

COMMERCE AND INDUSTRY ASSOCIATION OF NEW YORK, INC.
233 Broadway New York 7, N.Y.

PERSONNEL MANAGEMENT BUREAU

SURVEY OF MILITARY LEAVE POLICIES

The returns from the ³⁷⁶~~367~~ companies participating in this survey show that 255 have in operation a complete Military Leave Policy. 100 organizations have a policy with some phases not covered and only 21 state they have no policy at all. The following is a tabulation of these plans:

EXTRA COMPENSATION

Of the 355 companies with a military leave policy, 236 stated they pay extra compensation to employees who leave for service; 100 stated they pay no extra compensation and 9 did not indicate their practice.

147 pay extra compensation according to length of service (36 fall in some sort of pattern--Table I), 81 pay flat amount (66 fall in pattern--Table II), 8 pay extra compensation on basis which varies according to salaried and hourly personnel.

TABLE I

No. of Companies in Pattern	METHOD OF COMPUTATION	
	AMOUNT OF COMPENSATION	LENGTH OF SERVICE
7	1 week 2 weeks	6 months to 1 year 1 year or more
7	2 weeks 1 month	6 months to 1 year 1 year or more
6	1 month	1 year or more
4	2 weeks	1 year or more
3	1 month 2 months	6 months to 1 year 1 year or more
3	1 week 2 weeks	1 year to 2 years Over 2 years
2	1 month 2 months	6 months to 2 years Over 2 Years
2	2 weeks 1 month	Less than 1 year More than 1 year
2	1 month	6 months and over
36	TOTAL COMPANIES	

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TABLE II

No. of Companies in Pattern	AMOUNT OF COMPENSATION
20	1 month's pay
15	2 weeks' pay
8	4 weeks' pay
6	2 months' pay
6	1 week's pay
4	Difference between regular company pay and base service pay for 3 months
4	3 months' pay
3	Difference between regular company pay and base service pay for 1 month
66	TOTAL COMPANIES

ALLOWANCE FOR DEPENDENTS

No. of Companies in Pattern	POLICY
313	Pay no extra allowance for dependents
25	Pay allowance for dependents (fall in no pattern)
17	Did not indicate
355	TOTAL COMPANIES

PAYMENT FOR EARNED VACATION

No. of Companies in Pattern	GENERAL PRACTICE
315	Will pay vacation allowance
33	Will not pay vacation allowance
7	Policy not indicated
355	TOTAL COMPANIES

ANNUAL VACATION PAID WHILE IN SERVICE

No. of Companies in Pattern	GENERAL PRACTICE
337	Will not pay annual vacation while in service
3	Will pay annual vacation while in service
15	Policy not indicated
355	TOTAL COMPANIES

SICK LEAVE PLANS IN WHICH BENEFITS CAN ACCRUE

No. of Companies in Pattern	POLICY
50	Accrued benefits held and credited to employee on his return
162	Accrued benefits not credited to employee on his return
143	No plan of this type
355	TOTAL COMPANIES

PENSION PLANS

263 Companies reported they had pension plans; 92 companies stated they had no plan. Of the 263 companies with pension plans 119 were Non-Contributory; 119 Contributory and 25 have combination of Non-Contributory and Contributory.

METHODS OF ADMINISTERING PENSION PLANS WHILE EMPLOYEES ARE IN SERVICE

CONTRIBUTORY PLANS

No. of Companies in Pattern	GENERAL PRACTICE
57	All contributions cease
25	Company pays employee's contribution
21	Employee permitted to continue contribution
6	Policy not indicated
109	TOTAL COMPANIES

3 companies with Contributory Plans will, upon the employees return to work, bring payments up to date for both the company and employee. 7 companies will allow employees to make up contributions upon their return to work.

NON-CONTRIBUTORY PLAN

No. of Companies in Pattern	POLICY
93	Time in service is credited to employee
20	Time in service is not credited to employee
6	Policy not indicated
119	TOTAL COMPANIES

GROUP LIFE INSURANCE

306 companies reported they have a group life insurance plan, 49 companies have no plan.

CANCELLATION OF GROUP LIFE INSURANCE

No. of Companies in Pattern	POLICY
248	Will cancel group insurance
48	Will not cancel group insurance
10	Policy not indicated
306	TOTAL COMPANIES

LENGTH OF TIME AFTER EMPLOYEE LEAVES FOR CANCELLING GROUP LIFE INSURANCE

No. of Companies in Pattern	PERIOD OF TIME
97	1 month
66	Immediately
28	3 months
15	4 months
12	2 months
8	End of month employee leaves
2	1 year
1	6 months
19	Time not indicated
248	TOTAL COMPANIES

COMPANIES NOT CANCELLING GROUP LIFE INSURANCE

No. of Companies in Pattern	METHOD OF CARRYING
38	Continue payments at company expense
3	Expense to be borne by both employee and company
3	Payments to be made by employee
4	Policy not indicated
48	TOTAL COMPANIES

NATIONAL SERVICE LIFE INSURANCE

Since the questionnaire on Military Leave was sent out, the Government has announced that all members of the armed forces will receive \$10,000 National Service Life Insurance without charge. For that reason, we are not reprinting the practices reported by organizations concerning this phase.

HOSPITALIZATION

332 companies reported their employees were covered by hospitalization; 22 companies have no hospitalization and 1 did not indicate.

Of the 332 hospitalization plans, 137 were financed all or in part by the employer; 195 paid for by the employee.

PERSONS COVERED BY EMPLOYER CONTRIBUTION

No. of Companies in Pattern	POLICY
97	Pay for employee and his dependents
35	Pay for employee only
5	Not stated
137	TOTAL COMPANIES

Of 97 companies paying for employee and dependents 43 continue coverage for dependents while employee is in service (3 companies require 1 yr. of service with company; 1 carries for 12 mos. and another for 21 months). 51 companies will not cover dependents and 4 companies did not indicate.

4 companies cover only employees, but pay coverage for dependents while he is in service.

16 companies do not contribute at all for hospitalization, but pay the coverage for dependents while employee is in service.