

MANAGING DIRECTOR'S DIRECTIVE NO. 10

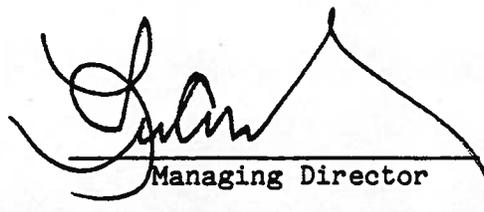
REPORTING REQUIREMENT ON PAID DAYS LOST  
THROUGH SICKNESS AND INJURY

To facilitate analysis of sick leave usage, improve control over abuse and to provide more meaningful information, the revisions indicated below are made in the reporting requirements on paid days lost due to non-service-connected and service-connected illnesses and injuries.

The Sick Paid Days Lost Report will be issued quarterly and annually, for each department reporting to the Managing Director according to union affiliation. Information for non-uniformed employees will be obtained from the Office of Information Management on a quarterly basis. This information which is derived from payroll time records will be generated into a Sick Paid Days Lost Report. Police uniformed data will be submitted to the Managing Director's Office on a payroll period basis utilizing the Police Departments computerized payroll records. Fire will submit information for its uniformed personnel on Form 70-33 "Paid Days Lost Report".

The Managing Director's Office will use the data submitted to devise a Sick Paid Days Lost Report for all of the operating departments. This report will be submitted to the departments 30 days after the close of the quarter. A yearly report with prior year comparisons will be submitted to the departments 45 days after the close of the calendar year.

Commissioners are urged to maintain surveillance over the sick leave practice in their respective departments and to institute any necessary controls to curtail abuse.

  
Managing Director