. 1922.
No. 23. The Family Status of Breadwinning Women. 43 pp. 1922.
No. 24. Women in Maryland Industries. 96 pp. 1922.
No. 25. Women in the Candy Industry in Chicago and St. Louis. 72 pp. 1923.
No. 26. Women in Arkansas Industries. 86 pp. 1923.
No. 27. The Occupational Progress of Women. 37 pp. 1922.
No. 28. Women's Contributions in the Field of Invention. 51 pp. 1923.
No. 29. Women in Kentucky Industries. 114 pp. 1923.
No. 30. The Share of Wage-Earning Women in Family Support. 170 pp. 1923.
No. 31. What Industry Means to Women Workers. 10 pp. 1923.
No. 32. Women in South Carolina Industries. 128 pp. 1923.
No. 23. Proceedings of the Women's Industrial Conference. 190 pp. 1923.
No. 34. Women in Alabama Industries. 86 pp. 1924.
No. 35. Women in Missouri Industries. 127 pp. 1924.
No. 36. Radio Talks on Women in Industry. 34 pp. 1924.
No. 37. Women in New Jersey Industries. 99 pp. 1924.
No. 38. Married Women in Industry. 8 pp. 1924.
No. 39. Domestic Workers and Their Employment Relations. 87 pp. 1924.
No. 40. State Laws Affecting Working Women. 55 pp. 1924. (Revision of Bulletin 16.)
No. 41. The Family Status of Breadwinning Women in Four Selected Cities. 144 pp. 1925.
No. 42. List of References on Minimum Wage for Women in the United States and Canada. 42 pp. 1925.
No. 43. Standard and Scheduled Hours of Work for Women in Industry. 68 pp. 1925.
No. 44. Women in Ohio Industries. 136 pp. 1924.
No. 45. Home Environment and Employment Opportunities of Women in Coal-Mine Workers' Families. 61 pp. 1925.
No. 46. Facts About Working Women—A Graphic Presentation Based on Census Statistics. 64 pp. 1925.
No. 47. Women in the Fruit-Growing and Canning Industries in the State of Washington. (In press.)
No. 48. Women in Oklahoma Industries. (In press.)
No. 49. Women Workers and Family Support. (In press.)
No. 50. Effects of Applied Research Upon the Employment Opportunities of American Women. (In press.)

Annual Reports of the Director, 1919, 1920. (Out of print.)
Annual Reports of the Director, 1921, 1922, 1923, 1924, 1925.

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