



EUROPEAN COMMISSION
EUROSTAT

Directorate F: Social statistics
Unit F-3: Labour Market and lifelong learning

EU LABOUR FORCE SURVEY

EXPLANATORY NOTES

(TO BE APPLIED FROM 2021Q1 ONWARDS)

TOPIC 1:
Technical items

REFYEAR

Variable name

Year of survey

Specifications

Topic	Technical Items
Detailed topic	Data collection information
Standardisation	LFS variable
Periodicity	Quarterly
Minimum set of variables	Yes
Variable type	Technical
Column	1-4
Flow number	001

Filter

Filter labels

Everybody in the target population

Codes or value

YYYY Year of survey (4 digits)

Purpose

The variable is used to determine the reference period, other periods of time, for the calculation of durations, and also needed for the management of databases.

Definition

The variable describes the year to which the collected information refers.

Implementation guidelines

The reference year is defined as the combination of the four reference quarters of that year (see Commission Implementing Regulation (EU) 2019/2240).

REFWEEK

Variable name

Reference week

Specifications

Topic	Technical Items
Detailed topic	Data collection information
Standardisation	LFS variable (required for standardised variables: age, duration of stay in the country)
Periodicity	Quarterly
Minimum set of variables	Yes
Variable type	Technical
Column	5-6
Flow number	002

Filter

Filter labels

Everybody in the target population

Codes or value

01-53 Number of the week (2 digits)

Purpose

The variable is used to determine the reference period, other periods of time, for the calculation of durations, and also needed for the management of databases.

Definition

The variable describes the week to which the collected information refers. It is the week that starts on Monday and ends on Sunday.

The number of the reference week is defined according to ISO 8601, which indicates that, according to the Gregorian calendar, the first week of the year is the one that includes the first Thursday of that year. Examples:

- Week 1 of 2021 starts on 4th January 2021
- Week 1 of 2022 starts on 3rd January 2022
- Week 1 of 2023 starts on 2nd January 2023
- Week 1 of 2024 starts on 1st January 2024
- Week 1 of 2025 starts on 30th December 2024

Implementation guidelines

As a normal year has 365 days (except leap years which have 366 days) and the quarterly survey usually covers 364 days ($52 \times 7 = 364$), the first reference week of a year does not necessarily start on 1st January. Every year, the Thursday of the first week of the first quarter moves backwards, until a reference year with 53 weeks occurs (example: 2026). In such cases, special rules apply (see Commission Implementing Regulation (EU) 2019/2240), and for the following reference year the process starts again with a first reference week beginning in January.

An overview for the years until 2057 is provided in annex (1).

In the case of household subsampling (INTQUEST = 09 or 10), additional household members should be reported as having the same reference week (REFWEEK) as the originally selected person, regardless of the data source.

(¹) This annex is in line with annex 3 of the “current/old” explanatory notes presenting the situation until 2057 available at https://ec.europa.eu/eurostat/statistics-explained/index.php/EU_labour_force_survey_-_methodology#LFS_explanatory_notes

REFMONTH

Variable name

Reference month

Specifications

Topic	Technical Items
Detailed topic	Data collection information
Standardisation	LFS variable (required for standardised variables: age, duration of stay in the country)
Periodicity	Quarterly
Minimum set of variables	Yes
Variable type	Derived
Column	7-8
Flow number	003

Filter

Filter labels

Everybody in the target population

Codes or value

01-12 Number of the month (2 digits)

Purpose

The variable is used to determine the reference period, other periods of time, for the calculation of durations, and also needed for the management of databases. Eurostat derives it anyway using other information provided, but transmission by Member States offers additional validation opportunities.

Definition

The variable describes the month to which the collected information refers. It is a derived variable and defined by the values of the reference quarter and the reference week.

A reference month is defined as a set of weeks that belong in full or in part to the calendar month. All weeks that belong in full to the calendar month are allocated to the corresponding reference month. When a week crosses over two calendar months, at least four days of the week should belong to the calendar month to be included in the corresponding reference month (Thursday rule). When a week crosses over two quarters it is allocated to a reference quarter, in accordance with Commission Implementing Regulation (EU) 2019/2240, and to the reference month that belongs to that reference quarter.

Implementation guidelines

The general rule for the assignment of reference weeks to reference months is based on the Thursday rule.

The only exception occurs in years where the first quarter would normally consist of 12 weeks only and is extended to cover 13 weeks. In such cases, the second part of the definition above requires that the last week of a quarter is always assigned to the third month of the quarter. Example: the Thursday of reference week 13 of year 2021 (1 April 2021) belongs to calendar month April already, but that particular week is nevertheless allocated to reference month March. The same exceptional rule has to be applied to

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reference week 26 of 2021.

An overview for the years until 2057 is provided in annex ⁽²⁾.

⁽²⁾ This annex is in line with annex 3 of the “current/old” explanatory notes presenting the situation until 2057 available at https://ec.europa.eu/eurostat/statistics-explained/index.php/EU_labour_force_survey_-_methodology#LFS_explanatory_notes

INTWEEK

Variable name

Interview week

Specifications

Topic	Technical Items
Detailed topic	Data collection information
Standardisation	LFS variable
Periodicity	Quarterly
Minimum set of variables	Yes
Variable type	Technical
Column	9-10
Flow number	004

Filter

Filter labels

Everybody in the target population

Codes or value

01-53 Number of the week (2 digits)

Purpose

This information together with REFWEEK gives an indication of the recall period and hence information on the quality of the answers.

Definition

The variable describes the week in which the interview is conducted. It is the week running that starts on Monday and ends on Sunday.

The number of the interview week is defined according to ISO 8601, for details see the variable REFWEEK.

Implementation guidelines

When data is copied from previous interviews (in the case of “simplified rules”), the variable INTWEEK should be imputed as follows: $INTWEEK=REFWEEK+1$.

HHTYPE

Variable name

Living in a private household or an institution

Specifications

Topic	Technical Items
Detailed topic	Data collection information
Standardisation	LFS variable (required for standardised variables: household size and partners living in the same household)
Periodicity	Quarterly
Minimum set of variables	Yes
Variable type	Technical
Column	11
Flow number	005

Filter

Filter labels

Everybody in the target population

Codes or value

- 1 Person surveyed and living in the same private household
- 2 Person surveyed in the private household but living in an institution
- 3 Person surveyed in the private household but living in another private household

Purpose

The variable is needed to select the persons having their usual residence in private households for the LFS, in accordance with the implementing regulation as regards items common to several datasets.

Definition

For the definition of 'target population', 'usual residence' and 'private household', see 'General definitions'.

The **MAIN RULES** to be applied for the usual resident population in the LFS are the following:

In accordance with Commission Implementing Regulation (EU) 2019/2181, the usual residence for all persons in the target population is established on the basis of the **'most of the time' criterion**, i.e. a person is assigned to the dwelling where he/she spends the majority of the year (more than 6 months). It means that, when a person regularly lives in more than one dwelling, the dwelling where one spends the majority of the year is taken as one's place of usual residence. It applies for example to persons with main and second homes, or to children alternating between two places of residence or to persons living outside the family home for an extended period of time for the purpose of work.

Particular cases in the application of the 'most of the time' criterion are the following:

- Primary/secondary students and persons working away from their family home during the week but returning to their family home for weekends always have their family home as the usual residence.
- Tertiary students always have their term address as main residence if it is a private address. They are

out of the target population if their term address is a tertiary student hall of residence.

- Children alternating between two places of residence and spending an equal amount of time with both guardians/parents, the place where the child is present during the reference week is taken as the usual residence. This place of usual residence is to be the same between the first and following interviews.

In **SPECIFIC CIRCUMSTANCES** (for example a combined household survey), the following rules can be implemented for tertiary students, persons living outside the family work for an extended period of time for the purpose of work and for children alternating between two places of residence:

- For persons living outside the family home for an extended period of time for the purpose of work, the family home can also be considered as usual residence in case the person significantly contributes to the household income and is not a usual resident of any other private household.
- Tertiary students can also consider their family home as their usual residence in case they benefit from the household income and are not usual residents of any other private household.
- Children alternating between two places of residence and spending an equal amount of time with both guardians/parents can also have the place of usual residence of the legal guardian who receives the child benefits (if applicable) or the place of residence of the legal guardian who contributes more to the child-related costs.

Implementation guidelines

For codes 1, 2 and 3, living in a private household/in an institution means having his/her usual residence in a private household/in an institution.

Code 1 applies in most cases, as persons will be generally interviewed in the place of their usual residence.

Code 2 applies in the following situation/case:

- primary/secondary students living in a school hall of residence during the week.

Code 3 applies in the following situations/cases:

- primary/secondary students living in another private household during the week, for example with the grandparents or uncle/aunt;
- tertiary students having their term address as their usual residence (MAIN RULE) in another private household but interviewed in their family home;
- tertiary students having their family home as their usual residence (SPECIFIC CIRCUMSTANCES) but interviewed at the term address in another private household;
- dependent children alternating between two places of residence and not interviewed in their place of usual residence;
- persons with a main and second home and interviewed at the second home;
- persons working away from family home during the week but returning to their family home for weekends and interviewed at the place of work;
- persons living outside the family home for an extended period of time for the purpose of work (MAIN RULE) but interviewed in the family home;
- persons living outside the family home for an extended period of time for the purpose of work (SPECIFIC CIRCUMSTANCES) but interviewed at the place of work.

Concerning the rule of “most of the time” (MAIN RULE) for tertiary students: if for example a student lives 3 days/week in a student hall and 4 days/week in his/her family home, then his/her usual residence is his/her family home. Also, the time spent during holidays in his/her family home can be taken into account for the “most of the time” rule for tertiary students. So, if the tertiary student comes back to his/her family home every weekend and every holiday and day-off, the criterion of “most of the time” will corre-

spond to his/her family home.

STRATUM

Variable name

Stratum

Specifications

Topic	Technical items
Detailed topic	Data collection information
Standardisation	Standardised key social variable (P3)
Periodicity	Quarterly
Minimum set of variables	Yes
Variable type	Technical
Column	12-26
Flow number	006

Filter

Filter labels

Everybody in the target population, when the target population (or a part thereof) is stratified at the first stage of the sample design or in case of self-representing primary sampling units

Codes or value

Not blank	Stratum identifier (15 character alphanumeric)
Blank	Not applicable

Purpose

This variable contains sampling information that is needed to calculate measures of spread (e.g. variance and standard deviation) and to observe changes over time. For instance, it is used to compute the variance of net changes from one survey period to another (in order to communicate on its significance).

The sampling design information provided via the three variables STRATUM, PSU, FSU should allow the **unique identification of the stratum, primary sampling unit and final sampling unit**. Due to technical issues in some countries this is not always the case for individual sampling design variables, but only for the combination of two of them. This means that the combination STRATUM/PSU identifies the primary sampling unit and/or the combination PSU/FSU identifies the final sampling unit in a unique way. This is acceptable, but Eurostat needs to be informed about it to use the correct identification rule.

Definition

Stratifying a population means dividing it into non-overlapping subpopulations, called strata. Independent samples are then selected within each stratum.

The information recorded always refers to the situation at the time of the selection of the concerned unit (individual or household); it consequently does not refer to the strata used for post-stratification.

Implementation guidelines

The category 'stratum identifier' provides the identification code of the stratum each observation unit (individual or household) belongs to. Stratum identification codes are to be used in case the target population has been stratified, or in case self-representing primary sampling units (PSUs) have been consid-

ered⁽³⁾.

The category 'not applicable' is to be used in case the target population has not been stratified at the first stage of the sampling process (e.g. when the sample has been drawn by simple random sampling or by cluster random sampling), and self-representing PSUs have not been considered.

Information on the variable should be filled for all waves (and/or panels), and it should always refer to the situation at the time of the selection of the concerned unit (individual or household). Nevertheless, when a person joins a household after the time of the sample selection, this person should receive the same stratum identifier as the members of the household that he/she joins.

In case the target population is stratified at the first stage of the sampling design (or in case of comparable sample design), all primary strata receive a unique identification code which remains the same for the entire period in which the observation units (individual or household) having received this identification code remain in the survey (EU-LFS). The stratum identification code should be consistent over time for each observation unit (individual or household).

The information in STRATUM should enable the identification of all strata. Combining STRATUM with other variables (such as REGION) should not be necessary to identify the strata; REGION should refer to the moment of the interview, while STRATUM should refer to the moment of the selection.

In cases of variations of territorial units, such as blending of municipalities, STRATUM shouldn't change over time; it should always refer to the situation at the time of the selection.

For the purpose of estimating measures of spread (e.g. variance and standard deviation), each self-representing primary sampling unit (PSU), i.e. PSU selected with a probability of 1, must be considered to be a stratum rather than a PSU. As a result, each self-representing PSUs receive a separate and unique stratum identification code which remains the same for the entire period in which the observation units (individuals or households) having received this identification code remain in the survey (EU-LFS).

If strata in the sample consist of only one PSU selected among a larger number of PSUs in the stratum population, or if strata in the sample contain only one PSU (among a larger number of selected PSUs) with respondents, primary strata have to be collapsed for variance estimation, such that every stratum consists of at least two PSUs. If done, this grouping will ideally be implemented between strata that are most similar in terms of the variables used for stratification. Strata containing only one PSU because self-representing PSU should not be collapsed.

Nevertheless, for data transmission to Eurostat, strata should preferably not be collapsed. The variance estimation done at Eurostat will be implemented in these cases using the bootstrap method (not the linearization method).

It is a good practice to randomise the stratum identifiers to avoid the indirect identification of respondents (make the linking to particular locations or geographical pattern impossible). However, the randomisation process should ensure that the value of 'stratum' for a respondent does not change over time.

⁽³⁾ Self-representing PSUs are PSUs selected with a probability of 1, which must be considered to be a stratum rather than a PSU.

PSU

Variable name

Primary sampling unit

Specifications

Topic	Technical items
Detailed topic	Data collection information
Standardisation	Standardised key social variable (P3)
Periodicity	Quarterly
Minimum set of variables	Yes
Variable type	Technical
Column	27-41
Flow number	007

Filter

Filter labels

Everybody in the target population, when the target population is divided into clusters (PSUs)

Codes or value

Not blank	Primary sampling unit identifier (15 character alphanumeric)
Blank	Not applicable

Purpose

This variable contains sampling information that is needed to calculate measures of spread (e.g. variance and standard deviation) and to observe changes over time. For instance, it is used to compute the variance of net changes from one survey period to another (in order to communicate on its significance).

The sampling design information provided via the three variables STRATUM, PSU, FSU should allow the **unique identification of the stratum, primary sampling unit and final sampling unit**. Due to technical issues in some countries this is not always the case for individual sampling design variables, but only for the combination of two of them. This means that the combination STRATUM/PSU identifies the primary sampling unit and/or the combination PSU/FSU identifies the final sampling unit in a unique way. This is acceptable, but Eurostat needs to be informed about it to use the correct identification rule.

Definition

A population is divided into clusters (i.e. disjoint sub-populations) in case direct-element sampling is either impossible (due to lack of sampling frame) or its implementation too expensive (the population is widely distributed geographically). A sample of clusters (PSUs) is then selected at the first stage of the sampling process.

The information recorded in PSU always refers to the situation at the time of the selection of the concerned unit (individual or household).

Implementation guidelines

The primary sampling unit identifier provides the identification code of the selected PSU each observation unit (individual or household) belongs to, in case the target population has been divided into clusters in the first stage of sampling.

The category 'not applicable' is to be used when the target population has not been clustered at the first stage of the sampling process, e.g. when the sample has been drawn by simple random sampling or by stratified random sampling.

Information on the variable should be filled for all waves (and/or panels), and it should always refer to the situation at the time of the selection of the concerned unit (individual or household). Nevertheless, when a person joins a household after the time of the sample selection, this person should receive the same PSU identifier as the members of the household that he/she joins.

In case the target population is clustered at the first stage of the sampling design, the selected clusters (PSUs) receive a unique identification code which remains the same for the entire period in which the observation units (individual or household) having received this identification code remain in the survey (EU-LFS). The PSU identification code should be consistent over time for each observation unit (individual or household).

In case that sampling with replacement is used and the same PSU is selected several times ('multiple hits') the PSU receives a different identification code for every hit.

In cases of variations of territorial units, such as blending of municipalities, PSU shouldn't change over time; it should always refer to the situation at the time of the selection.

In the situation where **dwelling**s are selected at the first⁽⁴⁾ stage of sampling and more than one household shares the same dwelling, dwellings must be regarded as clusters of households and then coded accordingly. This means that all people living in the same dwelling receive the same PSU code, whatever household they belong to. Then, each selected dwelling receives a unique code for the PSU identifier that remains the same for the entire period the households in the considered dwelling remain in the survey (EU-LFS) sample.

If the first stage of the sample design consists of a **selection of households** and the final observation unit is the individual, each household receives a unique code for the category 'primary sampling unit identifier' that remains the same for the entire period the household remains in the survey (EU-LFS). All household members of split-off households keep their original PSU identifier at the moment of selection.

The variable PSU should be left blank when a **sample of individuals** has been drawn and the population has not been clustered.

It is a good practice to randomise the PSU identifiers to avoid the indirect identification of respondents (make the linking to particular locations or geographical pattern impossible). However, the randomisation process should ensure that the value of 'PSU' for a respondent does not change over time.

⁽⁴⁾ This does not mean necessarily that there is a second stage of sampling.

FSU

Variable name

Final (or ultimate) sampling unit

Specifications

Topic	Technical items
Detailed topic	Data collection information
Standardisation	LFS variable
Periodicity	Quarterly
Minimum set of variables	No
Variable type	Technical
Column	42-56
Flow number	008

Filter

Filter labels

Everybody in the target population

Codes or value

Not blank	Final sampling unit identifier (15 character alphanumeric)
Blank	Not applicable (only for the not sampled persons in a sample of individuals)

Purpose

This variable contains sampling information that is needed to calculate measures of spread (e.g. variance and standard deviation) and to observe changes over time. For instance, it is used to compute the variance of net changes from one survey period to another (in order to communicate on its significance).

The sampling design information provided via the three variables STRATUM, PSU, FSU should allow the **unique identification of the stratum, primary sampling unit and final sampling unit**. Due to technical issues in some countries this is not always the case for individual sampling design variables, but only for the combination of two of them. This means the combination STRATUM/PSU identifies the primary sampling unit and/or the combination PSU/FSU identifies the final sampling unit in a unique way. This is acceptable, but Eurostat needs to be informed about it to use the correct identification rule.

Definition

The final sampling unit, also called the ultimate sampling unit, is the smallest unit of sample selection. In a household survey, the final sampling unit is generally the household. The final sampling unit is however the respondent when a sample of individuals has been drawn.

The information recorded in FSU always refers to the situation at the time of the selection of the concerned unit (individual or household).

Implementation guidelines

The final sampling unit identifier provides the identification code of the final/ultimate sampling unit (FSUs), each observation unit (individual or household) belongs to.

The variable can be left blank ('not applicable') only for the not sampled persons when a sample of individuals has been drawn.

Information on the variable should be filled for all waves, and it should always refer to the situation at the time of the selection of the concerned unit (individual or household). Nevertheless, when a person joins a household after the time of the sample selection, this person should receive the same FSU identifier as the members of the household that he/she joins.

Every FSU should receive a unique identification code which remains the same for the entire period in which the observation units (individual or household) having receiving this identification code remains in the survey (EU-LFS). The FSU identification code should be consistent over time for each observation unit (individual or household).

In cases of variations of territorial units, such as blending of municipalities, FSU shouldn't change over time; it should always refer to the situation at the time of the selection.

In a household survey, the final sampling unit is generally the household. In such a case, when the first stage of the sampling design consists of a selection of households, the FSU identification code will be equal to the PSU identification code and to the household number at the time of selection.

FSU should be filled in whatever the sampling design is. It can't be missing for everyone. FSU can only be left blank ('not applicable') for the not sampled persons in the case of a sample of individuals.

DEWEIGHT

Variable name

Design weight

Specifications

Topic	Technical items
Detailed topic	Data collection information
Standardisation	LFS variable
Periodicity	Quarterly
Minimum set of variables	No
Variable type	Technical
Column	57-63
Flow number	009

Filter

Filter labels

Everybody in the target population

Codes or value

Not blank	Design weight (7 digits: first 5 contain whole number, following 2 are decimals)
Blank	Not applicable

Purpose

This variable contains sampling information which allows inference from the initial sample to the total population.

Its availability makes some data quality checks possible, through e.g. the analysis of the dispersion of the design weights and the comparison between the design and final weights.

Definition

Design weights are the initial weights derived from the sampling design; they are the inverse of the sampling fractions, the inverse of the inclusion probabilities.

The information recorded in DEWEIGHT always refers to the situation at the time of the selection of the concerned unit (individual or household).

Implementation guidelines

The design weights are defined for all sampled units (individual or household), and not only for the responding units, even if the information for non-responding units are not transmitted to Eurostat. Design weights should always have a positive value.

DEWEIGHT is the weight before both non-response correction and calibration. It is computed as follows:

- In the case where **households are sampled** (or addresses or other units containing households):

$$\text{DEWEIGHT} = 1 / (\text{probability of selection of the household})$$

for all members of the household

- In the case where **persons are sampled**:

DEWEIGHT = $1 / \Sigma$ (probabilities of selection of eligible persons in the household)
for all eligible members of the household, where “eligible persons” are persons who are given a non-zero probability in the sample selection procedure, such as persons aged 15+.
In the particular situation where the probability of selection is the same for all eligible persons in each household, the denominator is simply the number of such persons in the household multiplied by the probability of selection.

DEWEIGHT should be left blank in the case of household members of individuals selected for a sample of individuals.

IDENT

Variable name

Unique identifier

Specifications

Topic	Technical items
Detailed topic	Identification
Standardisation	LFS variable
Periodicity	Quarterly
Minimum set of variables	Yes
Variable type	Technical
Column	64-88
Flow number	010

Filter

Filter labels

Everybody in the target population

Codes or value

Not blank Identifier (25 character alphanumeric)

Purpose

The variable allows following/tracking individual respondents across reference quarters, reference years, and across the different LFS databases. In addition to HHNUM and HHSEQNUM (whose combination theoretically constitutes an identifier for the reference quarter or year in most cases), this variable should allow countries to send unique national identifiers which can be used for longitudinal checks and analyses.

Definition

The IDENT identifier should be unique for a person across datasets. It is assigned to a person the first time he/she joins the LFS sample. It should be independent from the household the person belongs to, so that if the person changes household, the IDENT identifier won't change.

Implementation guidelines

A person gets an IDENT identifier when interviewed for the first time; that IDENT identifier remains the same for all waves (even if the person changes household).

In case the same person is re-selected after some time, it should get a new IDENT identifier.

HHNUM

Variable name

Serial number of the household

Specifications

Topic	Technical items
Detailed topic	Identification
Standardisation	LFS variable (required for standardised variables: hh size, hh type, partners in same hh)
Periodicity	Quarterly
Minimum set of variables	Yes
Variable type	Technical
Column	89-96
Flow number	011

Filter

Filter labels

Everybody in the target population

Codes or value

Not blank Household number (8 character alphanumeric)

Purpose

The variable is needed to identify households in the databases.

Definition

For the definition of 'private household', see 'General definitions'.

Serial numbers are allocated by the national statistical institutes and remain the same for all waves. Records relating to different members of the same household carry the same serial number.

Implementation guidelines

Serial numbers can be reused after some years. Currently 2 years (8 quarters) is the maximum time a household stays in the LFS in any participating country, but it is recommended to reuse HHNUMs after a longer time period of e.g. 4 years only.

Where household numbers are maintained from waves prior to the first quarter of 2021, the previously used 6-character household numbers should be reported right-aligned with two leading zeros.

If compliance with Commission Implementing Regulation (EU) 2019/2181 requires the change from the dwelling concept to the housekeeping concept in 2021, and if a household from a wave prior to the first quarter of 2021 sampled with the dwelling concept corresponds to **several households** under the housekeeping concept, then the following procedure should be applied for each of the concerned households:

- select **randomly one of the households** under the housekeeping concept coming from the concerned household (from a wave prior to the first quarter of 2021) sampled with the dwelling concept, and assign to this household the previously used 6-character household number right-aligned **with two leading zeros**;

- give to the **other households** under the housekeeping concept coming from this household sampled with the dwelling concept the previously used 6-character household numbers right-aligned **with a leading two-digit sequence number ("01", "02", etc.)**.

HHSEQNUM

Variable name

Sequence number in the household

Specifications

Topic	Technical items
Detailed topic	Identification
Standardisation	LFS variable (required for standardised variables: hh size, hh type, partners in same hh)
Periodicity	Quarterly
Minimum set of variables	Yes
Variable type	Technical
Column	97-98
Flow number	012

Filter

Filter labels

Everybody in the target population

Codes or value

01-98 Sequence number allocated to each member of the household (2 digits)

Purpose

The variable is needed to identify a person over the consecutive waves.

As the newly introduced IDENT variable, HHNUM and HHSEQNUM together form an identifier of a person in the LFS databases.

Definition

For the definition of 'private household', see 'General definitions'.

The sequence number in the household provides a unique identifier code to the person interviewed in his/her household.

Implementation guidelines

A given sequence number should identify one and only one person of the household. It should not correspond to another current or former member of the household. The sequence number of a person remains the same in all waves. In particular, a person who enters the household cannot have the same sequence number as a person who left the household. Persons re-entering the household should retain the original sequence number.

Countries that sample individuals should assign sequence number 01 to the originally selected persons. If the household is included in the household subsample, additional members of the household should get different numbers.

COEFFQ

Variable name

Quarterly weighting factor

Specifications

Topic	Technical items
Detailed topic	Weights
Standardisation	LFS variable
Periodicity	Quarterly
Minimum set of variables	No
Variable type	Technical
Column	99-107
Flow number	013

Filter

Filter labels

Everybody in the target population

Codes or value

000000000-999999999	Quarterly weight with 9 digits: first 5 digits contain whole numbers, last 4 digits contain decimal places
Blank	Not applicable

Purpose

The quarterly weighting factor is required to calculate quarterly results and indicators.

Definition

The quarterly weighting factors are the weights used to extrapolate quarterly survey results to the population. They are also used to calculate annual results (as annual averages) based on quarterly variables only.

Implementation guidelines

The weights should be derived in line with the rules set out in the implementing act in the labour force domain.

The quarterly weights, but also all other weights mentioned below, should in particular correct for non-response.

The derivation of the weighting factors should take into account the requirements for main labour market policy indicators, in particular their representativeness by sex and age groups.

This weight may be reported as not applicable where an observation is not in the respective (sub)sample, and according to the transmission standards as specified in Article 11 of Commission Implementing Regulation (EU) 2019/2240.

COEFFY

Variable name

Yearly weighting factor

Specifications

Topic	Technical items
Detailed topic	Weights
Standardisation	LFS variable
Periodicity	Yearly
Minimum set of variables	No
Variable type	Technical
Column	108-116
Flow number	014

Filter

Everybody in the yearly (sub-)sample for annual variables

Filter labels

Everybody in the yearly (sub-)sample for annual variables

Codes or value

000000000-999999999	Yearly weight with 9 digits: first 5 digits contain whole numbers, last 4 digits contain decimal places
Blank	Not applicable

Purpose

The yearly weighting factor is required to calculate results and indicators including yearly variables.

Definition

The yearly weighting factors are the weights used to extrapolate yearly survey results including yearly variables to the population. They have to be transmitted by all countries. For countries without yearly subsampling they might be identical to COEFFQ/4.

Implementation guidelines

The weights should be derived in line with the rules set out in the implementing act in the labour force domain.

This weight may be reported as not applicable where an observation is not in the respective (sub)sample, and according to the transmission standards as specified in Article 11 of Commission Implementing Regulation (EU) 2019/2240.

COEFF2Y

Variable name

Weighting factor for the biennial variables

Specifications

Topic	Technical items
Detailed topic	Weights
Standardisation	LFS variable
Periodicity	Yearly
Minimum set of variables	No
Variable type	Technical
Column	117-125
Flow number	015

Filter

Everybody in the yearly (sub-)sample for biennial variables

Filter labels

Everybody in the yearly (sub-)sample for biennial variables

Codes or value

000000000-999999999	Yearly weight with 9 digits: first 5 digits contain whole numbers, last 4 digits contain decimal places
Blank	Not applicable

Purpose

The weighting factor for the biennial variables is required to calculate results and indicators including biennial variables.

Definition

The weighting factors for the biennial variables are the weights used to extrapolate yearly survey results including biennial variables to the population. They have to be transmitted by all countries. Depending on the (sub)-sampling scheme in place, they might be identical to COEFFQ/4 or COEFFY.

Implementation guidelines

The weights should be derived in line with the rules set out in the implementing act in the labour force domain.

This weight may be reported as not applicable where an observation is not in the respective (sub)sample, and according to the transmission standards as specified in Article 11 of Commission Implementing Regulation (EU) 2019/2240.

COEFFMOD

Variable name

Yearly weighting factor - module

Specifications

Topic	Technical items
Detailed topic	Weights
Standardisation	LFS variable
Periodicity	Yearly
Minimum set of variables	No
Variable type	Technical
Column	126-134
Flow number	016

Filter

Everybody in the yearly module subsample

Filter labels

Everybody in the yearly module subsample

Codes or value

000000000-999999999	Yearly module weight with 9 digits: first 5 digits contain whole numbers, last 4 digits contain decimal places
Blank	Not applicable

Purpose

The yearly module weighting factor is required to calculate results and indicators including module variables.

Definition

The yearly module weighting factors are the weights used to extrapolate yearly survey results including module variables to the population. They have to be transmitted by all countries and might be identical to COEFFY or COEFF2Y.

Implementation guidelines

The weights should be derived in line with the rules set out in the implementing act in the labour force domain.

This weight may be reported as not applicable where an observation is not in the respective (sub)sample, and according to the transmission standards as specified in Article 11 of Commission Implementing Regulation (EU) 2019/2240.

COEFFHH

Variable name

Yearly household weighting factor

Specifications

Topic	Technical items
Detailed topic	Weights
Standardisation	LFS variable
Periodicity	Yearly
Minimum set of variables	Yes
Variable type	Technical
Column	135-143
Flow number	017

Filter

Everybody in the yearly (sub-)sample to be used for household analyses

Filter labels

Everybody in the yearly (sub-)sample to be used for household analyses

Codes or value

000000000-999999999	Yearly household weight with 9 digits: first 5 digits contain whole numbers, last 4 digits contain decimal places
Blank	Not applicable

Purpose

The yearly household weighting factor is required to calculate results and indicators at household level and at individual level against the household background.

Definition

The yearly household weighting factors are the weights used to extrapolate yearly survey results at household level to the population. They have to be transmitted by all countries. They might be identical to COEFFQ/4, COEFFY, COEFF2Y or even COEFFMOD.

Implementation guidelines

The weights should be derived in line with the rules set out in the implementing act in the labour force domain.

If possible, the weighting factors for all household members should be identical.

Countries are free to calculate independent household weights even if they do not have a household sub-sample.

This weight may be reported as not applicable where an observation is not in the respective (sub)sample, and according to the transmission standards as specified in Article 11 of Commission Implementing Regulation (EU) 2019/2240.

INTWAVE

Variable name

Sequence number of the survey wave

Specifications

Topic	Technical items
Detailed topic	Interview characteristics
Standardisation	LFS variable
Periodicity	Quarterly
Minimum set of variables	Yes
Variable type	Technical
Column	144
Flow number	018

Filter

Filter labels

Everybody in the target population

Codes or value

1-8 Sequence number of the survey wave

Purpose

The combination (HHNUM * HHSEQNUM * INTWAVE) is an interview identifier in the database. It is used for longitudinal studies.

Definition

The sequence number of the survey wave should correspond to the number of times that the individual/household is selected to be in the sample. The quarters where the individual/household is not selected to be in the sample should be excluded from the counting.

Implementation guidelines

Example: A person present in wave 1, absent in wave 2 but present in wave 3 would be assigned number 3 when interviewed in wave 3.

For countries where the sampling unit is the household, the sequence number of the survey wave is attached to the household. Therefore it should follow the same pattern for all individuals of the same household. For instance a new person joining the household (and the sample) in wave 2 would be assigned number 2.

INTQUEST

Variable name

Questionnaire used

Specifications

Topic	Technical items
Detailed topic	Interview characteristics
Standardisation	LFS variable
Periodicity	Quarterly
Minimum set of variables	Yes
Variable type	Technical
Column	145-146
Flow number	019

Filter

Filter labels

Everybody in the target population

Codes or value

- 01 Quarterly
- 02 Quarterly and yearly
- 03 Quarterly, yearly and biennial
- 04 Quarterly, yearly, biennial and module
- 05 Quarterly and (originally selected) respondent forms part of household subsample
- 06 Quarterly, yearly and (originally selected) respondent forms part of household subsample
- 07 Quarterly, yearly, biennial and (originally selected) respondent forms part of household subsample
- 08 Quarterly, yearly, biennial, module and (originally selected) respondent forms part of household subsample
- 09 Household - minimum set of variables (for additional household members)
- 10 Household - restricted set of module background variables (for additional household members)

Purpose

This variable is used to distinguish possible subsamples.

Definition

The questionnaire used should correspond to the (parts of the) questionnaire to which the individual responded, allow the selection of the correct validation rules for the respective record and its assignment to the (sub-) samples used to calculate quarterly, annual, biennial, household or module estimates.

Implementation guidelines

Samples of households/addresses/dwellings: all household members get basically the same questionnaire, so only codes 01 to 04 are relevant. In particular, data for households for which quarterly and yearly (and potentially biennial) variables are collected (codes 02 and 03) always contain complete household information as well. The same holds for code 04: once a household is assigned to the module sub-sample, all household members in the module target group are to be asked and also full information on quarterly, yearly and relevant biennial variables is to be provided.

Samples of individuals and linked household sub-samples: here all codes can occur. The coding for the respondents originally selected depends on whether they form part of the household sub-sample or not. If not, codes 01 to 04 apply. If yes, codes 05 to 08 apply. For the other household members, codes 09 and 10 are relevant: code 09 if the household is part of the household sub-sample and the whole minimum set of variables is provided (then the originally selected member should have a code between 05 and 08); code 10 if only the variables needed for module household background information are transmitted (this is the subset of the minimum set of variables covered by the topics 'technical items' and 'person and household characteristics').

Both codes 09 and code 10 imply that the requirements concerning household background information for modules are fulfilled. The originally selected household member answering a module for which household background information is required should have code 04 or 08 – code 04 also works as quarterly and yearly variables cover all household variables.

MODE

Variable name

Interviewing mode used

Specifications

Topic	Technical items
Detailed topic	Interview characteristics
Standardisation	Standardised key social variable (P3)
Periodicity	Quarterly
Minimum set of variables	Yes
Variable type	Technical
Column	147
Flow number	020

Filter

Filter labels

Everybody in the target population

Codes or value

1	Computer-assisted personal interviewing (CAPI)
2	Computer-assisted telephone interviewing (CATI)
3	Computer-assisted web interviewing (CAWI)
4	Pen-and-Paper Personal Interviews (PAPI)
5	Copied from previous interview
6	Other
Blank	Not stated

Purpose

This variable is used to monitor the possible impact of the interviewing mode on the survey results.

Definition

The category concepts describe the interviewing mode (predominantly) used to collect information from the respondent, whether PAPI, CAPI, CATI, CAWI, or other.

In PAPI, CAPI and CATI an interviewer is present. CAWI is self-administered and the respondent follows a script provided in a website.

CAPI = computer assisted personal interview, i.e. interviewer is present

CATI = computer assisted telephone interview i.e. interviewer is present

CAWI = computer assisted web interview, self-administered

PAPI = paper assisted personal interview, i.e. interviewer is present

The category 'Copied from previous interview' means the entire record is copied from a previous interview, as in the case of the application of the simplification rule for elderly people or for permanently disabled people. It does not cover situations like dependent interviewing with answers validated by the respondent.

The category 'other' is to be chosen when the interviewing mode used is not covered by the other variable categories, e.g. paper assisted self-administered interview (PASI), or non-web-based computer assisted self-administered interview (CASI).

Implementation guidelines

The category 'not applicable' is to be used to count statistical units which are part of the population of the data source but for which it systematically does not report any information on the variable (e.g. persons below a certain age). It can also be used in case all the information has been obtained from registers (i.e. administrative data) and/or imputed, and no interview has taken place.

Different methods of data collection may be combined within a survey. Information may have been collected combining interview data with data obtained from registers (i.e. administrative data) or imputed data. In such cases, the present variable reports on the interviewing mode used to collect the interview data.

In the specific case of older respondents or permanently disabled people, when data are copied from the previous wave, code 5 'Copied from previous interview' should be used.

In addition, different interviewing modes may as well be combined (i.e. mixed-mode interview). In such cases, the interviewing mode predominantly used may be reported. For example, in a situation where a person has been first contacted by phone and some data (main part) has been collected via computer assisted web-interview (CAWI) but the missing data (remaining part) is collected at a later stage via computer assisted personal interview (CAPI), the variable should report on CAWI as the interviewing mode used.

In such cases –where administrative and survey data and/or different interviewing modes are combined–, however, it is advised to retain the information on the data collection method and on the interviewing mode used at the variable level. This option would be always preferable whenever possible (e.g. when technically feasible), in order to provide more precise information to monitor the possible impact of the interviewing mode on the survey results.

In the case of the LFS, the interviewing mode predominantly used can be understood as the mode used to collect the ILO labour status module.

PROXY

Variable name

Nature of participation in the survey

Specifications

Topic	Technical items
Detailed topic	Interview characteristics
Standardisation	Standardised key social variable (P3)
Periodicity	Quarterly
Minimum set of variables	Yes
Variable type	Technical
Column	148
Flow number	021

Filter

Filter labels

Everybody in the target population

Codes or value

- 1 Direct participation
- 2 Indirect participation (i.e. participation via another member of the household)
- Blank Not stated

Purpose

The proportion of proxy answers is an indicator of the quality of the survey. It allows comparing proxy with direct interviews.

Definition

The variable reports on whether the information requested has been provided by the designated respondent (i.e. direct participation), or via another person (proxy respondent, i.e. indirect participation).

'Direct participation' refers to a situation where the designated respondent has provided the requested information by him/herself, without the assistance of another person (other than the interviewer, in case that an interviewer was present). Direct participation also includes cases in which the designated respondent has provided the requested information with assistance of another person (e.g. translation, physical assistance) and has validated the answers provided.

'Indirect participation' refers to a situation where the information requested to the designated respondent has been provided by a third person (i.e. proxy respondent) without being validated by the designated respondent. That is, a situation in which the designated respondent participates in the survey via another person.

For the reference definition of proxy interviews, see Commission Implementing Regulation (EU) 2019/2181.

Implementation guidelines

Information on the 'nature of participation in the survey' is to be recorded by the interviewer if he/she is present (e.g. in case PAPI, CAPI or CATI) or otherwise by the respondent (e.g. in case of CAWI, PASI, or non-web-based CASI). In modes like CAWI and PASI, where the information cannot be filled by an interviewer, the respondent should be asked to provide information on the 'nature of participation in the survey'.

A situation where the designated respondent is unable to provide the requested information by him/herself (e.g. due the illness, disability, or language barrier) but is able to do so with assistance of another person and to validate the answers provided, is considered as direct participation (code 1).

A situation where the designated respondent is unable to provide the requested information (e.g. due the illness or disability) or not ready available (i.e. not available during the enumeration period) and has not validated the answers provided by the proxy respondent (i.e. proxy answers), is considered as an indirect participation (code 2).

When conducting an indirect interview, it may be necessary to reword the survey questions to assure that they refer to the designated respondent, and not the actual (proxy) respondent.

Proxy answers are not appropriate for questions related to attitudes or opinions, for sensitive questions (e.g. health, etc.) or for information only the designated respondent would be likely to know.

The possibility of allowing indirect participation can contribute to reducing non-response and non-interview situations. However, the answers provided by a proxy respondent (proxy answers), may not be as accurate as the answers of the person actually designated to respond. The proportion of proxy answers is an indicator of the quality of the survey. It allows comparing direct and indirect interviews.

Direct and indirect participation in a survey may be combined. In such cases, the present variable reports on the nature of participation in the survey predominantly being used. In such cases, however, it is advised to retain the information on 'nature of participation in the survey' at the variable level. This option would be always preferable whenever possible (e.g. when technically feasible), in order to provide more precise information to monitor the possible impact of the nature of participation in the survey on the survey results.

In the case of the LFS, the nature of participation (direct or indirect participation) predominantly used can be understood as the nature of participation used to collect the ILO labour status module.

If the entire record is copied from a previous interview, as in the case of the application of the simplification rule for elderly people or for permanently disabled people, then the nature of participation should be the same as in the previous interview/wave from which the record is copied for the person.

If a person is interviewed through direct participation in one wave and his/her answers are just validated by someone else in the following waves, the nature of participation for the following waves should be coded as 2 'Indirect participation'.

COUNTRY

Variable name

Country of residence

Specifications

Topic	Technical items
Detailed topic	Localisation
Standardisation	Standardised core social variable (P2)
Periodicity	Quarterly
Minimum set of varia-	Yes
Variable type	Technical
Column	149-150
Flow number	022

Filter

Filter labels

Everybody in the target population

Codes or value

Not blank Country of residence (SCL GEO alpha-2 code)

Purpose

This variable is needed for country-level analyses and the management of databases.

Definition

The country of residence is the country in which the person/household has his/her usual residence (see Commission Implementing Regulation (EU) 2019/2181).

The list of countries is defined according to the Eurostat Standard Code list (SCL) GEO which is largely based on the International Organization for Standardization (ISO) 3166 country codes (3166-1 alpha-2). The SCL GEO is available here:

https://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=CL_GEO&StrLanguageCode=EN&IntPcKey=&StrLayoutCode=HIERARCHIC

Implementation guidelines

Information on the country of residence should be obtained in accordance with the current national boundaries.

To the extent to which all possible participants in a specific social micro data-collection need to be usual residents, the country of residence of all the reporting units corresponds to the reporting country. Consequently, a reference question is not needed for this variable.

REGION

Variable name

Region of residence

Specifications

Topic	Technical items
Detailed topic	Localisation
Standardisation	Standardised core social variable (P2)
Periodicity	Quarterly
Minimum set of variables	Yes
Variable type	Technical
Column	151-153
Flow number	023

Filter

Filter labels

Everybody in the target population

Codes or value

Not Blank NUTS 3 region (3 character alphanumeric)

Purpose

The variable is needed for the production of regional LFS statistics (at NUTS 1 or NUTS 2 level). While the NUTS 3 level of detail is not intended to be directly used for dissemination it allows aggregations other than NUTS 1 or 2, e.g. border regions.

Definition

The region of residence is the region within the country of residence in which the person/household has his/her usual residence (see Commission Implementing Regulation (EU) 2019/2181).

For the definition of 'usual residence, see 'General definitions'.

For Member States of the EU, regions are defined on the basis of the Nomenclature of territorial units for statistics (NUTS, in its French acronym) as described in Article 3 and listed in Annex I of Regulation (EC) No 1059/2003 of the European Parliament and the Council on the establishment of a common classification of territorial units for statistics (NUTS) (as amended)⁵ and Annex I thereto.

For EFTA and Candidate countries, region refers to the classification of Statistical Regions⁶, which applies principles similar to those used in the NUTS regulation.

⁵ See: <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=celex:32003R1059>

⁶ See: <https://ec.europa.eu/eurostat/web/nuts/statistical-regions-outside-eu>

Implementation guidelines

Information on the region corresponding to the place of usual residence of a person or household is to be extracted from the list of NUTS regions in Annex I of the NUTS regulation. This list is amended not more frequently than every three years to reflect changes in the administrative units of the Member States⁷.

The requirements for the transmission of historical series are set in the NUTS legislation.

Further information about the NUTS is available here: <https://ec.europa.eu/eurostat/web/nuts/overview>

⁷ It is to be noted that extraordinary amendments of the NUTS can happen "in the case of a substantial reorganisation of the relevant administrative structure of a Member State" (Art. 5 (4) NUTS Regulation).

DEGURBA

Variable name

Degree of urbanisation

Specifications

Topic	Technical items
Detailed topic	Localisation
Standardisation	Standardised core social variable (P2)
Periodicity	Quarterly
Minimum set of variables	Yes
Variable type	Technical
Column	154
Flow number	024

Filter

Filter labels

Everybody in the target population

Codes or value

- 1 Cities
- 2 Towns and suburbs
- 3 Rural areas

Purpose

The variable is needed for the production of regional LFS statistics by degree of urbanisation.

Definition

The variable reports on the degree of urbanisation of the area where the person/household has his/her usual residence (see Commission Implementing Regulation (EU) 2019/2181). The degree of urbanisation classifies local administrative units at level 2 (LAU2 or communes) as cities, towns and suburbs, or rural areas based on the share of local population living in urban clusters and in urban centres.

For the definition of 'usual residence', see 'General definitions'.

The variable classifies LAU2 (in some specific cases, LAU1 classification is available as well) into three types of area:

- 1. 'Cities' (alternative name: densely-populated areas): at least 50 % of the population lives in an urban centre.
- 2. 'Towns and suburbs' (alternative name: intermediate density areas): LAU level territorial units where at least 50% of the population live in urban clusters, but are not 'cities'.
- 3. 'Rural areas' (alternative name: thinly populated areas): more than 50 % of the population lives in rural grid cells.

This classification is based on a combination of criteria of geographical contiguity and minimum population threshold applied to 1 km² population grid cells.

The LAU2 list including the degree of urbanisation is published by Eurostat on the RAMON server: https://ec.europa.eu/eurostat/ramon/miscellaneous/index.cfm?TargetUrl=DSP_DEGURBA.

For further methodological details on the classification of LAU2s by degree of urbanisation, see <https://ec.europa.eu/eurostat/web/degree-of-urbanisation/methodology>.

Implementation guidelines

Information on the degree of urbanisation corresponding to the area where the person or household has his/her usual residence is to be extracted from the LAU2 list including the degree of urbanisation. The list is published by Eurostat on the RAMON server. This classification takes into account the latest population grid and the LAU boundaries available, and it is subject to be maintained by Eurostat as new population grids or LAU boundaries are established.

Information on the degree of urbanisation should be obtained in accordance with the latest official version of the LAU list available on the 1st of January of the year of the reference date/period which applies to all quarters of that year.

For further information, see:

https://ec.europa.eu/regional_policy/sources/docgener/work/2014_01_new_urban.pdf

Countries where the degree of urbanisation has not yet been defined can exceptionally set this variable DEGURBA as 'Blank' for everybody in the target population.

TOPIC 2:

Person and household characteristics

SEX

Variable name

Sex

Specifications

Topic	Person and household characteristics
Detailed topic	Demography
Standardisation	Standardised core social variable (P1)
Periodicity	Quarterly
Minimum set of variables	Yes
Variable type	Collected
Column	155
Flow number	001

Filter

Filter labels

Everybody in the target population

Codes or value

- 1 Male
- 2 Female

Purpose

Data disaggregated by sex are needed to present the differences between women and men in a given society, and to get deeper insights into gender issues⁽⁸⁾.

Definition

The variable refers to the biological and physiological characteristics that define a person to be either male or female.

Implementation guidelines

In case the biological sex of a person is not known, the information should be replaced by either the administrative sex (administrative data) or the self-declared sex (survey data).

For data transmission to Eurostat the categories 'not stated' and 'not applicable' are not allowed for the variable 'sex'. During data collection additional categories deemed necessary at national level might be used but each data record valid for transmission must contain information on the sex of the person to whom it refers. In the absence of this information, information on the variable should be imputed into the data record by attributing the most plausible value.

The quality reporting related to the variable 'sex' should contain information on the number of records where the sex is imputed.

⁽⁸⁾ For further information see:

https://www.unece.org/fileadmin/DAM/stats/publications/Developing_Gender_Statistics.pdf

Model question

Depending on the data collection mode or information being available from administrative sources, it might usually not be necessary to ask the respondents directly. In the case when this information needs to be asked directly to the respondents the recommended question is: *'What is your sex?'*

YEARBIR

Variable name

Year of birth

Specifications

Topic	Person and household characteristics
Detailed topic	Demography
Standardisation	LFS variable (required for standardised variable: age in completed years)
Periodicity	Quarterly
Minimum set of variables	Yes
Variable type	Collected
Column	156-159
Flow number	002

Filter

Filter labels

Everybody in the target population

Codes or value

YYYY Year of birth (4 digits)

Purpose

The variable YEARBIR together with PASSBIR and the reference date allows the calculation of a person's age in completed years and thus the calculation of indicators for relevant age groups as well as LFS statistics broken down by age groups.

Definition

This variable refers to the year in which the respondent was born. It is required to derive the standardised variable 'age in completed years' that is defined as follows: the age in completed years is the age at the last birthday before the reference date of the data collection/interview, i.e. the interval of time between the date of birth and the reference date, expressed in completed years. To deduce the variable 'age in completed years' information on (1) the year of birth, (2) whether the person has already had his/her birthday that year at the reference date ('passing of birthday') and (3) the reference date of the data collection/interview has to be known.

For the LFS, the reference date is the end of the reference week. Consequently, the age in completed years for the LFS is the age at the last birthday before the end of the reference week.

Implementation guidelines

The categories 'not stated' or 'not applicable' are not allowed for the variable 'age in completed years'. Each data record valid for transmission must therefore contain information on the year of birth, the passing of birthday and the reference date. In the absence of this information, the information should be imputed into the data record by attributing the most plausible value.

The quality reporting related to the variable 'age in completed years' should contain information on the number of records for which information on the age in completed years is imputed.

Model question

At data collection level, the exact date of birth might be asked directly to the respondents. In this case the recommended question is: "*What is your date of birth?*" (DD/MM/YYYY).

PASSBIR

Variable name

Passing of birthday

Specifications

Topic	Person and household characteristics
Detailed topic	Demography
Standardisation	LFS variable (required for standardised variable: age in completed years)
Periodicity	Quarterly
Minimum set of variables	Yes
Variable type	Collected
Column	160
Flow number	003

Filter

Filter labels

Everybody in the target population

Codes or value

- 1 Yes and the reference week does not spill over into the next calendar year
- 2 No and the reference week does not spill over into the next calendar year
- 3 Yes and the reference week spills over into the next calendar year
- 4 No and the reference week spills over into the next calendar year

Purpose

The variable PASSBIR together with YEARBIR and the reference date allows the calculation of a person's age in completed years (at the end of the reference week) and thus the calculation of indicators for relevant age groups as well as LFS statistics broken down by age groups.

Definition

This variable measures whether the respondent has already had his/her birthday at the end of the reference week. It is required to derive the standardised variable 'age in completed years'. For further information see variable YEARBIR.

Implementation guidelines

See variable YEARBIR. The reference date relevant for the age calculation in the LFS is the **end of the reference week**. Consequently, if the respondent's birthday falls into the reference week (including the last day of the reference week), the respondent should be considered as having had his/her birthday in that year already.

Codes 1 and 2 should be used for all reference weeks not spilling over into the next calendar year. In that case, the last day of the reference week is before the 31st December of the reference year (included).

- Code 1: the respondent's birthday is between the 1st January (included) and the last day of the reference week (included).

In that case: AGE = REFYEAR – YEARBIR

- Code 2: the respondent's birthday is between the first day of the week following the reference week (included) and the 31st December (included).
In that case: $AGE = REFYEAR - YEARBIR - 1$

Codes 3 and 4 should be used for the last reference week of a year if (and only if) it spills over into the next calendar year. In that case, the last day of the reference week falls into the year following the reference year, i.e. into REFYEAR+1.

- Code 3: the respondent's birthday is between the 1st January (included) of REFYEAR+1 and the last day of the reference week (included).
In that case: $AGE = (REFYEAR+1) - YEARBIR$
- Code 4: the respondent's birthday is between the first day of the week following the reference week (included) of REFYEAR+1 and the 31st December (included) of REFYEAR+1.
In that case: $AGE = (REFYEAR+1) - YEARBIR - 1 = REFYEAR - YEARBIR$

PASSBIR should always refer to the exact end of the reference week. This means that, for a last reference week that spills over into the next calendar year, it is not allowed to use the age in completed years on the 31st December of the reference year.

Model question

In the case of asking for the passing of birthday, the following questions are recommended: *'What is your year of birth? Have you already had your birthday at the end of the reference week?'*

The exact date of birth might also be asked directly to the respondents. See variable YEARBIR.

AGE

Variable name

Age in completed years

Specifications

Topic	Person and household characteristics
Detailed topic	Demography
Standardisation	LFS variable (required for standardised variable: age in completed years)
Periodicity	Quarterly
Minimum set of variables	Yes
Variable type	Derived
Column	161-163
Flow number	004

Filter

Filter labels

Everybody in the target population

Codes or value

000-120 Age in completed years (3 digits, right-justified with leading zeros)

Purpose

The variable AGE allows the calculation of a person's age in completed years and thus the calculation of indicators for relevant age groups as well as LFS statistics broken down by age groups. It is also used as filter for several other variables and anyway constructed by Eurostat through other information provided, but transmission by Member States offers additional validation opportunities.

Definition

This variable measures the age in completed years at the end of the reference week. It is a derived variable and defined through the values of YEARBIR and PASSBIR.

Implementation guidelines

See variables YEARBIR and PASSBIR. The reference date relevant for the age calculation in the LFS is the **end of the reference week**.

For all reference weeks not spilling over into the next calendar year, the age of a person in completed years is defined as:

- When PASSBIR = 1: AGE = REFYEAR – YEARBIR
- When PASSBIR = 2: AGE = REFYEAR – YEARBIR – 1

If the last reference week of a year spills over into the next calendar year, the last day of the reference week falls into the year following the reference year, i.e. into REFYEAR+1. For that reference week, the age of a person in completed years is defined as:

- When PASSBIR = 3: AGE = (REFYEAR+1) – YEARBIR
- When PASSBIR = 4: AGE = (REFYEAR+1) – YEARBIR – 1 = REFYEAR – YEARBIR

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Age values should be reported right-aligned with leading zeros where required.

CITIZENSHIP

Variable name

Country of main citizenship

Specifications

Topic	Person and household characteristics
Detailed topic	Citizenship and migrant background
Standardisation	Standardised core social variable (P2)
Periodicity	Quarterly
Minimum set of variables	Yes
Variable type	Collected
Column	164-167
Flow number	005

Filter

Filter labels

Everybody in the target population

Codes or value

Not blank	Country of main citizenship (SCL GEO alpha-2 code, left-justified with trailing blanks)
STLS	Stateless
FOR	Foreign citizenship but country unknown (left-justified with trailing blanks)
Blank	Not stated

Purpose

This variable allows monitoring and analysing the labour market participation by citizenship, in particular classifying people in three groups: national citizens, non-national EU-citizens, non-EU citizens.

Definition

The variable reports on the country of the person's main citizenship. 'Citizenship' is defined as the particular legal bond between an individual and his/her state, acquired by birth or naturalisation, whether by declaration, choice, marriage or other means according to national legislation.

The list of countries is defined according to the Eurostat Standard Code list (SCL) GEO which is largely based on the International Organization for Standardization (ISO) 3166 country codes (3166-1 alpha-2). The SCL GEO is available here:

https://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=CL_GEO&StrLanguageCode=EN&IntPcKey=&StrLayoutCode=HIERARCHIC

Implementation guidelines

Information on the country of main citizenship should be obtained in accordance with the current administrative status/legal situation of the individual.

A person with two or more citizenships shall be allocated to only one country of citizenship, to be determined in the following order of precedence:

1. If one of the person's citizenship is the reporting country, it shall be recorded as the country of main citizenship;
2. If the person does not have the citizenship of the reporting country but one of the person's citizenship is another Member State, it shall be recorded as the person's main citizenship;
3. If the person does not have the citizenship of the reporting country but multiple citizenships of other Member States, the person may choose which of his/her countries of citizenship is to be recorded;
4. If the person does not have the citizenship of any Member State, the person may choose which of his/her countries of citizenship is to be recorded.

If the information on the person's country of citizenship is not available (e.g. in case the information is obtained from administrative sources), the reporting country may determine which country of citizenship is to be allocated.

Information on the country of main citizenship is used to distinguish between national citizens (individuals having the citizenship of the reporting country), non-national citizens (individuals having the citizenship of a country other than the reporting country) and stateless persons.

The category 'stateless' corresponds to a person without recognized citizenship of a state.

The category 'country of main citizenship (SCL GEO code)' may also be used for the transmission of information on 'recognised non-citizens'. A recognized-non citizen is a person who is not a citizen of the reporting country nor of any other country, but who has established links to that country which include some but not all rights and obligations of full citizenship. A majority of these persons were citizens of the former Soviet Union living in the Baltic states who are permanently resident in these countries but have not acquired any other citizenship. Recognised non-citizens are not included in the number of European Union (EU) citizens.

In the EU-LFS, individual country codes should be provided. If the person does not have the citizenship of the reporting country but the exact country information is unknown, the special code FOR (in SCL GEO) can be used. If the citizenship of the person is "totally" unknown, i.e. it is not known whether the respondent is a country national or not, then the code Blank should be used (Blank in the EU-LFS corresponds to UNK in SCL GEO).

Codes should be reported left-aligned with trailing blanks where required.

Model question

In case the information is available from administrative sources it might not be necessary to ask the respondents directly. When this information needs to be asked to the respondents the recommended question is: *'What is your citizenship?'*

COUNTRYB

Variable name

Country of birth

Specifications

Topic	Person and household characteristics
Detailed topic	Citizenship and migrant background
Standardisation	Standardised core social variable (P2)
Periodicity	Quarterly
Minimum set of variables	Yes
Variable type	Collected
Column	168-170
Flow number	006

Filter

Filter labels

Everybody in the target population

Codes or value

Not blank	Country of birth (SCL GEO alpha-2 code, left-justified with trailing blanks)
FOR	Foreign-born but country of birth unknown
Blank	Not stated

Purpose

This variable allows analysing the labour market participation of migrants by country of origin and enables the identification of naturalizations.

Definition

The country of birth of an individual is defined as the country of usual residence (in its current boundaries) of the individual's mother at the time of delivery.

Information on the country of birth is used to distinguish between native-born (born in the reporting country) and foreign-born (born in a country other than the reporting country) residents.

The list of countries is defined according to the Eurostat Standard Code list (SCL) GEO which is largely based on the International Organization for Standardization (ISO) 3166 country codes (3166-1 alpha-2). The SCL GEO is available here:

https://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=CL_GEO&StrLanguageCode=EN&IntPcKey=&StrLayoutCode=HIERARCHIC

For the definition of 'usual residence', see 'General definitions'.

Implementation guidelines

Information on the country of birth should be obtained according to the current national boundaries and not according to the boundaries in place at the time of birth (entries such as Czechoslovakia, Yugoslavia etc. shall not be used for this variable).

More detailed information on the locality could be required if the boundaries of a country have changed. When data are collected by interview, the respondent can be asked additional questions. When data are derived from administrative registers, it is more difficult to ensure that the definition is followed. If detailed information on the mother's place of usual residence exists in the register, the country of birth should be re-coded so that it is coded according to the current national borders.

Particular care is needed in cases where national boundaries have changed and/or where previously existing countries have split to form two or more new countries. As noted in the UNECE 2020 census recommendations⁽⁹⁾ (par. 651), a person should not be regarded as foreign-born (i.e. recorded as born in a country other than the reporting country) simply because the national boundaries of the country of birth have changed. The following important exception to the general rule of considering the current borders might exist: a person whose mother's place of usual residence was, at the time of his/her birth, part of the person's actual country of origin (e.g. as indicated by his/her citizenship or current place of usual residence) but is not any more due to changed borders. In this case the country of birth can exceptionally be enumerated at the boundaries at the time of birth⁽¹⁰⁾.

The country of birth of a person who was born during the mother's short-term visit to a country other than her country of usual residence should be the country where the mother had her place of usual residence. Only if information on the place of usual residence of the mother at the time of the birth is not available, the place where the birth took place should be reported.

In the EU-LFS, individual country codes should be provided. If the person was not born in the reporting country but the exact country information is unknown, the special code FOR (in SCL GEO) can be used. If the country of birth of the person is "totally" unknown, i.e. it is not known whether the respondent was born in the country or not, then the code Blank should be used (Blank in the EU-LFS corresponds to UNK in SCL GEO).

Codes should be reported left-aligned with trailing blanks where required.

Model question

In case the information is available from administrative sources it might not be necessary to ask the respondents directly. When this information needs to be asked to the respondents the recommended question is: "*In which country were you born?*"

In situations (e.g. specific countries or regions) where this question may not capture appropriately the information on the place of usual residence of the individual's mother at the time of delivery, the following question should be asked: "*Which was the country of usual residence of your mother at the time when you were born?*"

⁽⁹⁾ <https://www.unece.org/stats/census.html>

⁽¹⁰⁾ For example, if the place of usual residence of the respondent's mother was Algeria at the time it was administered as an integral part of France, and if the respondent is now living in France, the country of birth of the respondent should be coded as France.

COBFATH

Variable name

Country of birth of the father

Specifications

Topic	Person and household characteristics
Detailed topic	Citizenship and migrant background
Standardisation	Standardised core social variable (P2)
Periodicity	Quarterly
Minimum set of variables	Yes
Variable type	Collected
Column	171-173
Flow number	007

Filter

AGE <= 74

Filter labels

Everybody in the target population aged 74 years or less

Codes or value

Not blank	Country of birth of the father (SCL GEO alpha-2 code, left-justified with trailing blanks)
FOR	Father foreign-born but country of birth of the father unknown
Blank	Not stated
999	Not applicable

Purpose

The variable allows the identification of second-generation migrants and analyses of their labour market participation.

Definition

The variable reports on the country of birth of the person's father, i.e. the country of usual residence (in its current borders, if the information is available) of the mother of the person's father at the time of the delivery, or, failing this, the country (in its current borders, if the information is available) in which the birth of the person's father took place. 'Father' is a male parent of a 'son/daughter', either natural (biological), adoptive or stepfather.

Information on the country of birth of the father allows to determine whether the person's father is native-born (born in the reporting country) or foreign-born (born in a country other than the reporting country).

The list of countries is defined according to the Eurostat Standard Code list (SCL) GEO which is largely based on the International Organization for Standardization (ISO) 3166 country codes (3166-1 alpha-2). The SCL GEO is available here:

https://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=CL_GEO&StrLanguageCode=EN&IntPcKey=&StrLayoutCode=HIERARCHIC

For the definition of 'usual residence', see 'General definitions'.

Implementation guidelines

Information on the country of birth of the father should be obtained according to the same rules as provided for the variable 'country of birth'.

In case of a person having not only a natural (biological) father but also e.g. an adoptive or stepfather, the country of birth should refer to who actually raised the person and acted as father in an affective or legal sense, e.g. the male guardian.

In case of a person with same-sex parents, both being female, this variable could be used to report the country of birth of one of the mothers.

In the EU-LFS, individual country codes should be provided. If the person's father was not born in the reporting country but the exact country information is unknown, the special code FOR (in SCL GEO) can be used. If the country of birth of the person's father is "totally" unknown, i.e. it is not known whether the respondent's father was born in the country or not, then the code Blank should be used (Blank in the EU-LFS corresponds to UNK in SCL GEO).

Codes should be reported left-aligned with trailing blanks where required.

Model question

The proposed reference question is: *"In which country was your father born?"*

In situations (e.g. specific countries or regions) where this question may not capture appropriately the information on the place of usual residence of the mother of the person's father at the time of delivery, the following question should be asked: *"Which was the country of usual residence of your father's mother at the time when he was born?"*

COBMOTH

Variable name

Country of birth of the mother

Specifications

Topic	Person and household characteristics
Detailed topic	Citizenship and migrant background
Standardisation	Standardised ore social variable (P2)
Periodicity	Quarterly
Minimum set of variables	Yes
Variable type	Collected
Column	174-176
Flow number	008

Filter

AGE <= 74

Filter labels

Everybody in the target population aged 74 years or less

Codes or value

Not blank	Country of birth of the mother (SCL GEO alpha-2 code, left-justified with trailing blanks)
FOR	Mother foreign-born but country of birth of the mother unknown
Blank	Not stated
999	Not applicable

Purpose

The variable allows the identification of second-generation migrants and analyses of their labour market participation.

Definition

The variable reports on the country of birth of the person's mother, i.e. the country of usual residence (in its current borders, if the information is available) of the mother of the person's mother at the time of the delivery, or, failing this, the country (in its current borders, if the information is available) in which the birth of the person's mother took place. 'Mother' is a female parent of a 'son/daughter', either natural (biological), adoptive or stepmother.

Information on the country of birth of the mother allows to determine whether the person's mother is native-born (born in the reporting country) or foreign-born (born in a country other than the reporting country).

The list of countries is defined according to the Eurostat Standard Code list (SCL) GEO which is largely based on the International Organization for Standardization (ISO) 3166 country codes (3166-1 alpha-2). The SCL GEO is available here:

https://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=CL_GEO&StrLanguageCode=EN&IntPcKey=&StrLayoutCode=HIERARCHIC

For the definition of 'usual residence', see 'General definitions'.

Implementation guidelines

Information on the country of birth of the mother should be obtained according to the same rules as provided for the variable 'country of birth'.

In case of a person having not only a natural (biological) mother but also e.g. an adoptive or stepmother, the country of birth should refer to who actually raised the person and acted as mother in an affective or legal sense, e.g. the female guardian.

In case of a person with same-sex parents, both being male, this variable could be used to report the country of birth of one of the fathers.

In the EU-LFS, individual country codes should be provided. If the person's mother was not born in the reporting country but the exact country information is unknown, the special code FOR (in SCL GEO) can be used. If the country of birth of the person's mother is "totally" unknown, i.e. it is not known whether the respondent's mother was born in the country or not, then the code Blank should be used (Blank in the EU-LFS corresponds to UNK in SCL GEO).

Codes should be reported left-aligned with trailing blanks where required.

Model question

The proposed reference question is: *"In which country was your mother born?"*

In situations (e.g. specific countries or regions) where this question may not capture appropriately the information on the place of usual residence of the mother of the person's mother at the time of delivery, the following question should be asked: *"Which was the country of usual residence of your mother's mother at the time when she was born?"*

MIGREAS

Variable name

Main reason for migrating

Specifications

Topic	Person and household characteristics
Detailed topic	Reasons for migration
Standardisation	LFS variable
Periodicity	Biennially (every two years), in odd years (2021, 2023, etc.)
Minimum set of variables	No
Variable type	Collected
Column	177
Flow number	009

Filter

(COUNTRY ≠ COUNTRYB) AND (15 ≤ AGE ≤ 74)

Filter labels

First generation immigrants or persons with unknown country of birth, aged 15 to 74 years

Codes or value

1	Employment, job found before migrating
2	Employment, no job found before migrating
3	Family reasons
4	Education or training
5	Retirement
6	International protection or asylum
7	Other
Blank	Not stated
9	Not applicable

Purpose

The variable allows to: (1) assess why persons migrate and (2) monitor long term labour market integration of immigrants.

Definition

Main reason for the respondents' last migration into the host country

Implementation guidelines

The question should also be asked to those who migrated when they were younger than 15 years. For them, there should be **no auto-coding** (as 'Family reasons').

The categories are intentionally different in the coding of the variable and in the model question, because official terms are often less used in real life (refugee vs international protection). The model questions are designed to be closer to the spontaneous answers that respondents tend to give.

For codes 1 'Employment, job found before migrating' and 2 'Employment, no job found before migrating',

every kind of job that was offered (both formal and non-formal) should be included. This covers e.g. non-formal work, seasonal work or other temporary work.

Code 4 'Education or training' is not limited to formal studies: all kinds of education in the host country (formal/non-formal, public/private, professional/non-professional) should be included.

Code 6 'International protection or asylum' should be understood in a broad sense: the person does not need to have been formally recognised as refugee or to have concretely applied for asylum. This code covers the cases where the main reason for migrating was to seek protection in the host (destination) country.

In even years (2022, 2024, etc.), only the codes "Blank" and "9" should be used for this variable, and this should be done according to the filter conditions, i.e.:

- code "Blank" if the filter condition is fulfilled,
- code "9" if the filter condition is not fulfilled.

Model question

The main reason should be ideally obtained from two questions, because there is often a combination of reasons playing a role in migration.

What were the reasons for coming to [country name]?

More than one answer allowed

- 1) *Employment*
- 2) *Family reasons including partnership formation*
- 3) *Education or training*
- 4) *Came as refugee or seeking international protection*
- 5) *Retirement*
- 6) *Other*
- 7) *Cannot say*

IF more than one answer was given

What was the main reason?

- 1) *Employment*
- 2) *Family reasons including partnership formation*
- 3) *Education or training*
- 4) *Came as refugee or seeking international protection*
- 5) *Retirement*
- 6) *Other*
- 7) *Cannot say*

IF the main reason was employment

Did you already have a job or a job offer in [country name] before coming to [country name]?

- 1) *Yes*
- 2) *No*
- 3) *Cannot say*

HHLINK

Variable name

Relationship to the reference person in the household

Specifications

Topic	Person and household characteristics
Detailed topic	Household composition
Standardisation	LFS variable (required for standardised variables: household size, household type, partners in the same household)
Periodicity	Yearly
Minimum set of variables	Yes
Variable type	Collected
Column	178-179
Flow number	010

Filter

Filter labels

Everybody in the target population

Codes or value

01	Reference person
02	Partner of reference person
03	Son/daughter of reference person
04	Son/daughter-in-law of reference person
05	Grandchild of reference person
06	Parent of reference person
07	Parent-in-law of reference person
08	Grandparent of reference person
09	Brother/sister of reference person
10	Other relative
11	Other non-relative
99	Not applicable
Blank	Not stated

Purpose

The variable is used to determine the household composition and type and to construct the simplified household matrix (see Commission Implementing Regulation (EU) 2019/2181 for the general definition of the household grid) for all members of the household. It is also used to monitor the promotion of a lifecycle approach to work.

Definition

For the definition of 'target population', 'usual residence' and 'private household', see 'General definitions'.

Code 01: Each private household must contain one and only one person coded as 'reference person'; the reference person must be a person aged 15 and over.

Code 02: A 'partner' can be defined according to the legal or de facto partnership/relationship status. Accordingly, the category 'partner' comprises the following two subgroups:

- A 'husband or wife or civil partner' is identified according to the legal marital status, i.e. the (legal) conjugal status of each individual in relation to the marriage laws (or customs) of the country (i.e. de jure status), including civil partners. Members of same sex couples can be 'husband/wife/civil partner' if the marriage laws (or customs) of the country foresee this.
- 'Partner or cohabitee' is identified according to the de facto relationship, i.e. the partnership/relationship status of each individual in terms of his or her actual living arrangements within the household.

Code 03: 'Son or daughter' covers the following categories:

- 'Natural or adopted son or daughter' or 'stepson or stepdaughter' refers to a natural (biological), adopted or step member of the family (regardless of age or partnership/relationship status) who has usual residence in the household of at least one of the parents.
- 'Adoption' means taking and treating a biological child of other parents as one's own in so far as provided by the laws of the country. By means of a judicial process, whether related or not to the adopter, the adopted child acquires the rights and status of a biological child born to the adopting parents.
- 'Stepson or stepdaughter': a step-parent treats the child of his/her partner as one's own in so far as provided by the laws of the country, without adopting it.

Code 04: 'Son or daughter-in-law' is a person who is the legal or the de facto partner of one's child.

Code 05: 'Grand-child' means a child of one's child including natural, adopted and step child.

Code 06: The definition of 'parent' is the counterpart of the definitions for 'son/daughter'.

Code 07: A 'parent-in-law' is a person who is a parent of one's legal or de facto partner.

Code 08: 'Grand-parent' means a parent of one's parent including natural, adoptive and stepparent.

Code 09: 'Brother or sister' refers to biological, adoptive or stepbrothers or stepsisters.

Code 10: 'Other relative' refers to other relatives (not included in the list outlined above) such as cousin, aunt/uncle, niece/nephew etc. and also covers grand-child-in-law, grand-parent-in-law and brother/sister-in-law.

Code 11: 'Other non-relative' refers to non-relatives, including au-pairs, cohabitating friends or students, etc. Foster children are also to be included in this category.

Code 99: 'Not applicable' refers to cases where data on the household composition are not expected.

Code 'Blank' should not occur because either all persons in a household should have a code or the information is not expected (in observations only with quarterly variables) and should therefore be coded '99'.

Implementation guidelines

A person is considered to be a member of the household when having his or her usual residence (see Commission Implementing Regulation (EU) 2019/2181) in the household.

The HHLINK information for the reference person serves as starting point for establishing the relationship between any two members of the household. Together with the information provided in the variables HHSPOU, HHFATH, and HHMOTH, it should provide sufficient information for filling the simplified house-

hold matrix (corresponding to the low level of the household grid, see Commission Implementing Regulation (EU) 2019/2181) to the maximum extent possible. In theory, the combined information of HHLINK, HHSPOU, HHFATH and HHMOTH should allow it to decide for any household member which other household member is their partner, son/daughter, son/daughter-in-law, grand-child, parent, parent-in-law, grand-parent, brother/sister or other relative.

While this will not be the case for all conceivable household compositions, the choice of the reference person of a household should fulfil the requirement for all standard households and in the huge majority of cases. Countries should assess whether their practices of selecting the reference person of a household allow this derivation and, if necessary, adapt their approaches accordingly. As a general recommendation, the reference person should be part of the core family of a household and of the/a middle generation if the household consists of more than 2 generations.

If a household is covered only partly because of one or more non-responding household members, it is recommended to keep the incomplete household in the sample. If the initially identified reference person is a non-respondent, another individual of the household should be chosen as the reference person and code 01 assigned him/her accordingly. The choice of the new reference person should allow it to build the household grid as far as possible.

Where individuals are sampled and household data are collected from a subsample, it may occur that two or more individuals of the same household are selected. This is likely to affect the household subsample because there could either be households with more than one reference person or duplicates of the same household, each with a different reference person. To avoid such cases, it is recommended to assign the same household number to all persons who were initially selected from the same household in the sample of individuals and then to select only one as the reference person. If the individuals enter the household subsample in different quarters, it is suggested to choose the one entering first as the reference person. Otherwise, a random selection of the reference person is possible.

HHSPOU

Variable name

Sequence number of partner

Specifications

Topic	Person and household characteristics
Detailed topic	Household composition – additional specific details
Standardisation	LFS variable (required for standardised variables: household size, household type, partners in the same household)
Periodicity	Yearly
Minimum set of variables	Yes
Variable type	Collected
Column	180-181
Flow number	011

Filter

Filter labels

Everybody in the target population

Codes or value

00	Person has no partner, or the partner does not belong to this household
01–98	Sequence number of partner in the household
99	Not applicable

Purpose

The variable allows reconstituting the family nucleus. It is also required to derive the standardised variables household type and partners living in the same household, to construct the simplified household matrix, and used to monitor the promotion of a lifecycle approach to work.

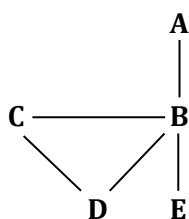
Definition

A 'partner' can be defined according to the legal or de facto partnership/relationship status. For further information see code 2 of the variable HHLINK. The identification should be made using the sequence number allocated to the individual persons in HHSEQNUM.

For the definition of 'private household', see 'General definitions'.

Implementation guidelines

As a specific example, consider the household described by the following scheme:



Mrs A is the mother of Mrs B Mrs B is married to Mr C; they have a common child D. Mrs B has another

child from her first marriage (E).

HHSEQNUM, HHSPDU, HHFATH and HHMOTH should be filled as follows:

For A: HHSEQNUM=01, HHSPDU=00, HHFATH=00, HHMOTH=00

For B: HHSEQNUM=02, HHSPDU=03, HHFATH=00, HHMOTH=01

For C: HHSEQNUM=03, HHSPDU=02, HHFATH=00, HHMOTH=00

For D: HHSEQNUM=04, HHSPDU=00, HHFATH=03, HHMOTH=02

For E: HHSEQNUM=05, HHSPDU=00, HHFATH=03, HHMOTH=02

Code 99: 'Not applicable' refers to cases where data on the household composition are not expected.

HHFATH

Variable name

Sequence number of father

Specifications

Topic	Person and household characteristics
Detailed topic	Household composition – additional specific details
Standardisation	LFS variable (required for standardised variables: household size, household type, partners in the same household)
Periodicity	Yearly
Minimum set of variables	Yes
Variable type	Collected
Column	182-183
Flow number	012

Filter

Filter labels

Everybody in the target population

Codes or value

00	Father does not belong to this household
01–98	Sequence number of father in the household
99	Not applicable

Purpose

The variable allows reconstituting the family nucleus. It is also used to construct the simplified household matrix and to monitor the promotion of a lifecycle approach to work.

Definition

The 'father' can be the natural or the adoptive one or the stepfather but excludes fathers-in-law. The identification should be made using the sequence number allocated to the individual persons in HHSEQNUM.

Implementation guidelines

In case of homoparentality (parents of the same sex) living in the same household, the sequence number of one parent should appear in HHFATH, the other one in HHMOTH. This coding should be consistent across all son/daughters in the household.

If the father died or if the father is unknown, code 00 'Father does not belong to this household' should be used.

See example of variable HHSPOU.

Code 99: 'Not applicable' refers to cases where data on the household composition are not expected.

HHMOTH

Variable name

Sequence number of mother

Specifications

Topic	Person and household characteristics
Detailed topic	Household composition – additional specific details
Standardisation	LFS variable (required for standardised variables: household size, household type, partners in the same household)
Periodicity	Yearly
Minimum set of variables	Yes
Variable type	Collected
Column	184-185
Flow number	013

Filter

Filter labels

Everybody in the target population

Codes or value

00	Mother does not belong to this household
01–98	Sequence number of mother in the household
99	Not applicable

Purpose

The variable allows reconstituting the family nucleus. It is also used to construct the simplified household matrix and to monitor the promotion of a lifecycle approach to work.

Definition

The 'mother' can be the natural or the adoptive one or the stepmother but excludes mothers-in-law. The identification should be made using the sequence number allocated to the individual persons in HHSEQNUM.

Implementation guidelines

In case of homoparentality (parents of the same sex) living in the same household, the sequence number of one parent should appear in HHFATH, the other one in HHMOTH. This coding should be consistent across all son/daughters in the household.

If the mother died or if the mother is unknown, code 00 'Mother does not belong to this household' should be used.

See example of variable HHSPOU.

Code 99: 'Not applicable' refers to cases where data on the household composition are not expected.

YEARESID

Variable name

Duration of stay in the country of residence in completed years

Specifications

Topic	Person and household characteristics
Detailed topic	Stay in the country
Standardisation	Standardised key social variable (P2)
Periodicity	Quarterly
Minimum set of variables	No
Variable type	Collected
Column	186-188
Flow number	014

Filter

Filter labels

Everybody in the target population

Codes or value

999	Born in this country and never lived abroad for a period of at least 1 year
000	Less than 1 year in the country but intention to stay at least 1 year in total (residence definition)
001-150	Number of years in this country (since last establishing the place of usual residence in this country)
Blank	Not stated

Purpose

The variable allows analysing the integration of migrants in the labour market according to the length of stay in the country.

Definition

The variable describes the interval of time since the point in time when a person most recently established his or her usual residence in the reporting country, expressed in completed years.

The categories 'number of years in this country (since last establishing the place of usual residence in this country)' are integer numbers describing the time span between the point in time when a person most recently established his/her usual residence and the reference date, in completed years.

The time span includes the lower limit and excludes the upper limit. For example, a person who has arrived on 1st of March 2011 shall be classified in the category '3 years' if interviewed in February 2015 but in the category '4 years' if interviewed in March 2015.

The category 'born in this country and never lived abroad for a period of at least 1 year' covers those persons who are native-born, i.e. born in the reporting country (see variable 'country of birth'), and have never had their usual residence in a country other than the reporting country for at least 1 year.

For the definition of 'usual residence', see 'General definitions'.

Implementation guidelines

The duration of stay refers to the current situation for the individual on the reference date, i.e. the situation at the end of the reference week.

Information on the person's 'country of birth' (i.e. whether the person is native- or foreign-born) needs to be known prior to the collection of information for the variable 'duration of stay in the country of residence in completed years', as different questions need to be asked for the native-born and for the foreign-born. If the information on the 'country of birth' is not available (i.e. 'not stated'), the same questions as for the 'native-born' should be asked.

The 'duration of stay in the country of residence in completed years' refers to the most recent arrival in the country of residence, that is, when the person last established his or her usual residence in the country, and not the year of first arrival in this country (i.e. the 'duration of stay in the country of residence in completed years' does not provide information on interrupted stays). In case of an interruption in the period of residence, the starting point should be the end of this interruption only if the length of this interruption was at least one year.

Code '999' should be used where information is not expected because only the minimum set of variables is collected (INTQUEST cases 09 and 10),

Model question

Different questions need to be asked depending on whether a person was born in the country or not.

For native-born persons the following questions are recommended:

Did you ever live [have your usual residence] abroad for a period of at least 1 year? y/n

If yes: *Considering the date you last arrived in this country (established your usual residence in this country) – for how many years have you lived in this country since then? [please consider whole/completed years only]*

For foreign-born persons the following question is recommended:

Considering the date you last arrived in this country (established your usual residence in this country) – for how many years have you lived in this country since then? [please consider whole/completed years only]

Alternatively, the following question may be used:

At which date [year and month] did you last arrive in this country (established your usual residence in this country)? [It is recommended to ask also for the month so that the calculation of the duration of stay can be more precise]

It is to be noted that, regardless of the question used, information on the duration of stay in the country of residence should be transmitted to Eurostat in completed years.

COUNTRPR

Variable name

Country of previous residence

Specifications

Topic	Person and household characteristics
Detailed topic	Stay in the country
Standardisation	LFS variable
Periodicity	Quarterly
Minimum set of variables	No
Variable type	Collected
Column	189-191
Flow number	015

Filter

YEARESID = 000-010

Filter labels

Everybody who last established his/her place of usual residence in the country in the last 10 years

Codes or value

Not blank	Country of previous residence (SCL GEO alpha-2 code, left-justified with trailing blanks)
FOR	Foreign country but exact country of previous residence unknown
999	Not applicable

Purpose

The variable should allow analysing mobility across borders over a reasonable amount of time (last ten years). In order to provide a complete picture, it tackles both 'classical' migrants born abroad and natives returning from abroad.

Definition

The list of countries is defined according to the Eurostat Standard Code list (SCL) GEO which is largely based on the International Organization for Standardization (ISO) 3166 country codes (3166-1 alpha-2). The SCL GEO is available here:

https://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=CL_GEO&StrLanguageCode=EN&IntPcKey=36879960&StrLayoutCode=HIERARCHIC

For the definition of 'usual residence', see 'General definitions'.

Implementation guidelines

The variable addresses the country of previous residence and not the country from where the person physically entered the country, i.e. all rules concerning usual residence apply accordingly.

In the EU-LFS, individual country codes should be provided. If the person had a country of previous residence but the exact country information is unknown, the special code FOR (in SCL GEO) should be used. This code should also cover any potential cases for which a country of previous residence cannot be defined.

Codes should be reported left-aligned with trailing blanks where required.

Model question

Which was your country of usual residence before you last arrived in this country?

TOPIC 3:

Labour market participation

WKSTAT

Variable name

Working in the reference week

Specifications

Topic	Labour market participation
Detailed topic	Employment status
Standardisation	LFS variable
Periodicity	Quarterly
Minimum set of variables	Yes
Variable type	Collected
Column	192
Flow number	001

Filter

15 <= AGE <= 89

Filter labels

Everybody in the target population aged 15 to 89 years

Codes or value

- 1 Worked for pay or profit in the reference week
- 2 Absent from work or business during the reference week (self-declared)
- 3 Worked as unpaid family worker in the reference week
- 4 Neither worked nor had a job or business during the reference week
- 9 Not applicable

Purpose

This variable helps to determine (with the variables ABSREAS and JATTACH), as an intermediate variable, whether a person is considered as being in employment or not, following the 19th ICLS resolution of the International Labour Organisation (ILO).

Definition

The variable determines the situation of the respondent as regards employment. It identifies any kind of work that can be counted as employment according to the 19th ICLS resolution. These are (1) worked for pay or profit in the reference week, (2) absent from work or business during the reference week and (3) worked as unpaid family worker in the reference week. For people being absent, the employment status also depends on the reason and length of the absence determined with the variables ABSREAS and JATTACH. The variable refers to the situation in the reference week.

The term "work" (which does not directly imply the concept of employment) should be understood as any activity performed by persons to produce goods or to provide services for use by others or for own use. Work "for pay or profit" refers to work done as part of a transaction in exchange for remuneration payable in the form of wages or salaries for time worked or work done, or in the form of profits derived from the goods and services produced through market transactions. The code 1 '**Worked for pay or profit in the reference week**' corresponds to any work for pay or profit during the reference week, even for as little as one hour. Pay includes cash payments or "payment in kind" (payment in goods or services rather than

money), whether payment was received in the week the work was done or not.

For the code 2 '**Absent from work or business during the reference week**', the notion of temporary absence from work refers to situations in which a period of work is interrupted by a period of absence. This means that persons are to be considered as having been temporarily absent from work and therefore employed, if they had already worked in their current activity and were expected to return to their work after the period of absence. Persons without work who had made arrangements to take up paid employment or some self-employment activity at a date *subsequent* to the reference period, but who had not yet started working, are not to be considered as temporarily absent from work or as working.

Code 3 '**Unpaid family workers**' corresponds to persons who worked during the reference week in a family business or on a family farm without pay. They should be part of the family of the owner of the business or farm, living in the same household or not.

Implementation guidelines

For the code 1 '**Worked for pay or profit in the reference week**', the preferred option is to specify in the national questionnaire the terms "for pay or profit". Nevertheless, if justified in the national context, alternative wordings like "as employee or self-employed" can be used as long as they address the same conceptual notion. If the term "profit" is too difficult to translate, asking more than one question can be a solution. As the least preferred option, the term "profit" can be omitted if it is clear in the national language that the goal is to identify those who did remunerated work.

Self-employed persons with a business, farm or professional practice should be coded 1 if during the reference week the person:

- (i) worked in his or her own business, professional practice or farm for the purpose of earning a profit, even if the enterprise is failing to make a profit;
- (ii) spent time on the operation of a business, professional practice or farm, even if no sales were made, no professional services were rendered, or nothing was actually produced (for example, a farmer who engages in farm maintenance activities; an architect who spends time waiting for clients in his/her office; a fisherman who repairs his boat or nets for future operations; a person who attends a convention or seminar);
- (iii) was in the process of setting up a business, farm or professional practice and for this purpose took any initiative like buying or installing equipment, renting an office or ordering supplies .

Persons in vocational training (apprenticeship or traineeship) should be coded 1 ('Worked for pay or profit in the reference week') if the persons receive payments in cash or fringe benefits related to their activity performed during the reference week. Unpaid trainees are not considered as employed and should be coded 4 ('Neither worked nor had a job or business during the reference week') in the absence of any other work for pay or profit.

Apprenticeships and traineeships are based on contracts or formal arrangements for a predefined period of time between the employer and the participant (i.e. apprentice, trainee) and/or an institution representing the participant. The aim of the arrangement is that the participant gains practical experience or theoretical knowledge by working under the supervision of more experienced workers.

Apprentices or trainees may often be paid at a lower rate than other jobholders.

In order to achieve comparable results, regardless of national definitions of apprentices, apprentices are defined as fulfilling all the following criteria :

- All apprenticeships are (part of) formal education programmes (as defined by ISCED 2011); successful completion is evidenced by a formal qualification; upon successful completion as evidenced by a qualification or certificate; apprenticeships qualify for employment in a specific occupation or group of occupations.

- There is a contract or formal agreement for a predefined period of time between the employer and the apprentice and/or an institution representing the apprentice, defining the characteristics of the apprenticeship (such as the rights and obligations of the employer and of the apprentice, learning objectives, etc.).
- Learning time combines or alternates periods of education and training at the work place and in educational institutions or training centres on a weekly, monthly or yearly basis.
- In apprenticeships, the participant (apprentice) always receives remuneration in cash or in kind.
- The programme duration is between 6 months to 6 years. The duration refers to the programme and not only to the work-based component.

Traineeships can be proposed within formal education programmes (generally for shorter duration than apprenticeships, with or without specific requirements for the successful completion of the educational programme) or within non-formal education and training programmes, e.g. traineeship organised by the public employment services (PES) (see "General definitions") for unemployed people. Trainees are to be considered as employed only if the payments in cash or fringe benefits are directly connected to their participation in the traineeship and if they are engaged in the production process of an actual economic unit.

Examples:

- Persons attending a PhD programme and receiving a fellowship, or trainees/stagiaires attending formal education courses and only receiving reimbursement of expenses should be coded 4 'Neither worked nor had a job or business during the reference week' (and finally classified as not employed in EMPSTAT).
- Persons attending an university specialization, e.g. in medicine, receiving payment for the work done in a hospital should be coded 1 'Worked for pay or profit in the reference week' (and finally classified as employed in EMPSTAT).

Persons on longer business trips should be coded 1 if the business trip is directly connected to the current job.

Persons who are terminating their contract, being still paid for their job but absent the whole reference week because of taking their remaining vacation and who are not expected to return to their job after the period of absence, should be coded 2. Elderly people still paid but staying at home until their retirement should be coded 2.

Persons in paid employment who were on training during the whole reference week should be coded 1, if one of the three following statements is true:

- the participation of the employee is required by the employer,
- the training takes place inside normal paid working hours (not during any kind of leave),
- the training is directly related to the current job, paid by the employer or the employee continues receiving a remuneration from the employer.

This also applies to self-employed persons (even if only the second and third statements are applicable in this case).

Any training of persons in paid employment meeting at least one of the three criteria is called **job-related training**.

Job-related training is a training strictly linked to the position held just before the start of the training itself. For employees, its attendance is agreed with the employer, in the sense that either the training itself is paid by the employer and/or the person continues to receive full job income from the employer. For self-employed persons, the training should be connected to his/her activities.

Job-related training here includes formal and non-formal education, training as well as informal learning as long as one of the three statements mentioned above is satisfied.

The duration of the job-related training should not be considered as a criterion, only the three above-mentioned statements should be taken into account.

If none of the three above-mentioned statements apply to the training, the person should be coded 2 with ABSREAS not equal to 05 'Job-related training'.

Persons who are obliged to perform some work to keep receiving unemployment or other benefits

In some countries, registered unemployed persons (under special circumstances) have to perform some work to keep receiving the unemployment or other allowances. In this case, if the registered unemployed person has performed some work during the reference week to keep receiving benefits, this work should not be taken into account for WKSTAT.

Persons who are working to build a house with the aim to earn a future financial profit (renting or selling it) should be coded 1 if the person worked during the reference week. Otherwise the person should be coded 2 and asked about the reason of the absence. This means that building a house with the objective to earn a future financial profit is considered as employment. However, building a house for only a family use is not to be considered as employment. If the person does not actually work on the construction him/herself but asks someone else to build the house, he/she should be coded 4, in the absence of any other work for pay or profit.

Conscripted (people conscripted into the army) or people in compulsory civilian service, even if performing some work for pay or profit (for the army) during the reference week, should be excluded from the LFS reference population.

The category 3 '**Unpaid family workers**' includes e. g.:

- A son or daughter working in the parents' business or on the parents' farm without pay (living inside or outside the parents' household).
- A wife who assists her husband in his business, e.g. a haulage contractor, without receiving any formal pay.

If the work for a business owned by a family member is paid, then the person should be coded as 1 or 2. If the unpaid family worker was temporarily absent from the family business in the reference week, for example due to holidays or maternity leave, code 2 should be used.

By convention, *working arrangements between members of the same household* should be treated according to the implementation rules for unpaid family workers.

Only unpaid work is to be considered for being an "unpaid family worker".

People who frequently receive remuneration in the form of fringe benefits and payments in kind should be coded 3 "Unpaid family workers" only if the business is owned or operated by a relative.

Unpaid voluntary work done for charity should be coded 4 'Neither worked nor had a job or business during the reference week', in the absence of any other work for pay or profit.

Persons raising agricultural products⁽¹¹⁾ are persons that declared having not worked for pay or profit for at least 1 hour, not being absent during the reference week, not having worked as unpaid family member but declared having worked to produce agricultural goods. They are coded 1 or 2 if they are the owners of the agricultural output (e.g. crop, cattle, timber, fish catch, etc.) and if the main part of the agricultural output is intended to be sold or bartered. If the respondent cannot say if the output will be sold or bartered (as opposed to fully used for own-consumption), the fact that the previous harvest or the production of the previous year was sold or bartered can be taken as an indication. Persons fulfilling these conditions are coded 1 if they worked at least one hour during the reference week. Persons fulfilling this condition but not having worked for at least one hour during the reference week (e.g. because they are out of

⁽¹¹⁾ Raising agricultural products corresponds here to activities in NACE Rev. 2 divisions 01, 02 and 03.

season – off-season or low-season) are coded 2 ‘Absent from work or business during the reference week’.

Persons performing minor agricultural activities for leisure or to supplement the household food supply should be coded 4, in the absence of any other work for pay or profit.

Model question

The information should come from the submodules “At work”, “Small or casual jobs” and “Producing agricultural goods” (where applicable). It is recommended to follow the corresponding flowcharts.

- Persons with ‘YES’ as outcome of Block W1 in submodule “At work” shall be coded WKSTAT=1;
- Persons with ‘YES’ as outcome of Block C1 in submodule “ Small or casual jobs “ (only for countries adopting it) shall be coded WKSTAT=1;
- Persons with ‘Majority part’ as outcome of Block E2 in submodule “Agricultural employment recovery” (only for countries adopting it) shall be coded WKSTAT=1;
- Persons with ‘Not having done unpaid family work AND having a job or business from which being absent (including as unpaid family worker)’ as outcome of Block W2 in submodule “At work” shall be coded WKSTAT=2;
- Persons with ‘Having done unpaid work as family worker’ as outcome of Block W2 in submodule “At work” shall be coded WKSTAT=3;
- Persons with ‘NO’ as outcome of Block C1 in submodule “Small or casual jobs” (only for country adopting it) shall be coded WKSTAT=4;
- Persons filtered out shall be coded WKSTAT=9.

In addition, it is desirable to apply the suggested model questionnaire on employment/unemployment.

For the **submodule “Small or casual jobs”**, the model question is the following:

Have you done, from Monday ... to Sunday ..., any casual or small work for payment, excluding domestic tasks done for pocket money from another household member, such as [add examples appropriate in the national context from the closed list below]?

- *working in a bar, restaurant, hotel or catering service*
- *delivering food or goods (for restaurants, shops or web based selling companies, e.g. Deliveroo)*
- *offering transport services through web based platforms, e.g. working as a driver for ‘a ride-hailing company, e.g. Uber*
- *working for local services platforms for cleaning, moving, delivery and handyman work, such as TaskRabbit*
- *doing construction or renovation activities, like painting, plumbing, electrical, masonry, etc.*
- *harvesting fruits and/or vegetables*
- *gathering wild products (mushrooms, berries, nuts)*
- *gardening*
- *babysitting*
- *caring for children*
- *caring for elderly persons*
- *caring for pets*
- *giving private lessons to students*
- *translating*
- *making an analysis or a report*
- *doing consultancies, book-keeping*

- *working as assistant to researchers, professors, scientists*
- *working as a freelancer through a web based platform like Upwork, Freelancer, Fiverr, Guru, Amazon Mechanical Turk, PeopleperHour, TWAGO, etc.*
- *providing contents for web based platform (blogger, youtuber, etc.)*
- *doing artistic work or performance*
- *working as a hostess*
- *working as a security guard*
- *working as a trainer in a sport club*
- *working as a disk jockey*
- *preparing events such as musical festivals, concerts, sport events, etc.*
- *distributing leaflets or advertising activities*
- *providing supporting tasks for advertising and events (promotion stands setting, ground rigging, event scaffolding, band road crew, etc.)*
- *working as a domestic worker or valet*

ABSREAS

Variable name

Main reason for absence from work during the entire reference week

Specifications

Topic	Labour market participation
Detailed topic	Employment status
Standardisation	LFS variable
Periodicity	Quarterly
Minimum set of variables	Yes
Variable type	Collected
Column	193-194
Flow number	002

Filter

WKSTAT = 2

Filter labels

Persons reporting being absent from work or business during the reference week

Codes or value

01	Holidays
02	Working time arrangements or compensation of overtime
03	Sick leave
04	Maternity or paternity leave
05	Job-related training
06	Parental leave
07	Off-season
08	Other reason
09	Having a job not started yet
Blank	Not stated
99	Not applicable

Purpose

This information helps to classify people as being in employment or not, following the guidelines of International Labour Organisation (ILO). It also enables statistics on absence from work, together with the short term absences recorded by ABSHOLID, ABSILLINJ and ABSOTHER.

Definition

The variable collects the reason why people are away from the job during the entire reference week.

Code 01 '**Holidays**' refers to annual leave and public holidays. Both paid and unpaid holidays should be included in this code. Teachers on holidays, if the absence is paid or of a duration of 3 months or less, should also be coded 1.

Code 02 '**Working time arrangements or compensation of overtime**' includes flexitime schemes, zero hour contracts, compensation leave, shift work, staggered working hours, etc. In particular, some working

time arrangements allow to compensate overtime by taking days off.

Code 03 '**Sick leave**' refers to a leave taken for own illness, injury, health problem or temporary disability. A disability is considered (in the LFS) as being the consequence of health problems. If the person took the leave for taking care of someone else, this should be coded 08 'Other reason'.

For code 04 '**Maternity or paternity leave**', maternity leave corresponds to the compulsory or statutory period of the leave stipulated by national legislation to ensure that mothers before and after childbirth have sufficient rest, or for a period to be specified according to national circumstances. Paternity leave is also included under this code, as well as maternity and paternity leave in case of adoption of a child.

Code 05 '**Job-related training**' is intended to recover persons who were misclassified in WKSTAT. They should be then classified as EMPSTAT=1.

The 'Job-related training' is defined as mentioned in the explanatory notes of WKSTAT. This means that code 05 applies if one of the three following statements is true:

- the participation of the employee is required by the employer,
- the training takes place inside normal paid working hours (not during any kind of leave),
- the training is directly connected to the current job, paid by the employer or the employee continues receiving a remuneration from the employer.

This also applies to self-employed persons (even if only the second and third statements are applicable in this case).

Job-related training is a training strictly linked to the position held just before the start of the training itself. For employees, its attendance is agreed with the employer, in the sense that either the training itself is paid by the employer and/or the person continues to receive full job income from the employer. For self-employed persons, the training should be connected to his/her activities.

Job-related training here includes formal and non-formal education, training as well as informal learning as long as one of the three statements mentioned above are satisfied.

The duration of the job-related training should not be considered as a criterion, only the three above-mentioned statements should be taken into account.

If none of the three above-mentioned statements apply to the training, the person should not be coded 05 'Job-related training'.

Parental leave (code 06) can be taken either by the mother or the father and is the interruption of work to bring up or look after a child of young age (which should correspond to the statutory period provided by the national legislation or by the contract). This code is used for those persons on statutory parental leave (legal or contractual) but also covering self-employed people.

Adoption leave is included in this category. According to the national context, special leave to take care of a child of young age ("care leave") can also be considered as parental leave.

The respondent should be in employment (employee, self-employed) at the beginning of the period of absence. If the parental leave period directly follows another period of absence, the status at the beginning of the overall period should be considered. If the respondent was not in employment at the beginning of the period of leave, the absence cannot be considered as parental leave.

Off-season (code 07) refers to a job situation where the economic activity (production of goods or provision of services) of the economic unit is completely halted for a recurring and a, more or less, specific period of the year. The interruption of the economic activity should not be related to any particular or exceptional situation (exceptionally bad weather, unexpected lack of customers, etc.) but should relate to standard factors occurring at repeated and long periods of the year. In that sense, seasonal work alternates between long periods of work and long periods of leave, recurrent with annual periodicity. The period of leave is then defined as the off-season period (or low-season).

Code 08 "**Other reason**" covers all the other possible reasons for absence, including strike, industrial

dispute, layoff, leave for taking care of someone else (not considered as parental leave), etc.

Persons without employment during the reference week but who have found a job to start in the future should be coded 09 **"Having a job not started yet"**. This code aims to catch respondents who have not yet started their new job but having answered they 'have' a job, in order to correctly classify them as not employed in the variable EMPSTAT. Consequently, the aim of this code is not to catch all persons having a job which has not started yet, but to catch only those who were misclassified in WKSTAT (WKSTAT = 2 instead of WKSTAT=4), in order to avoid misclassification in EMPSTAT.

Implementation guidelines

Only the main reason of absence should be coded. If the respondent gives more than one reason, the reason that explains the greatest number of hours away from work should be coded.

Countries are allowed to split any code into several items in order to meet specific national needs.

Model question

The information should come from the submodule "Absences from work" (Block A1). It is recommended to follow the corresponding flowcharts.

- Persons with 'Holidays' as outcome of Block A1 in submodule "Absences from work" shall be coded ABSREAS=01;
- Persons with 'Working time arrangements or compensation of overtime' as outcome of Block A1 in submodule "Absences from work" shall be coded ABSREAS=02;
- Persons with 'Sick leave' as outcome of Block A1 in submodule "Absences from work" shall be coded ABSREAS=03;
- Persons with 'Maternity or paternity leave' as outcome of Block A1 in submodule "Absences from work" shall be coded ABSREAS=04;
- Persons with 'Job-related training' as outcome of Block A1 in submodule "Absences from work" shall be coded ABSREAS=05;
- Persons with 'Parental leave' as outcome of Block A1 in submodule "Absences from work" shall be coded ABSREAS=06;
- Persons with 'Off-season' as outcome of Block A1 in submodule "Absences from work" shall be coded ABSREAS=07;
- Persons with 'Other reasons' as outcome of Block A1 in submodule "Absences from work" shall be coded ABSREAS=08;
- Persons with 'Having a job not started yet' as outcome of Block A1 in submodule "Absences from work" shall be coded ABSREAS=09;
- Persons with 'Don't know' as outcome of Block A1 in submodule "Absences from work" shall be coded ABSREAS=Blank;
- Persons filtered out shall be coded ABSREAS=99.

In addition, it is desirable to apply the suggested model questionnaire on employment/unemployment.

Good practice: Ask first for all reasons, and then if more than one is offered, ask for the main reason.

JATTACH

Variable name

Job attachment

Specifications

Topic	Labour market participation
Detailed topic	Employment status
Standardisation	LFS variable
Periodicity	Quarterly
Minimum set of variables	Yes
Variable type	Collected
Column	195
Flow number	003

Filter

ABSREAS = 06, 07, 08 or Blank

Filter labels

Persons reporting being absent from work during the reference week for one of the following main reasons: parental leave, off-season, other reason or don't know

Codes or value

- 1 Parental leave with any job-related income or benefit
- 2 Parental leave without any job-related income or benefit and with an expected duration of 3 months or less
- 3 Parental leave without any job-related income or benefit and with an expected duration of more than 3 months
- 4 Seasonal worker in off-season, regularly performing job-related tasks
- 5 Seasonal worker in off-season, not regularly performing any job-related task
- 6 Other absence where duration of absence is 3 months or less
- 7 Other absence where duration of absence is more than 3 months
- 9 Not applicable

Purpose

This variable aims to collect additional information on some types of absence to allow for classification in employed or not employed.

Definition

This variable measures the job attachment during an absence from work by identifying specific characteristics of that absence. These are the duration of the absence, the continued receipt of any job-related income, or the realisation of tasks or duties related to job or business. The types of absence concerned are the parental leave, off-season and other absence resulting from the coding of the variable ABSREAS. Also, when the type of absence is not given (ABSREAS = Blank), the job attachment is measured.

Code 1 "**Parental leave with any job-related income or benefit**" corresponds to the situation where the person, being an employee or a self-employed, receive any income or benefit that he/she would not be entitled for in case he/she did not have a job at the moment of starting this period of absence. If the per-

son is entitled to receive this income or benefit but chose not to receive it, the person should be considered as receiving it (code 1).

The income or benefit can be paid by the employer or by the social security (or both). It includes any compensation of wages (e.g. parental leave allowance linked to the job or social security contributions) but excludes benefits which the person would receive even without a job (e.g. family allowances). If the employer continues to pay the social contributions for the person on parental leave, even if a salary is not paid anymore, the person should be coded as 1 "Parental leave with any job-related income or benefit".

Job-related income or benefit does not mean that the received income or benefit is proportional to the job income at the moment of starting this period of absence; a flat rate can be considered as a job-related income or benefit as long as the person is entitled to receive it because he/she had a job. Consequently, the income or benefit can be granted at a flat rate or as a percentage of the salary.

Persons coded 1 are classified as 'employed' in EMPSTAT (regardless of the duration of the absence).

Concerning the **duration**, the expected total duration of the absence should be calculated and not the effective duration elapsed at the reference week or at the interview date.

Persons in **parental leave without any job-related income** are coded 2 or 3 according their total expected duration of the absence: either code 2 if the duration is 3 months or less, or 3 if the duration is longer than 3 months. Only those coded 2 will be classified as employed in EMPSTAT.

If a **seasonal worker** did not work during the reference week (being in off-season / low-season) but was regularly performing any work related activity or duty (e.g. maintenance, renovation, etc.), even if unpaid, during the off-season (low-season), he/she should be coded 4 (and finally classified as employed in EMPSTAT). If he/she was not regularly performing job-related tasks or duties, he/she should be coded 5 (and finally classified as not employed in EMPSTAT).

Persons absent for **other reasons** are coded 6 or 7 according to their total expected duration of absence: either code 6 if the duration is 3 months or less, or 7 if the duration is longer than 3 months. Only those coded 6 will be classified as employed in EMPSTAT.

Implementation guidelines

Duration

The expected total duration of the absence, as evaluated by the respondent, should be recorded. The respondent may rely on a particular law or agreement, but he/she will in general answer according to his/her self-perception.

If the respondent does not know if the total duration of his/her absence is shorter or longer than three months, he/she should take the elapsed time between the moment he/she started to be absent for that reason and the end of the reference week.

The expected total duration only refers to the main reason for absence. For example, regarding the duration of the parental leave, the duration of the maternity or paternity leave should not be taken into account, even if the parental leave follows immediately the maternal/paternity leave.

Job-related income or benefit

National terms should be used if they exist.

'Job-related income' has indeed proven to be clear and easy to translate in some countries but difficult in others.

By way of exception of article 7 paragraph 5 of the LFS implementing act, external information can be used as a data source, if the entitlement to a job-related income or benefit can be determined unambiguously.

One important criterion to take into account is the guarantee for the respondent to return to his/her job at the end of his/her parental leave.

Job-related tasks

Job-related tasks include renovation, maintenance, custody etc. but exclude legal or administrative obligations and taxes. When considering the regular performance of job-related tasks, the reference period is the complete off-season (low-season) and not the reference week.

Model question

The information should come from the submodule "Absences from work" (Blocks A2, A3 and A4). It is recommended to follow the corresponding flowcharts.

- Persons with 'Parental leave' as outcome of Block A1 and 'YES' as outcome of Block A2 in submodule "Absences from work" shall be coded JATTACH=1;
- Persons with 'Parental leave' as outcome of Block A1 and '3 months or less' as outcome of Block A4 in submodule "Absences from work" shall be coded JATTACH=2;
- Persons with 'Parental leave' as outcome of Block A1 and 'More than 3 months' or 'Don't know' as outcome of Block A4 in submodule "Absences from work" shall be coded JATTACH=3;
- Persons with 'Off-season' as outcome of Block A1 and 'YES' as outcome of Block A3 in submodule "Absences from work" shall be coded JATTACH=4;
- Persons with 'Off-season' as outcome of Block A1 and having 'NO' or 'Don't know' as outcome of Block A3 in submodule "Absences from work" shall be coded JATTACH=5;
- Persons with 'Other reason' or 'Don't know' as outcome of Block A1 and '3 months or less' as outcome of Block A4 in submodule "Absences from work" shall be coded JATTACH=6;
- Persons with 'Other reason' or 'Don't know' as outcome of Block A1 and 'More than 3 months' as outcome of Block A4 in submodule "Absences from work" shall be coded JATTACH=7;
- Persons with 'Other reason' or 'Don't know' as outcome of Block A1 and 'Don't know' (only allowed if proxy answer) as outcome of Block A4 in submodule "Absences from work" shall be coded JATTACH=7;
- Persons filtered out shall be coded JATTACH=9.

In addition, it is desirable to apply the suggested model questionnaire on employment/unemployment.

EMPSTAT

Variable name

Being in employment

Specifications

Topic	Labour market participation
Detailed topic	Employment status
Standardisation	LFS variable
Periodicity	Quarterly
Minimum set of variables	Yes
Variable type	Derived
Column	196
Flow number	004

Filter

15 <= AGE <= 89

Filter labels

Everybody in the target population aged 15 to 89 years

Codes or value

- | | |
|---|----------------|
| 1 | Employed |
| 2 | Not employed |
| 9 | Not applicable |

Purpose

The variable is used as an input to determine the internationally comparable ILO employment status according to the 19th ICLS resolution, which differentiates between employed, unemployed persons and those outside the labour force. It can also be used directly as a target or analytical variable in the context of the Labour Force Survey.

EMPSTAT is a derived variable, meaning that it is calculated using the variables WKSTAT, ABSREAS and JATTACH in order to match the definition. No additional questions should be added for filling this variable.

Definition

Employment is determined according to the 19th ICLS resolution on statistics of work, employment and labour underutilisation.

Employed persons comprise persons aged 15 years and more who, during the reference week, were in one of the following categories:

- (a) persons who during the reference week worked for at least one hour for pay or profit, including contributing family workers.
- (b) persons with a job or business who were temporarily not at work during the reference week but had an attachment to their job. The following groups have a job attachment:
 - Persons not at work due to holidays, working time arrangements, sick leave, maternity or paternity leave; job-related training
 - Persons on parental leave and receiving job-related income;

- Seasonal workers, where they continue to perform some tasks and duties of the job;
- Persons temporarily not at work for other reasons for a total duration of 3 months or less.

The EU LFS follows as much as possible the 19th ICLS resolution on statistics of work; some divergences are however inevitable. Conscripts, for example, are to be excluded from the target population, regardless of whether they live in a private or collective household. Moreover, the upper age limit in the EU LFS, has been fixed to 89 for burden reduction. Other minor divergences can arise from the treatment of persons absent from work.

Implementation guidelines

For more details on the coding of this variable, using the variables WKSTAT, ABSREAS and JATTACH, please see the transcoding table below.

Model question

The information should come from the submodules "At work", "Small or casual jobs", "Producing agricultural goods" (where applicable) and "Absences from work". It is recommended to follow the corresponding flowcharts.

In addition, it is desirable to apply the suggested model questionnaire on employment/unemployment.

The variable EMPSTAT corresponds to the intermediate classifications "Employed" and "Not employed" in the flowcharts.

The transcoding table is:

AGE	WKSTAT	ABSREAS	JATTACH	EMPSTAT
15<= AGE <90	1,3	99	9	1
15<= AGE <90	2	01-02-03-04-05	9	1
15<= AGE <90	2	06-07-08-blank	1-2-4-6	1
15<= AGE <90	2	06-07-08-blank	3-5-7	2
15<= AGE <90	2	09	9	2
15<= AGE <90	4	99	9	2
AGE<15 or AGE>=90	9	99	9	9

NUMJOB

Variable name

Number of jobs

Specifications

Topic	Labour market participation
Detailed topic	Second or multiple job(s)
Standardisation	LFS variable
Periodicity	Quarterly
Minimum set of variables	Yes
Variable type	Collected
Column	197
Flow number	005

Filter

EMPSTAT = 1

Filter labels

Persons in employment

Codes or value

1	Only one job
2	Two jobs
3	Three jobs or more
Blank	Not stated
9	Not applicable

Purpose

The variable aims at monitoring the share of people with multiple jobs in the context of the measurement/estimation of the total usual working time.

Definition

The variable captures the (approximate) number of jobs the respondent had in the reference week, including jobs for which the respondent worked zero hours during the reference week. It mainly relies on self perception.

For the definition of 'job', 'main job' and 'second and multiple jobs', see the "General definitions".

Implementation guidelines

The variable should be self-perceived and should focus on the usual situation around the reference week.

Jobs usually performed but for which people worked zero hours during the reference week (because of absence for example) should also be counted.

Persons who work both in their own professional practice and for a public or private employer (e.g. doctors with their own practice and working in a hospital) should be considered as having two jobs.

A self-employed person exercising a wide range of occupational skills in the same business should always be considered having one job only as self-employed. On the other hand, a self-employed person holding two different businesses (i.e. two separate local units) is to be considered as having two jobs.

For employees, each contract can be considered as a separate set of tasks and duties, and consequently as a separate job. Occasional workers should count each separate contract as one job each.

Those in self-employment will have as many jobs as the economic units they own or co-own, irrespective of the number of clients served.

Unpaid volunteer work should not be counted but work as unpaid family worker should be included.

Model question

The information should come from the submodules "Second or multiple job".

This question, as it aims to early detect multiple jobs (before asking for the features of the main job), should be asked right after those needed to classify the employment status. For more details, see the flowcharts of the "Labour Status Module".

Besides the job or work that you just referred to, do you have any other job as employee, self-employed or family worker?

- | | |
|--|---|
| 1) <i>No, it is my only job/work</i> | END (respondent has only one job) |
| 2) <i>Yes, only one other job/work</i> | END (respondent has two jobs) |
| 3) <i>Yes, several other jobs</i> | END (respondent has more than two jobs) |
| Blank – no answer / do not know | |

SEEKWORK

Variable name

Searching for employment during the 4 weeks ending in the reference week

Specifications

Topic	Labour market participation
Detailed topic	Search for employment
Standardisation	LFS variable
Periodicity	Quarterly
Minimum set of variables	Yes
Variable type	Collected
Column	198
Flow number	006

Filter

(EMPSTAT = 2) AND (AGE <= 74)

Filter labels

Persons classified as not in employment aged less than 75 years

Codes or value

- 1 Person is searching for employment
- 2 Person is not searching for employment and has already found a job which has not yet started but will start within a period of at most 3 months after the end of the reference week
- 3 Person is not searching for employment and has already found a job which has not yet started but will start in more than 3 months after the end of the reference week
- 4 Person is not searching for employment and has already found a job which started between the end of the reference week and the interview date
- 5 Person is not searching for employment and has not found any job to start later
- 9 Not applicable

Purpose

This variable is necessary to determine whether the not employed person is unemployed or outside the labour force.

Definition

A person searching for employment is defined as a person who, within the four consecutive weeks ending with the reference week, has performed any action to find work, including looking for a job of only a few hours or undertaking activities to start a business.

Implementation guidelines

The period of reference (the last consecutive four weeks ending with the reference week) should be referred to explicitly in the question wording.

As this question is crucial for the definition of the unemployed persons, every effort should be made to ensure that an answer is given to this question. 'Blanks' are not allowed.

Willingness to work of people not searching for employment is collected in the variable WANTWORK.

Persons coded 2 are considered as 'not searching anymore' since they have already found a job. In case they are still searching for a work, they should be coded as 1.

Seasonal workers not at work during the reference week (off-season / low-season) but who expect to return to their seasonal job at the end of the off-season (low-season) are to be considered as "has already found a job".

To clarify, seasonal workers in off-season (or low season) and persons in long-term absence for personal or family reasons should also be asked whether they are searching for employment. This is mentioned in the flowchart statement "In the 4 weeks ending in the reference week, having done anything to find work, including looking for a job of only a few hours or activities to start a business". If they answer "Yes", they are coded as "Person is searching for employment" (code 1). Nevertheless, if they say that they are not searching any other job because they are going to return to their job after the absence, they can be automatically classified as "Person is not searching for employment and has already found a job" (code 2, 3 or 4).

Code 1: Person is searching for employment

A person who seeks an opportunity of paid professional training within an enterprise, e.g. as an paid apprentice or trainee, is also considered as searching for employment.

Code 2 and 3: Person is not searching for employment and has already found a job

This applies to all persons without a job during the reference week who have already found a job which will start later. If the job starts within a period of at most 3 months starting at the end of the reference week, the person will be coded 2. If the job starts in more than 3 months after the end of the reference week, the person will be coded 3. A respondent who does not know when the work will start will be coded 3.

Persons coded 2 in this variable will be considered as unemployed if they are available for work in the two weeks after the reference week. Those coded 3 will be considered outside the labour force because they are not searching anymore (otherwise they would have been coded 1).

Code 4: Person is not searching for employment and has already found a job which started between the end of the reference week and the interview date

This modality is proposed only in case the interview date does not follow directly the reference week. Persons who are coded 4 in this variable will be considered as unemployed since the proof for availability relies on the fact they already started to work.

If the final outcome of the questions used to build this variable is 'Don't know', then code 3 should be used if the person declared to have already found a work. Code 5 should be used if the person declared not to have found a work.

Model question

The information should come from the submodule "Search for employment" (Blocks S1, S2 and S3). It is recommended to follow the corresponding flowcharts. In Block S1, the outcome 'Don't know' is allowed only in case of a proxy interview.

- Persons with 'YES' as outcome of Block S1 in submodule "Search for employment" shall be coded SEEKWORK=1;
- Persons with 'YES' as outcome of Block S3 in submodule "Search for employment" shall be coded SEEKWORK=2;
- Persons with 'NO' or 'Don't know' as outcome of Block S3 in submodule "Search for employment"

shall be coded SEEKWORK=3;

- Persons with 'Yes and started working between reference week and interview date' (only allowed if there is at least one day between the interview date and the last day of the reference week) as outcome of Block S2 in submodule "Search for employment" shall be coded SEEKWORK=4;
- Persons with 'NO' as outcome of Block S2 in submodule "Search for employment" shall be coded SEEKWORK=5;
- Persons with 'Don't know' (only allowed in case of proxy interview) as outcome of Block S2 in submodule "Search for employment" shall be coded SEEKWORK=5;
- Persons filtered out shall be coded SEEKWORK=9.

In addition, it is desirable to apply the suggested model questionnaire on employment/unemployment.

WANTWORK

Variable name

Willingness to work even if not searching for employment

Specifications

Topic	Labour market participation
Detailed topic	Willingness to work
Standardisation	LFS variable
Periodicity	Quarterly
Minimum set of variables	Yes
Variable type	Collected
Column	199
Flow number	007

Filter

SEEKWORK = 5

Filter labels

Persons not in employment, not searching for employment and not having found any job to start after the reference week

Codes or value

- | | |
|-------|--|
| 1 | Person is not searching for employment but would nevertheless like to work |
| 2 | Person is not searching for employment and does not want to work |
| Blank | Not stated |
| 9 | Not applicable |

Purpose

This variable allows the calculation of the indicators supplementary to the unemployment rate, which measure the different degrees of attachment to employment for people not in the labour force, enabling a more complex socio-economic analysis of the labour market.

Definition

This variable measures the respondent's current interest in being employed although not searching for a job.

Implementation guidelines

The reference period of this question is the reference week, but it is not necessary to mention it in the questionnaire.

The person is asked whether he/she would like to have a paid employment, whatever the number of hours worked.

Model question

The information should come from the submodule "Search for employment" (Block S4). It is recommended to follow the corresponding flowcharts.

- Persons with 'YES' as outcome of Block S4 in submodule "Search for employment" shall be coded WANTWORK=1;
- Persons with 'NO' as outcome of Block S4 in submodule "Search for employment" shall be coded WANTWORK=2;
- Persons with 'Don't know' (only allowed in case of proxy answer) as outcome of Block S4 in submodule "Search for employment" shall be coded WANTWORK=Blank;
- Persons filtered out shall be coded WANTWORK=9.

In addition, it is desirable to apply the suggested model questionnaire on employment/unemployment.

SEEKREAS

Variable name

Main reason for not searching for employment

Specifications

Topic	Labour market participation
Detailed topic	Search for employment
Standardisation	LFS variable
Periodicity	Quarterly
Minimum set of variables	No
Variable type	Collected
Column	200
Flow number	008

Filter

WANTWORK = 1

Filter labels

Persons not in employment, not searching for employment and not having found any job to start after the reference week, but who would like to have work

Codes or value

1	No suitable job is available
2	Education or training
3	Own illness or disability
4	Care responsibilities
5	Other family reasons
6	Other personal reasons
7	Awaiting recall to work (lay-off)
8	Other reasons
Blank	Not stated
9	Not applicable

Purpose

The variable is used to identify the background or attitude of people outside the labour force with respect to the labour market and obstacles to labour market participation. The indicator on "discouraged workers" is derived from this variable.

This variable also serves as an entry filter for the variable NEEDCARE.

Definition

The variable identifies the main reason why a person was not searching for employment in the four consecutive weeks ending with the reference week according to the presented code list.

For the definition of the codes 'education or training', 'care responsibilities', 'other family reasons', 'other personal reasons' and 'other reasons', see "General definitions".

Implementation guidelines

The variable refers to the same period as the variable SEEKWORK, i.e. the four consecutive weeks ending with the reference week.

The code 1 "**No suitable job is available**" should be asked first to ensure harmonisation across countries, since an important indicator on discouraged workers is based on this code. Beside this first code, each country can decide on the order of the other codes according to national specificities.

Countries are allowed to collect more than one reason but only the main reason should be reported to Eurostat. Countries are allowed to split any code into several items in order to meet specific national needs; and through an open question, if needed.

Code 7 "**Awaiting recall to work**" is to re-identify those persons who state they are laid-off and in SEEKWORK declare not searching for employment. This code can be dropped if it is irrelevant in the country.

Code 8 "**Other reasons**" refers to all reasons that do not fall under the codes 1-7, including "waiting the results of previous search actions".

Codes 5, 6 and 8 may each summarise several national modalities. The national categories have to be mapped according to the description presented in "General definitions". National modalities that overlap those categories should be split up to several categories that can be assigned unambiguously.

Model question

The information should come from the submodule "Search for employment" (Block S5). It is recommended to follow the corresponding flowcharts.

- Persons with 'No suitable job is available' as outcome of Block S5 in submodule "Search for employment" shall be coded SEEKREAS=1;
- Persons with 'Education or training' as outcome of Block S5 in submodule "Search for employment" shall be coded SEEKREAS=2;
- Persons with 'Own illness or disability' as outcome of Block S5 in submodule "Search for employment" shall be coded SEEKREAS=3;
- Persons with 'Care responsibilities' as outcome of Block S5 in submodule "Search for employment" shall be coded SEEKREAS=4;
- Persons with 'Other family reasons' as outcome of Block S5 in submodule "Search for employment" shall be coded SEEKREAS=5;
- Persons with 'Other personal reasons' as outcome of Block S5 in submodule "Search for employment" shall be coded SEEKREAS=6;
- Persons with 'Awaiting recall to work (lay-off)' as outcome of Block S5 in submodule "Search for employment" shall be coded SEEKREAS=7;
- Persons with 'Other reasons' as outcome of Block S5 in submodule "Search for employment" shall be coded SEEKREAS=8;
- Persons with 'Don't know' as outcome of Block S5 in submodule "Search for employment" shall be coded SEEKREAS=Blank;
- Persons filtered out shall be coded SEEKREAS=9.

In addition, it is desirable to apply the suggested model questionnaire on employment/unemployment.

WANTREAS

Variable name

Main reason for not wanting to work

Specifications

Topic	Labour market participation
Detailed topic	Willingness to work
Standardisation	LFS variable
Periodicity	Quarterly
Minimum set of variables	No
Variable type	Collected
Column	201
Flow number	009

Filter

WANTWORK = 2

Filter labels

Persons not in employment, not searching for employment and not having found any job to start after the reference week and not wanting to work

Codes or value

1	Education or training
2	Own illness or disability
3	Care responsibilities
4	Other family reasons
5	Other personal reasons
6	Retirement
7	Other reasons
Blank	Not stated
9	Not applicable

Purpose

The variable serves analytical purposes, e.g. why certain population groups do not want to work. From a policy point of view, obstacles to labour market participation can be identified.

This variable also serves as an entry filter for the variable NEEDCARE.

Definition

This variable collects the respondent's main reason for not wanting to work, while also not searching for employment, according to the presented code list.

For the definition of the codes 'education or training', 'care responsibilities', 'other family reasons', 'other personal reasons' and 'other reasons', see "General definitions".

Implementation guidelines

Each country can decide on the order of the codes according to national specificities.

Countries are allowed to collect more than one reason but only the main reason should be reported to Eurostat. Countries are allowed to split any code into several items in order to meet specific national needs; and through an open question, if needed.

Modalities 1 to 6 should be directly asked in all countries.

Codes 4, 5 and 7 may each summarise several national modalities. The national categories have to be mapped according to the description presented in "General definitions". National modalities that overlap those categories should be split up to several categories that can be assigned unambiguously.

Model question

The information should come from the submodule "Search for employment" (Block S6). It is recommended to follow the corresponding flowcharts.

- Persons with 'Education or training' as outcome of Block S6 in submodule "Search for employment" shall be coded WANTREAS=1;
- Persons with 'Own illness or disability' as outcome of Block S6 in submodule "Search for employment" shall be coded WANTREAS=2;
- Persons with 'Care responsibilities' as outcome of Block S6 in submodule "Search for employment" shall be coded WANTREAS=3;
- Persons with 'Other family reasons' as outcome of Block S6 in submodule "Search for employment" shall be coded WANTREAS=4;
- Persons with 'Other personal reasons' as outcome of Block S6 in submodule "Search for employment" shall be coded WANTREAS=5;
- Persons with 'Retirement' as outcome of Block S6 in submodule "Search for employment" shall be coded WANTREAS=6;
- Persons with 'Other reasons' as outcome of Block S6 in submodule "Search for employment" shall be coded WANTREAS=7;
- Persons with 'Don't know' as outcome of Block S6 in submodule "Search for employment" shall be coded WANTREAS=Blank;
- Persons filtered out shall be coded WANTREAS=9.

In addition, it is desirable to apply the suggested model questionnaire on employment/unemployment.

ACTMETNE

Variable name

Having used an active search method to find a job (for not employed people)

Specifications

Topic	Labour market participation
Detailed topic	Search for employment
Standardisation	LFS variable
Periodicity	Quarterly
Minimum set of variables	Yes
Variable type	Collected
Column	202
Flow number	010

Filter

SEEKWORK = 1

Filter labels

Persons not in employment and searching for employment

Codes or value

- 1 Used active search method to find work
- 2 Did not use active search method to find work
- 9 Not applicable

Purpose

The variable is necessary to classify people who are not employed as being in unemployment or outside the labour force.

Definition

The active methods for job search have been defined exclusively as:

- 1) Placed or answered job advertisements
- 2) Studied job advertisements
- 3) Placed or updated CVs online
- 4) Contacted employers directly
- 5) Asked friends, relatives or acquaintances
- 6) Contacted a public employment service
- 7) Contacted a private employment agency
- 8) Taken a test, interview or examination
- 9) Made preparations to set up a business

All other methods are to be considered as non-active.

The reference period is the four consecutive weeks ending with the reference week.

Implementation guidelines

Only methods used during the four weeks ending with the reference week are to be recorded.

The order of the questions is free. Consequently, questions can be asked in a way to follow the national distribution/occurrence of methods, The number of questions is free as well in the sense that the list of questions can end at the first "yes" answer but, if a country wishes to collect information on the nine methods, questions can continue after "yes" answers. Moreover, countries are allowed to split any active method into more than one question in order to match national needs, but they are not allowed to group different methods. This means that before being classified as outside the labour force the person must be asked at least one separate question for each active method.

On the other hand, there is a constraint of closed questions for cross-country comparison and harmonization purposes. The information should be collected by means of closed questions; no reclassification from open questions should be provided.

Detailed guidelines by method are the following:

Method 1 "Placed or answered job advertisements"

This method concerns all media, including online media. Consequently, the insertion or the answer to advertisements from a website are also concerned. Nevertheless, this method excludes the jobs advertised by a public employment service or a private employment agency, referring to "Contacted a public employment service " (method 6) or "Private employment agency" (method 7) respectively.

Method 2 "Studied job advertisements"

The consultation of job advertisements on the internet and the consultation of lists of job vacancies in industrial or commercial buildings are included. This method concerns all media, including online media. The translation should be open enough to allow this understanding.

Method 3 "Placed or updated CVs online"

The term "CV" can be replaced with a more appropriate national term.

The website of public employment service is not considered for this method but for method 6 "Contacted a public employment service.

Method 4 "Contacted employers directly"

This includes persons who submitted a spontaneous application. This includes also participation to forums or job fairs in order to meet employers. Being directly contacted by head hunters is included only if the head hunter started a negotiation in which the person expressed interest.

Method 5 "Asked friends, relatives or acquaintances"

This includes asking friends, relatives or acquaintances about job opportunities, but also asking help from friends or relatives for placing and updating a CV online, taking a test or an interview, contacting an employment service, etc. (see the other active methods listed here). "Friends, relatives or acquaintances" should be understood here in a broad sense, including former colleagues or any person known personally.

Method 6 "Contacted a public employment service"

For the definition of and more information about the public employment services, see "General definitions".

This method refers to:

- putting the respondent's names in the public employment service files for the first time (after a spell of employment or outside the labour force),
- finding out about possible job vacancies, or
- following up a job opportunity suggested by the employment service.

The contact should not refer to compulsory administrative actions which do not directly aim at searching for a job. Contacts for applying for unemployment benefits or for participating to a training should not be

included. It should only refer to contacts for searching for work (as described here above). Checking this condition through an additional question in the national questionnaire is a good practice.

Contacts through the website of the public employment service with the objective of finding a job are included. For instance, answering to an advertisement from the website of the public employment service is included.

National implementation can depend on how the public employment service works.

Method 7 "Contacted a private employment agency"

All private temporary employment agencies are included. This method may not exist in all countries. Contacts through the website of a private employment agency with the objective of finding a job are included. For instance, answering to an advertisement from the website of a private employment agency is included.

Method 8 "Taken a test, interview or examination"

This can be substituted by 'taken an interview', in case a competition system for recruitment does not exist in the country.

This method can be split in two to distinguish between competitions to enter the public sector and tests or interviews for the private sector, if relevant in the country.

Method 9 "Made preparations to set up a business"

This method means the preparation phase to start one's own business. For example, it includes looking for grounds, premises, equipment, bank loan, licences, etc.

Model question

The information should come from the submodule "Active job search methods". It is recommended to follow the corresponding flowcharts.

- Persons with 'YES' as outcome of Block M1 in submodule "Active job search methods" shall be coded ACTMETNE=1;
- Persons with 'NO' as outcome of Block M1 in submodule "Active job search methods" shall be coded ACTMETNE=2;
- Persons filtered out shall be coded ACTMETNE=9.

In addition, it is desirable to apply the suggested model questionnaire on employment/unemployment.

WISHMORE

Variable name

Wish to work more than the current number of usual hours

Specifications

Topic	Labour market participation
Detailed topic	Underemployment
Standardisation	LFS variable
Periodicity	Quarterly
Minimum set of variables	Yes
Variable type	Collected
Column	203
Flow number	011

Filter

EMPSTAT = 1

Filter labels

Persons in employment

Codes or value

1	No
2	Yes
Blank	Not stated
9	Not applicable

Purpose

This variable is necessary to identify persons in underemployment, particularly to check the first criterion of the ILO definition of underemployment: 'willing to work additional hours' (see the definition below) to approach the ILO definition.

Definition

ILO definition [16th ICLS, October 1998]:

Persons in time-related underemployment comprise all persons in employment, as defined in current international guidelines regarding employment statistics, who satisfy the following three criteria during the reference period used to define employment:

- (a) 'willing to work additional hours', i.e. wanted another job (or jobs) in addition to their current job (or jobs) to increase their total hours of work; to replace any of their current jobs with another job (or jobs) with increased hours of work; to increase the hours of work in any of their current jobs; or a combination of the above. In order to show how 'willingness to work additional hours' is expressed in terms of action which is meaningful under national circumstances, those who have actively sought to work additional hours should be distinguished from those who have not. Actively seeking to work additional hours is to be defined according to the criteria used in the definition of job search used for the measurement of the economically active population, also taking into account activities needed to increase the hours of work in the current job;
- (b) 'available to work additional hours',
- (c) 'worked less than a threshold relating to working time'.

Implementation guidelines

The question should refer to the usual working hours in all the jobs, regardless of the hours actually worked during the reference week. For instance, for people absent from their job during the reference week, the question should refer to their situation before their absence started.

Good practice:

- Ask this question after the questions about the second job.
- In the question, specify that working more implies a corresponding increase of salary (except for unpaid family workers).

AVAILABLE

Variable name

Availability to start working immediately or to work more

Specifications

Topic	Labour market participation
Detailed topic	Availability
Standardisation	LFS variable
Periodicity	Quarterly
Minimum set of variables	Yes
Variable type	Collected
Column	204
Flow number	012

Filter

(SEEKWORK = 1, 2, 3, 4) OR (WANTWORK = 1) OR (WISHMORE = 2)

Filter labels

Persons having already found a job, searching for employment, not searching for employment but would like to have work, or working already but wishing to work more hours.

It corresponds to all people in the intermediate categories 'In search', 'Found a job starting within three months' and 'Outside the labour force and want to work' plus those already being employed but wishing to work more hours.

Codes or value

- 1 Person could start to work immediately (within 2 weeks)
- 2 Person could not start to work immediately (within 2 weeks)
- 9 Not applicable

Purpose

This variable helps to determine whether the person is unemployed or outside the labour force: persons seeking paid employment must be immediately available for work in order to be considered as unemployed. It is also a key variable to classify the persons in underemployment.

Definition

The variable identifies if a person is immediately available to start a job in the two weeks following the reference week. 'Immediately available' means that, in case a job was offered/found during the reference week, the person would be able to start working within two weeks following the reference week.

Business opportunities for self-employed persons are also included.

For those who are already in employment, the variable refers to the availability to work more hours in their present job as well as to start working additional hours in another job or to start a new job with more working hours.

Implementation guidelines

Testing for availability in the two weeks following the reference week is considered more appropriate than testing the availability during the reference week, because some persons may be unavailable for work during the reference week due to obstacles that might have been overcome if they had known that a job was available to them.

Those who have SEEKWORK=4 should not be asked about their availability; they are automatically coded AVAILBLE=1 (they are automatically considered as “could start to work within 2 weeks”), as the fact that they started a job between the end of the reference week and the interview date is a proxy for their availability to start a job in the two weeks following the reference week.

As this question is crucial for the definition of the unemployed persons, every effort should be made to ensure that an answer is given to this question; 'blanks' are not allowed.

Model question

The information should come from the submodule "Availability to work" (Blocks V1). It is recommended to follow the corresponding flowcharts.

- Persons with 'YES' as outcome of Block V1 in submodule "Availability to work" shall be coded AVAILBLE=1;
- Persons with 'NO' as outcome of Block V1 in submodule "Availability to work" shall be coded AVAILBLE=2;
- Persons filtered out shall be coded AVAILBLE=9.

In addition, it is desirable to apply the suggested model questionnaire on employment/unemployment.

AVAIREAS

Variable name

Main reason for not being available to start working immediately or to work more

Specifications

Topic	Labour market participation
Detailed topic	Availability
Standardisation	LFS variable
Periodicity	Quarterly
Minimum set of variables	No
Variable type	Collected
Column	205
Flow number	013

Filter

AVAILBLE = 2

Filter labels

Persons who could not start to work immediately (within 2 weeks) (or work more)

Codes or value

1	Education or training
2	Own illness or disability
3	Care responsibilities
4	Other family reasons
5	Other personal reasons
6	Other reasons
Blank	Not stated
9	Not applicable

Purpose

The variable serves analytical purposes, e.g. why certain population groups are not available for work. From a policy point of view obstacles to labour market participation can be identified.

This variable also serves as an entry filter for the variable NEEDCARE.

Definition

This variable collects the respondent's main reason for not being available to start working immediately, according to the presented code list.

For the definition of the codes 'education or training', 'care responsibilities', 'other family reasons', 'other personal reasons' and 'other reasons', see "General definitions".

Implementation guidelines

Each country can decide on the order of the codes according to national specificities.

Countries are allowed to collect more than one reason but only the main reason should be reported to

Eurostat. Countries are allowed to split any code into several items in order to meet specific national needs; and through an open question, if needed.

Modalities 1 to 6 should be asked in all countries.

The codes 4, 5 and 6 may each summarise several national modalities. The national categories have to be mapped according to the description presented in "General definitions". National modalities that overlap those categories should be split up into several categories that can be assigned unambiguously.

If the respondent already gave an answer in SEEKREAS, this one can be copied in the variable AVAIREAS. In this context, the two additional answer categories in SEEKREAS "No suitable job is available" and "Awaiting recall to work (lay-off)" can be recoded in this variable AVAIREAS in the category "Other reasons".

Model question

The information should come from the submodule "Availability to work" (Blocks V2). It is recommended to follow the corresponding flowcharts.

- Persons with 'Education or training' as outcome of Block V2 in submodule "Availability to work" shall be coded AVAIREAS=1;
- Persons with 'Own illness or disability' as outcome of Block V2 in submodule "Availability to work" shall be coded AVAIREAS=2;
- Persons with 'Care responsibilities' as outcome of Block V2 in submodule "Availability to work" shall be coded AVAIREAS=3;
- Persons with 'Other family reasons' as outcome of Block V2 in submodule "Availability to work" shall be coded AVAIREAS=4;
- Persons with 'Other personal reasons' as outcome of Block V2 in submodule "Availability to work" shall be coded AVAIREAS=5;
- Persons with 'Other reasons' as outcome of Block V2 in submodule "Availability to work" shall be coded AVAIREAS=6;
- Persons with 'Don't know' as outcome of Block V2 in submodule "Availability to work" shall be coded AVAIREAS=Blank;
- Persons filtered out shall be coded AVAIREAS=9.

In addition, it is desirable to apply the suggested model questionnaire on employment/unemployment.

ILOSTAT

Variable name

ILO employment status

Specifications

Topic	Labour market participation
Detailed topic	Employment status
Standardisation	LFS variable
Periodicity	Quarterly
Minimum set of variables	Yes
Variable type	Derived
Column	206
Flow number	014

Filter

Filter labels

Everybody in the target population

Codes or value

- | | |
|---|--------------------------|
| 1 | Employed |
| 2 | Unemployed |
| 3 | Outside the labour force |

Purpose

The variable ILOSTAT is used to determine the internationally comparable ILO labour status according to the 19th ICLS resolution differentiating between employed persons, unemployed persons and those outside the labour force. It is also used in the calculation of basic labour market indicators like the unemployment rate and constructed by Eurostat through other information provided, but transmission by Member States offers additional validation opportunities.

Definition

Employed, unemployed, and persons outside the labour force are defined according to the definitions included in annex 1: Operational definition of employment, unemployment and outside the labour force of Commission Implementing Regulation (EU) 2019/2240. ILOSTAT is a derived variable and defined by the values of AGE, EMPSTAT, SEEKWORK, ACTMETNE and AVAILBLE.

Implementation guidelines

The variable ILOSTAT corresponds to the classifications "Employed", "Unemployed" and "Outside the labour force" in the flowcharts of submodules "At work", "Producing agricultural goods" (where applicable), "Absences from work", "Search for employment", "Active job search methods" and "Availability to work".

The value of ILOSTAT is determined by the values of the variables AGE, EMPSTAT, SEEKWORK, ACTMETNE and AVAILBLE.

Transcoding

AGE	EMPSTA T	SEEKWORK	ACTMETNE	AVAILBLE	ILOSTAT
15 <= AGE <= 74	1	9	9	1-2-9	1
75 <= AGE <= 89	1	9	9	1-2-9	1
15 <= AGE <= 74	2	1	1	1	2
15 <= AGE <= 74	2	2	9	1	2
15 <= AGE <= 74	2	4	9	1	2
15 <= AGE <= 74	2	1	1	2	3
15 <= AGE <= 74	2	1	2	1-2	3
15 <= AGE <= 74	2	2	9	2	3
15 <= AGE <= 74	2	3	9	1-2	3
15 <= AGE <= 74	2	5	9	1-2-9	3
75 <= AGE <= 89	2	9	9	9	3
AGE<15 or AGE>=90	9	9	9	9	3

COUNTRYW

Variable name

Country of place of work for main job

Specifications

Topic	Labour market participation
Detailed topic	Workplace
Standardisation	LFS variable
Periodicity	Quarterly
Minimum set of variables	No
Variable type	Collected
Column	207-209
Flow number	015

Filter

EMPSTAT = 1

Filter labels

Persons in employment

Codes or value

Not blank	Country of place of work (SCL GEO alpha-2 code, left-justified with trailing blanks)
FOR	Foreign country but exact country of place of work unknown
Blank	Not stated
999	Not applicable

Purpose

The variable allows determining which part of the resident population does not belong to domestic employment. By combining results from all Member States the domestic employment coming from other countries can be estimated in theory. The variable is also used to monitor the mobility and the matching of labour market needs.

Definition

The variable identifies the country in which the local unit is located for which the respondent works in his/her main job. For the definition of 'country' and 'local unit', see "General definitions".

The list of countries is defined according to the Eurostat Standard Code list (SCL) GEO which is largely based on the International Organization for Standardization (ISO) 3166 country codes (3166-1 alpha-2). The SCL GEO is available here:

https://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=CL_GEO&StrLanguageCode=EN&IntPcKey=&StrLayoutCode=HIERARCHIC

Implementation guidelines

If the respondent has varying places of work (e.g. travelling sales men), the country of work is the one where the local unit is settled.

In the EU-LFS, individual country codes should be provided. If the respondent's place of work is not the

reporting country but the exact country information is unknown, the special code FOR (in SCL GEO) can be used. If the respondent's place of work is "totally" unknown, i.e. it is not known whether the respondent work in the country or not, then the code 'Blank' should be used ('Blank' in the EU-LFS corresponds to UNK in SCL GEO).

Persons working in embassies should be coded as working in the host country.

Codes should be reported left-aligned, with trailing blanks where required.

REGIONW

Variable name

Region of place of work for main job

Specifications

Topic	Labour market participation
Detailed topic	Workplace
Standardisation	LFS variable
Periodicity	Quarterly
Minimum set of variables	No
Variable type	Collected
Column	210-212
Flow number	016

Filter

EMPSTAT = 1

Filter labels

Persons in employment

Codes or value

Not blank	NUTS 3 region (3 character alphanumeric) for people working in their country of residence; NUTS 2 region (2 character alphanumeric, left-justified with trailing blanks) for people not working in their country of residence but in one of the border regions of neighbouring countries
000	Only the country of work is known (if the person is working outside his/her country of residence and not in a border region of neighbouring countries)
Blank	Not stated
999	Not applicable

Purpose

The variable allows identifying people working in another region and to study workers' mobility and cross-boundary workers. The variable could be used to monitor the matching of labour market needs.

Definition

The variable identifies the region in which the local unit is located for which the respondent works in his/her main job.

For the definition of 'region', 'local unit' and 'border regions of neighbouring countries', see 'General definitions'.

Implementation guidelines

If the respondent has varying places of work, the region of work is the one where the local unit is settled.

The region is classified according to NUTS (see 'General definitions'). Countries are invited to follow the NUTS classification for EU Member States, EFTA and Candidate Countries.

The variable records the NUTS region with 3 digits. Nevertheless, if the person does not work in his/her country of residence but is working in one of the border regions of neighbouring countries, only the 2-digit NUTS code may be recorded. In this case, the NUTS 2 code should be reported left-aligned with one trailing blank.

If the person works outside his/her country of residence and not in a border region of neighbouring countries, the region of work can be unknown, while the country of work is known. In this case, the variable should be coded as '000' (three zeros) and only the information recorded in the variable COUNTRYW will be used. If both the region of work and the country of work are unknown, both the variables COUNTRYW and REGIONW should be left blank.

HOMEWORK

Variable name

Working at home for the main job

Specifications

Topic	Labour market participation
Detailed topic	Working at home
Standardisation	LFS variable
Periodicity	Yearly
Minimum set of variables	Yes
Variable type	Collected
Column	213
Flow number	017

Filter

EMPSTAT = 1

Filter labels

Persons in employment

Codes or value

1	Person mainly works at home
2	Person sometimes works at home
3	Person never works at home
Blank	Not stated
9	Not applicable

Purpose

The variable allows assessing the reconciliation of family and work life as well as flexible work arrangements.

Definition

Working at home means doing any productive work related to the person's current main job at home.

The variable refers to the main job of the respondent, and measures if the respondent usually works at home in the main job. For the definition of 'job' and 'main job', see "General definitions".

Implementation guidelines

Telework is considered as homework.

Typical examples of 'working at home' include:

- travelling salesmen who prepare at home for appointments with clients which are then held at the clients' offices or homes
- persons who do typing or knitting work which on completion is sent to a central location;
- employees telecommuting from home one or more days per week, or even occasionally;
- employees doing (paid or unpaid) overtime from home (even during the evening or weekend);
- teachers doing his/her preparation, test corrections, etc. at home.

This concept applies also to self-employed people, for example in artistic or professional activities, who work wholly or partly at home, often in a part of their living accommodation set aside for the purpose. However, if the place of work comprises a separate unit (for example, a doctor's surgery or tax consultant's practice) which is adjacent to the person's home but contains a separate entrance, then work performed there should not be considered to be done 'at home'. Similarly, a farmer is not to be regarded as working 'at home' when he/she is occupied in fields or buildings adjacent to his house.

The criterion applied to code this variable is the actual frequency within a reference period of four (to twelve) working weeks preceding the end of the reference week:

Code 1: 'Mainly' in this context should be interpreted as:

working at home at least half of the time worked in a reference period of four (to twelve) working weeks preceding the end of the reference week.

Code 2: 'Sometimes' in this context should be interpreted as:

working at home less than half of the time worked, but a least one hour in a reference period of four (to twelve) working weeks preceding the end of the reference week.

Code 3: 'Never' in this context should be interpreted as:

working at home on no occasion in a reference period of four (to twelve) working weeks preceding the end of the reference week.

If the respondent is currently absent with a long term absence (more than 3 months but still classified as employed), the question can be skipped and the variable coded as "Blank / Not stated".

If the respondent only checks emails or answers phone calls from home occasionally, this should not be considered as homework. Only work that is also normally done at the workplace or counted as working time should be taken into consideration.

STAPRO

Variable name

Status in employment in main job

Specifications

Topic	Labour market participation
Detailed topic	Elementary job characteristics
Standardisation	Standardised core social variable (P2)
Periodicity	Quarterly
Minimum set of variables	Yes
Variable type	Collected
Column	214
Flow number	018

Filter

EMPSTAT = 1

Filter labels

Persons in employment

Codes or value

1	Self-employed person with employees
2	Self-employed person without employees
3	Employee
4	Family worker (unpaid)
Blank	Not stated
9	Not applicable

Purpose

The variable provides information about the fundamental relationship between the person in employment and the economic unit he/she works for. It is used to study the status in employment in relation with business surveys and National Accounts. It also informs about the economic risk and the authority on economic decisions the person has over his/her establishment / economic unit. The economic risk and authority are normally both higher for self-employed persons.

Definition

The variable is based on the International Classification of Status in Employment (ICSE-93)⁽¹²⁾. The ICSE classifies jobs with respect to the type of (explicit or implicit) labour contract. Basic criteria underlying the classification and defining its groups are the type of economic risk, including the strength of the attachment between the person and the job, and the type of authority over the establishments and other workers the incumbent has.

The variable refers to the main job of a person in employment. For the definition of 'job' and 'main job', see

⁽¹²⁾ The International Standard Classification on Status in Employment is currently being revised at ILO level. The variable will be revised once the revised classification is endorsed.

"General definitions".

As the variable refers to the current main job, the reference period is the current situation.

According to the basic criteria of economic risk and authority underlying ICSE and focussing on forms of employment relevant in the European context the following statuses are defined:

- Self-employed persons with employees are defined as persons who work in their own business, professional practice or farm for the purpose of earning a profit derived from the goods or services produced, and who employ at least one other person. Only dependent working arrangements should be considered here, excluding other kinds of contracts such as sub-contractors or freelancers.
- Self-employed persons without employees are defined as persons who work in their own business, professional practice or farm for the purpose of earning a profit derived from the goods or services produced, and who do not employ any other person.
- Employees are defined as persons who work for a public or private employer based on a written or oral contract and who receive a payment in cash or in kind. This payment in cash or in kind is not directly dependent upon the revenue of the unit for which they work. Members of the armed forces are also included if they are part of the survey target population. Employees normally work under direct supervision of, or according to guidelines set by the employing organisation or enterprise.
- Family workers (unpaid) are persons who help another member of the family to run a farm or other business, provided they are not considered as employees. Thus, they may not receive a kind of payment for their work in the family business because then they would be considered as employees.

Implementation guidelines

The details of the filter is: WKSTAT=1 or WKSTAT=3 or (WKSTAT=2 and ABSREAS=01, 02, 03, 04, 05) or (WKSTAT=2 and ABSREAS=06, 07, 08, Blank and JATTACH=1, 2, 4, 6)

There might be cases when the assignment to a status category is not always straightforward. Below are some examples to facilitate the assignment for particular cases.

Self-employed person

- A person who looks after one or more children who are not his/her own on a private basis and receives a payment for this service should be considered as self-employed, except when he/she works for a single employer and receives employment rights from that employer; in that case he/she should be considered as an employee.
- A freelancer should in general be classified as self-employed. However, in situations where a freelancer works for a single employer and receives employment rights from that employer (e.g. holiday pay) he/she should be classified as an employee.
- A person who gives private lessons should be considered as self-employed if he/she is directly paid by his/her students.
- Members of producers' co-operatives should be considered as self-employed. These members take part on an equal footing with other members in determining the organisation of production, work, sales and/or investments of the establishment.

Self-employed person without employees

- People who only engage members of his/her own family or trainees without payment should be classified in this category. This includes farmers just using the assistance of members of family.
- If a co-operative has employees (e.g. an accountant) the members of the co-operative should be considered as 'self-employed person without employees' because the co-operative, as an institution (and not any of its members) is the employer.

Employee

- A family member (son or daughter, for example), who is working in the family's farm and receives a regular monetary wage, is classified as an employee.
- A person looking after children of others in his/her own home is classified as an employee if he/she is paid to do this by the local authority (or any other public administration) and if he/she does not take any decision affecting the enterprise (e.g. schedules or number of children) but should be classified as self-employed if he/she does it privately.
- In case a co-operative has hired workers and these workers have an employment contract that gives them a basic remuneration (which is not directly dependent upon the revenue of the co-operative), these workers are identified as employees of the co-operative.
- Apprentices or trainees receiving remuneration should be considered as employees.
- Priests (of any kind of religion) are considered employees.
- On-call or casual workers are classified as employee or self-employed depending on the specific characteristic of their employment relationship. A prerequisite for being considered as a self-employed offering his/her work or services, respectively, is an own business or professional practice.

Family worker (unpaid)

- Relatives working in a family business or on a family farm without pay. This includes e.g. a son or daughter working in the parents' business or on the parents' farm without pay or a wife who assists her husband, or vice versa, in his/her business without receiving any pay.
- Helping family members do not have to live directly in the same household or on the same site. Also included are relatives living elsewhere but coming to help with the business, e.g. during the harvesting season, without pay in money or kind if the reference period lies within that season.
- If a relative receives any remuneration (including benefits in kind) the status in employment should be coded as 'employee'.

NACE3D

Variable name

Economic activity of the local unit for main job

Specifications

Topic	Labour market participation
Detailed topic	Elementary job characteristics
Standardisation	Standardised core social variable (P2)
Periodicity	Quarterly
Minimum set of variables	No
Variable type	Collected
Column	215-217
Flow number	019

Filter

EMPSTAT = 1

Filter labels

Persons in employment

Codes or value

010-990	NACE code at 3-digit level
Blank	Not stated
000	Not applicable

Purpose

It is a central analytical variable as the categorisation of employment by sector of activity is fundamental for employment analysis. The variable is used to monitor several employment guidelines. It is essential to study economic activities in relation with business surveys and National Accounts.

Definition

The variable is defined according to the Statistical Classification of Economic Activities (Nomenclature statistique des activités économiques dans la Communauté européenne, NACE) Rev. 2. It determines the economic sector or kind of economic activity of the local unit in which the job of a person in employment is located.

The local unit is an enterprise or part thereof (e.g. a workshop, factory, warehouse, office, mine or depot) situated in a geographically identified place. At or from this place economic activity is carried out for which one or more persons work (even if only part-time) for one and the same enterprise (Council Regulation n°696/93).

The variable refers to the main job of a person in employment. For the definition of 'job' and 'main job', see "General definitions".

As the variable refers to the current main job, the reference period is the current situation.

The economic activity of the local unit is classified according to the categories set out by the NACE Rev. 2

up to a 3-digit level: <https://ec.europa.eu/eurostat/documents/1978984/6037342/Nace-Rev-2-3-digits-from-2008-onwards.pdf>

Implementation guidelines

There are mainly two possible approaches (questions) to identify the economic activity of the local unit. First, the respondent can be asked for the name and address of the firm where he/she has his/her main job, if this can be linked to a database of all firms in a country like a Statistical Business Register (SBR). In a second approach the respondent is asked to describe the economic activity and the kind of products or services supplied by the firm where he/she works.

Where the local unit has more than one economic activity, the dominant one should be recorded. The ideal measure for determining the dominant activity would be the number of employees for the different activities, rather than more economic concepts like added value or turnover.

If a person works in more than one place (transport, construction, maintenance, surveillance, itinerant work, etc.) or at home, or in the customer's place (e.g. for surveillance, security, cleaning), the local unit is taken to be the place from where instructions emanate or from where the work is organised.

The economic activity of the local unit for persons with a contract with a temporary employment agency should be coded as the activity of the local unit where they actually work and not in the industry of the agency which employs them. This applies, for example, to interim or on-site working arrangements.

ISCO4D

Variable name

Occupation in main job

Specifications

Topic	Labour market participation
Detailed topic	Elementary job characteristics
Standardisation	Standardised core social variable (P2)
Periodicity	Quarterly
Minimum set of variables	No
Variable type	Collected
Column	218-221
Flow number	020

Filter

EMPSTAT = 1

Filter labels

Persons in employment

Codes or value

0000-9900	ISCO code at 4-digit level
Blank	Not stated
9999	Not applicable

Purpose

It is a central analytical variable and standard descriptor in labour market statistics because the assessment of the work situation by occupation is of key interest.

Definition

The variable is defined according to the International Standard Classification of Occupations, version 2008 (ISCO-08). It groups or classifies jobs according to the similarities of the tasks and duties undertaken in the job. In the International Labour Organization (ILO) resolution adopting the ISCO-08, occupation is defined as a set of jobs whose main tasks and duties are characterised by a high degree of similarity.

The variable refers to the main job of a person in employment. For the definition of 'job' and 'main job', see "General definitions".

As the variable refers to the current main job, the reference period is the current situation.

The occupation in main job is classified according to the categories set out by the ISCO-08 classification up to a 4-digit level: <https://ec.europa.eu/eurostat/documents/1978984/6037342/ISCO-08.pdf>

Implementation guidelines

The essential information for determining the occupation is usually the job title of the person in employment and a description of the main tasks undertaken in the course of his/her duties.

If a person carries out two or more tasks for his/her employer which are so different from each other that they should have different ISCO codes, it is recommended to code it on the most extensive task.

Persons who carry out a period of training or apprenticeship based on an employment contract should be classified in the occupation corresponding to their employment contract.

FTPT

Variable name

Full- or part-time main job (self-defined)

Specifications

Topic	Labour market participation
Detailed topic	Elementary job characteristics
Standardisation	Standardised core social variable (P1)
Periodicity	Quarterly
Minimum set of variables	Yes
Variable type	Collected
Column	222
Flow number	021

Filter

EMPSTAT = 1

Filter labels

Persons in employment

Codes or value

1	Full-time job
2	Part-time job
Blank	Not stated
9	Not applicable

Purpose

The variable enables the study of the diversity of work arrangements, the evolution in the occurrence of this form of employment. It is used to calculate an underemployment indicator. It can be used to analyse part-time work as a means to improve the reconciliation of work with private life. It is still a key variable for comparing employment patterns between women and men.

Definition

The variable refers to the main job of a person in employment. This main job can be a full-time job or a part-time job. The distinction should be based on the respondent's own perception referring to the usual hours worked in the main job. For the definition of 'job' and 'main job', see "General definitions".

Implementation guidelines

In household surveys the distinction between a full-time and part-time job should be made on the basis of the self-assessment given by the respondent. If this answer does not come spontaneously from the respondent the following guidance can be given:

A person in a part-time job works less than a comparable full-time worker having a job in the same occupation and in the same local unit. For persons who cannot compare working hours because e.g. they are working alone, the benchmark is the group of people who work in the same occupation and the same branch of industry.

A long reference period means at least four weeks and ideally three months. Weeks with absences due to e.g. holidays, leaves or strikes should not be taken into account. In case of very irregular working hours or a job that has just been started, an average regarding the last four weeks or contractual hours can be used as a proxy.

Working hours comprise (1) the time spent at the workplace, meaning the place where work tasks and duties are normally carried out, and (2) the time used for carrying out work tasks outside the workplace even if they are not directly paid. This includes the work of teachers outside the classroom. Only the hours in the main job are counted.

On-call time is only counted if it is spent at the workplace or implies high restrictions on the person in employment. The main meal break is not counted as working time even if spent at the workplace. Traveling time for business trips is counted but not commuting time. Training time is counted as working time if it is within working hours, required by the employer or directly connected to the main job. Absences during working time for personal reasons are not to be counted as working time. Farmer's working time for own use production is not counted as working time.

The categorisation into full- or part-time is solely self-assessed and may not be changed due to plausibility checks by using information on usual working hours stated elsewhere except by confirming the information given by the respondent him-/herself. Uniform corrections are not appropriate because the typical volume of a full-time worker can vary between branches, local units etc. The self-assessment of the respondent can be seen as the more reliable way to collect this information.

If the respondent has several jobs, the main job is the one where the respondent usually works the most hours.

TEMP

Variable name

Permanency of main job

Specifications

Topic	Labour market participation
Detailed topic	Duration of contract
Standardisation	Standardised key social variable (P1)
Periodicity	Quarterly
Minimum set of variables	Yes
Variable type	Collected
Column	223
Flow number	022

Filter

STAPRO = 3

Filter labels

Employees

Codes or value

1	Permanent job
2	Fixed-term job
Blank	Not stated
9	Not applicable

Purpose

The variable provides information on the stability of the respondent's main job, and consequently on income stability. It is a general measure of quality of employment and development of fixed-term employment. The variable could be used to monitor the promotion of flexibility from the employers' perspective combined with employment security for employees.

Definition

The variable distinguishes whether the contract of the main job has a limited duration (i.e. the job will terminate after a predefined period), or is a permanent contract without a fixed end.

A job with a fixed-term contract or agreement will terminate either after a period of time determined in advance (by a known date), or after a period not known in advance, but nevertheless defined by objective criteria, such as the completion of an assignment or the period of absence of an employee temporarily replaced.

A job with a contract that has no such predefined end is counted as permanent.

In case there is no written contract, the verbal/informal arrangement should be taken into account. The answer category "Permanent job" (code 1) includes both the permanent written contract and the permanent verbal/informal agreement while the category "Fixed-term job" (code 2) includes both the fixed-term written contract and the fixed-term verbal/informal agreement.

The variable refers to the main job. For the definition of 'job' and 'main job', see "General definitions".

Implementation guidelines

Seasonal workers are counted as having a fixed-term contract, as well as persons having a contract for a probationary period. This applies only if the contract is a specific fixed term probationary contract and not if the probationary period is part of a permanent contract⁽¹³⁾. The same applies to specific training contracts, which means that if the training contract is part of a permanent contract, the variable should be coded 1 ('Permanent job'), otherwise the variable should be coded 2 ('Fixed-term job').

For temporary employment agency workers, the categorisation depends on the type of contract with the employment agency. They are counted as having a permanent job only if there is a work contract of unlimited duration with the employment agency.

What counts is the contractual (or the verbal/informal arrangement) arrangement of the employment relationship, and not the expectation that the respondent might have to lose the job, his/her plan to leave it, his/her wish to stay or the probability to stay there permanently.

If the person is in a probationary period included in a permanent contract, which means that the contract is permanent but it can be terminated, the contract should be classified as permanent and coded 1.

In case a fixed term contract is granted as part of a selection process during which an employee new to a job is required to demonstrate fitness for the job by actual performance of the job's duties, with an agreement to transform the fixed term contract in a permanent at the end of the period, code 2 applies.

Respondents who have a contract to do their job, which is expected to be renewed, for example, once a year, should still be coded as employed with a fixed-term contract.

In case of a triangular employment relationship or a secondment, the arrangement in the employment contract (between employer and employee) should be decisive and not the mostly temporary character or the work assignment.

Mayors and representatives who are elected for a defined period (even for a long-term period of e.g. 5 years) are to be coded with TEMP=2 (fixed-term job) except if they were detached from a permanent job and that they have the assurance to go back to this permanent job.

⁽¹³⁾ See definition of probationary period in the explanatory notes of the variable TEMPREAS.

TEMPDUR

Variable name

Total duration of temporary main job

Specifications

Topic	Labour market participation
Detailed topic	Duration of contract
Standardisation	LFS variable
Periodicity	Quarterly
Minimum set of variables	No
Variable type	Collected
Column	224
Flow number	023

Filter

TEMP = 2

Filter labels

Employees with a fixed-term job

Codes or value

1	Less than one month
2	From 1 to less than 3 months
3	From 3 to less than 6 months
4	From 6 to less than 12 months
5	From 12 to less than 18 months
6	From 18 to less than 24 months
7	From 24 to less than 36 months
8	36 months or over
Blank	Not stated
9	Not applicable

Purpose

The variable can be used together with TEMP to make a more differentiated analysis of employment stability. It can e.g. help to assess if groups of a certain age or educational attainment are especially prone to short term temporary employment. It also shows the distribution of temporary employment duration and what temporary employment actually means in terms of duration. The variable can be used to monitor the promotion of flexibility combined with employment security and the issue of precarious employment.

Definition

The variable collects the total expected duration of the current contract of the main job in completed months, if this one is based on a fixed-term contract. The total duration refers to the sum of the time already elapsed plus the time remaining until the end of the current contract.

Implementation guidelines

The variable refers only to the current contract.

Respondents who have a contract to do their job, which is renewed, for example, once a year, should be

coded referring to the current contract, expected renewal should not be taken into consideration. If the current contract is a renewal of a former contract, only the last one should be taken into consideration.

Persons who have a contract without an explicit ending date but that ends after a task has been completed should be prompted for a best estimate for how long that would take.

Persons whose contract covers the duration of the absence of another person (who e.g. is on paternity leave) should estimate the duration of the job.

If a known contractual date is missing and no estimation can be made then the answer should be 'Not stated'.

For temporary employment agency workers, the duration depends on the contract with the employment agency; the duration specified in the work contract with the employment agency should be reported.

In case of a triangular employment relationship or a secondment, the arrangement in the employment contract (between employer and employee) should determine the duration, and not the specific work assignment.

Codes are aligned to the 20th ICLS resolution adopted in October 2018. Code 2 should be interpreted as 'from 1 month to less than 3 months', code 3 as 'from 3 months to less than 6 months' and so on.

TEMPREAS

Variable name

Main reason for having a temporary main job

Specifications

Topic	Labour market participation
Detailed topic	Details of contract
Standardisation	LFS variable
Periodicity	Yearly
Minimum set of variables	No
Variable type	Collected
Column	225
Flow number	024

Filter

TEMP = 2

Filter labels

Employees with a fixed-term job

Codes or value

1	Could not find a permanent job
2	Did not want a permanent job
3	Fixed-term probationary contract
4	Apprenticeship
5	Training other than apprenticeship (trainees, internships, research assistants, etc.)
6	This job is only available with a temporary contract
7	Other reasons
Blank	Not stated
9	Not applicable

Purpose

The variable aims at separating temporary jobs due to a selection process (code 3) or education or training (code 4 and 5) from other situations, with the aim to determine whether the temporary status is deliberate, involuntary or a probably temporary state of an introductory or training period. The variable can be used to monitor the promotion of flexibility combined with employment security.

The distinction of codes 4 and 5 should allow identification of apprentices. This is important from the perspective of vocational education and training and its matching to the labour market.

Definition

This variable identifies the reason why the respondent has a fixed-term contract in the main job according to the mentioned modalities.

The probationary period is generally part of a permanent contract. In this case the concerned persons are not asked for the main reason for having a temporary main job (i.e. the variable TEMPREAS is not collected for these persons). On the other hand, when a fixed-term job is granted as part of a selection process

during which an employee new to a job is required to demonstrate fitness for the job by actual performance of the job's duties, with an agreement to transform the fixed-term job in a permanent one at the end of the period, the reason for fixed-term job should be asked (i.e. the variable TEMPREAS should be collected). In this case code 3 applies.

Criteria to qualify an **apprenticeship** (code 4): in order to achieve comparable results, only apprentices who fulfil all these criteria should be included, regardless of national definitions of apprentices:

- All apprenticeships are (part of) formal education programmes; successful completion is evidenced by a formal qualification.
- There is a contract or formal agreement for a predefined period of time between the employer and the apprentice and/or an institution representing the apprentice, defining the characteristics of the apprenticeship (such as the rights and obligations of the employer and of the apprentice, learning objectives, etc.).
- Learning time combines or alternates periods of education and training at the work place and in educational institutions or training centres on a weekly, monthly or yearly basis.
- In apprenticeships, the participant (apprentice) always receives remuneration in cash or in kind.
- The duration is between 6 months and 6 years. The duration refers to the programme and not only to the work-based component.

Training (other than apprenticeship) (code 5) covers all other categories of paid training such as:

- trainees as defined in the explanatory notes for WKSTAT (either linked to formal or non-formal education programmes);
- research assistants;
- internships (e.g. for physicians);
- periods of practice after courses and before recognition of qualifications (e.g. for lawyers).

Implementation guidelines

Please note that due to the filter only apprenticeship, traineeship or other training which is paid and with a fixed-term contract is captured by this variable.

The main coding criterion is the self-perception. In case the respondent is unable to choose among more than one category, temporary work in relationship with a period of training or trial period (TEMPREAS = 3, 4, or 5) should be priority reasons for a temporary job.

The current reason for having a temporary job should be coded, even if it differs from the starting reason.

Category 1 "Could not find a permanent job" includes situations where the person could not find a job with a permanent contract (including as civil servant) and as self-employed.

Category 6 "This job is only available with a temporary contract" specifically refers to the actual job of the respondent. It corresponds for example to mayors and representatives who are elected for a defined period.

TEMPAGCY

Variable name

Contract with a temporary employment agency for the main job

Specifications

Topic	Labour market participation
Detailed topic	Details of contract
Standardisation	LFS variable
Periodicity	Yearly
Minimum set of variables	No
Variable type	Collected
Column	226
Flow number	025

Filter

STAPRO = 3

Filter labels

Employees

Codes or value

1	No
2	Yes
Blank	Not stated
9	Not applicable

Purpose

The variable can be used to monitor the importance of temporary employment agencies in the labour market. It can be used as an indicator for employment stability and quality. The variable can also be used to monitor the promotion of work flexibility combined with social stability (flexicurity).

Definition

The variable measures if the respondent is in a triangular employment relationship, where he/she is employed with a temporary employment agency but working for another firm that has a corresponding service contract with the former.

Implementation guidelines

Work for a temporary employment agency involves a triangular employment relationship between an employee who is paid by the employment agency but performs work for and under the supervision of a user enterprise.

Persons working directly for the temporary employment agency, i.e. they are not employed to work for and under the supervision of a user enterprise (no triangular employment relationship), should be coded 1 'No'.

Persons working under 'staff leasing', i.e. when the type of expert knowledge or experience needed by the user enterprise is matched by the economic activity of the service provider, should be coded 1 'No'. In-

deed, in this case the service provider does not have a general intermediary function on the labour market.

If a country has this information from other sources this variable can be imputed and the information does not have to be collected by interview, given that the main job is directly connected with the temporary employment agency.

Model question

Good practice for the interview: asking who pays the salary in order to check the relationship between the employee and the temporary employment agency. In some countries, asking for the nature of the contract can also be a good practice for checking the relationship between the employee and the temporary employment agency.

FTPTREAS

Variable name

Main reason for part-time work in the main job

Specifications

Topic	Labour market participation
Detailed topic	Full- or part-time status - reason
Standardisation	LFS variable
Periodicity	Quarterly
Minimum set of variables	No
Variable type	Collected
Column	227
Flow number	026

Filter

FTPT = 2

Filter labels

Persons in employment with a part-time job

Codes or value

1	Education or training
2	Own illness or disability
3	Care responsibilities
4	Other family reasons
5	Other personal reasons
6	Could not find a full-time job
7	Other reasons
Blank	Not stated
9	Not applicable

Purpose

The variable allows studying various reasons for having a part-time employment in the main job. It is specifically used to examine the issue of reconciliation of work and family life and for calculating the indicator of involuntary part-time work.

Knowing the main reason for working part-time can also help policy-makers to explore measures to foster full-time labour market participation.

This variable is also used as an entry filter for the variable NEEDCARE.

Definition

The variable collects the self-perceived main reason for which the respondent works part-time in the main job according to the presented code list.

For the definition of the codes 'education or training', 'care responsibilities', 'other family reasons', 'other personal reasons' and 'other reasons', see "General definitions".

Implementation guidelines

The current main reason for working part-time should be coded, even if it differs from the initial reason.

At least the categories 1 to 6 have to be read out or presented to the respondent before he/she answers.

Countries can decide on the order of the codes according to national specificities.

Countries are allowed to collect more than one reason but only the main reason should be reported to Eurostat. Countries are allowed to split any code into several items in order to meet specific national needs; and through an open question, if needed.

Codes 4, 5 and 7 may each summarise several national modalities. The national categories have to be mapped according to the description presented in "General definitions". National modalities that overlap those categories should be split up to several categories that can be assigned unambiguously.

Self-employed declaring being in part-time because "there is not much work" are coded 6. Employees declaring that the part-time is imposed by the employer are also coded 6.

MAINCLNT

Variable name

Number and importance of clients in the 12 months ending with the reference week

Specifications

Topic	Labour market participation
Detailed topic	Dependent self-employment
Standardisation	LFS variable
Periodicity	Yearly
Minimum set of variables	No
Variable type	Collected
Column	228
Flow number	027

Filter

STAPRO = 1, 2

Filter labels

Self-employed workers

Codes or value

1	Only one client in the 12 months ending with the reference week
2	2-9 clients in the 12 months ending with the reference week, but one was dominant
3	2-9 clients in the 12 months ending with the reference week, and none was dominant
4	10 clients or more in the 12 months ending with the reference week, but one was dominant
5	10 clients or more in the 12 months ending with the reference week, and none was dominant
6	No client in the 12 months ending with the reference week
Blank	Not stated
9	Not applicable

Purpose

This variable has two goals:

- 1) For the respondents who are self-employed without employees, it is a part of the operational definition of the *economically dependent self-employed persons*;
- 2) For the respondents who are self-employed with employees, it gives information on the number of clients over the 12 months ending with the reference week, allowing further analysis of the business structure of all self-employed persons.

The variable can also help to detach the "dependent contractors" as included in the 20th ICLS resolution.

Definition

A **client** is the person or organisation the respondent provided goods and/or services to. This is not necessarily the same as the end-user of the product, e.g. for farmers the client typically is wholesale business, not the consumer of the products.

Dominant means that this client contributed to at least 75% of the income from that employment.

The variable refers to the main job only. For the definition of 'job' and 'main job', see "General definitions".

Implementation guidelines

The period covered by this variable is the 12 months ending with the reference week. If the respondent started working as self-employed less than 12 months before the reference week, the focus of the question is the period of time since their start-up. The results can then be analysed with the help of MSTARTWK and YSTARTWK.

Ongoing work should be included.

For self-employed respondents who are in a type of business where it would be odd to refer to 'clients', for instance farmers, the meaning of the concept can also be explained as 'customers'.

As the tests of the model questionnaire clearly showed that it is very difficult to count the sources of direct payment, the first question should count the number of clients. Even though the question Q1_Clients asks for 'how many clients did you work for', it should be interpreted as 'how many clients did you, or any of your employees, if you have any, work for'. However, we only want to measure the work which has been done in a professional capacity in the main job. For Q1_Clients there is no requirement that the respondent has already received payment for the service provided, only that the work has been done.

The answer option 'No client in the 12 months ending with the reference week' is meant to cover for instance new start-ups, who have only been working on acquisitions so far.

Numbers of clients should be measured by the total number of clients of the entire company/firm, not of single (self-employed, employed) members of the company.

Dominant client refers to the amount of income, not the number of jobs for each client, so in the following example, the respondent should say 'none was dominant':

- 8 jobs for client number 1 = 1000 €: 25% of income and 80% of work done
- 1 job for client number 2 = 2000 €: 50% of income and 10% of work done
- 1 job for client number 3 = 1000 €: 25% of income and 10% work done

So even though 80% of the jobs went to one client the respondent should say no here as no one client provides 75% of the income.

Model question

All self-employed persons / STAPRO = 1, 2

The variable can be collected through two questions:

Q1_Number of clients

In the 12 months ending with the reference week, how many clients did you work for?

- | | |
|-----------------|----------|
| (1) One | code 1 |
| (2) Two to nine | GO TO Q2 |
| (3) Ten or more | GO TO Q2 |
| (4) None | code 6 |
| Cannot say | Blank |

Q2_Clients

In the 12 months ending with the reference week did at least 75% of your self-employment income come from one client?

- | | |
|------------|--|
| (1) Yes | IF Q1=2 then code 2; IF Q1=3 then code 4 |
| (2) No | IF Q1=2 then code 3; IF Q1=3 then code 5 |
| Cannot say | Blank |

VARITIME

Variable name

Decision on the start and end of working time

Specifications

Topic	Labour market participation
Detailed topic	Dependent self-employment
Standardisation	LFS variable
Periodicity	Yearly
Minimum set of variables	No
Variable type	Collected
Column	229
Flow number	028

Filter

EMPSTAT = 1

Filter labels

Persons in employment

Codes or value

1	Worker can fully decide him-/herself
2	Worker can decide under flexible working time arrangements
3	Employer, organisation, or client(s) decides
4	Any other party decides
Blank	Not stated
9	Not applicable

Purpose

For the respondents who are self-employed without employees, it is a part of the operational definition of the economically dependent self-employed persons (together with MAINCLNT).

For self-employed respondents in general, it gives information on the temporal freedom in organising their business and on the possible constraints they have to face.

For employees and family workers, the variable provides measurement of flexible working arrangements.

The variable can also help to detach the "dependent contractors" as included in the 20th ICLS resolution.

Definition

The variable collects information on who (or which party) mainly decides when the respondent's working day starts and ends. The variable refers to the respondent's main job.

Implementation guidelines

Working time is to be understood as 'start and end of the working day', not as 'volume of work'.

The variable measures the respondent's situation. It does not aim to capture the general situation at the whole business or organisation.

The variable intends to capture the way in which working times are set, meaning the 'official' perspective. Even if employees might exceptionally vary their working times beyond the official agreement is not relevant for this variable.

The arrangement of flexitime is a special case of the situation where the worker can decide working times together with the employer (so, with certain restrictions).

Shift-workers, including police forces or nurses, can choose the most appropriate answer, depending on how their shifts are defined (fully determined by the employer or can be adapted to the workers' needs).

Teachers, where some working hours cannot be changed (lessons) but another part (preparation/follow-up) can be organised absolutely freely most likely, should choose code 2 "Worker can decide under flexible working time arrangements".

Persons with *annual working time accounts* should rather choose code 1 "Worker can fully decide him-/herself".

The respondent who can choose among different fixed working times (start and end of the working day), can choose the most appropriate answer, depending on his/her self-perception. If the respondent considers that he/she has some flexibility through the different fixed working times offered, he/she will choose code 2 "Worker can decide under flexible working time arrangements", otherwise he/she will choose code 3 "Employer, organisation, or client(s) decides".

Self-employed:

As the main purpose is to achieve a clear cut distinction whether the self-employed respondent or the respondents' client(s) decide(s) on the working time, the answer options do not offer any middle category, like 'jointly decided', for them. If a respondent is in such a situation, we leave it up to her/him to decide if the influence of the client is so strong that they could not decline the client's request for generally adjusting their working time: could the respondent realistically turn down the client's request for the working time and still keep the contract for the work?

The 'third part' corresponds to third-party organisation, for example:

- to which the self-employed worker pays rent, or
- under whose brand/banner the self-employed operates.

The 'any other party' answer option is added to be sure to cover all possibilities, and could for instance be 'weather'.

Model question

IF STAPRO=3

Qa: *Can you decide on the start and end of your working time?*

1. *Yes, can decide them yourself*
2. *Yes, can decide them under flexible working arrangements (e.g. flexible working hours)*
3. *No, the employer or organisation decides*
- Don't know / cannot say*

IF STAPRO not equal 3

Qb: *Can you decide on the start and end of your working time?*

1. *Yes, can decide them yourself*
3. *No, the client(s) or a third part decide(s)*
4. *No, any other party decides*
- Don't know / cannot say*

SUPERVISOR

Variable name

Supervisory responsibilities in main job

Specifications

Topic	Labour market participation
Detailed topic	Supervisory responsibilities
Standardisation	Standardised key social variable (P3)
Periodicity	Yearly
Minimum set of variables	No
Variable type	Collected
Column	230
Flow number	029

Filter

STAPRO = 3

Filter labels

Employees

Codes or value

1	Yes
2	No
Blank	Not stated
9	Not applicable

Purpose

The variable allows separating employees with supervisory tasks from those without for analytical purposes. It helps identify different categories of workers, mainly crossed with ISCO and ICSE. It enables to monitor gender equality and equal opportunities, and can serve as an indicator of career progression.

Definition

A person is considered to have supervisory responsibilities when he/she formally supervises the work of at least one (other) person. Supervision means that he/she takes charge of the work of other employees, directs their work and sees that is satisfactorily carried out.

The variable refers to the usual situation in the main job. For the definition of 'job' and 'main job', see "General definitions".

Implementation guidelines

Supervisory responsibilities include formal responsibilities for directing other employees normally of the same organisational unit, i.e. for supervising a group of other employees (other than apprentices and trainees), whom the respondent supervises directly, sometimes when doing some of the work that (s)he supervises. It implies that the supervisor or foreman takes charge of the work, directs the work and sees that it is properly conducted. Corresponding responsibilities toward apprentices and trainees do not count as supervision. Neither does mere quality control (check output of services but not the work produced by other persons) or consultancy.

The usual situation should be considered (and not the situation during the reference week only). Persons having supervisory responsibilities only because they are temporarily replacing an absent superior should not be considered as having supervisory responsibilities. The definition of 'temporarily' here is left to the respondent.

Job titles may sometimes be misleading. For example, a 'playground supervisor' supervises only children not employees and so should be coded 2. Similarly, a 'store manager' may be a storekeeper and not a supervisor of employees. Only people supervising the work of at least one (other) person, should be coded 1.

In some cases the person is cumulating supervising responsibilities with other functions; even if the supervising responsibilities only constitute a part of their job, they should be coded 1.

Members of groups with collective responsibility (groups where there is a rotating leadership in a continuous way taking charge of the work of other employees, directing their work and seeing that is satisfactorily carried out) should be considered as having supervisory responsibilities.

SIZEFIRM

Variable name

Size of the local unit for main job

Specifications

Topic	Labour market participation
Detailed topic	Establishment size
Standardisation	Standardised key social variable (P3)
Periodicity	Yearly
Minimum set of variables	No
Variable type	Collected
Column	231-232
Flow number	030

Filter

EMPSTAT = 1

Filter labels

Persons in employment

Codes or value

01-09	Exact number of persons, if between 1 and 9
10	10 to 19 persons
11	20 to 49 persons
12	50 to 249 persons
13	250 persons or more
14	Do not know but less than 10 persons
15	Do not know but 10 persons or more
Blank	Not stated
99	Not applicable

Purpose

The variable allows to determine the profile of persons (age, sex, level of educational attainment, etc.) working in local units of different sizes, in particular small businesses. The variable is essential for integrated studies and comparisons with business surveys.

Definition

The variable reports on the number of persons working for the local unit including those working at the unit's location, as well as those who work outside and organisationally belong to it and on the payroll for that unit (e.g. sales representatives, delivery personnel or repair and maintenance teams). It also includes working proprietors, partners working regularly in the unit and unpaid family workers, as well as part-time workers who are regarded as such under the laws of the country concerned and who are on the payroll. Seasonal workers, apprentices, trainees and home workers on the payroll are also included.

For the definition of 'local unit', see "General definitions".

Implementation guidelines

The codes allow for either an exact number to be indicated for units with 9 people or less (codes 01-09), broad classes for units with 10 persons or more (codes 10-13), or simply an indication of whether it is less than 10 or 10 and more (codes 14 and 15). Codes 14 and 15 should only be used in case the codes 1-13 cannot be used.

This variable should reflect the situation in the reference week but including people temporarily absent as far as they are on the payroll.

The interviewed person should be included as well.

The number of persons working for the local unit should exclude manpower occasionally supplied to the unit by other enterprises, including those carrying out repair and maintenance work in the enquiry unit on behalf of other enterprises. People performing activities that are subcontracted to another enterprise, such as cleaning or catering should be excluded even if regularly working in the local unit. However, if the workers are supplied to the unit on a regular basis to perform activities related to the core business of the unit (e.g. those working for a temporary employment agency) they should be counted. Similarly, an interviewed person working for a temporary employment agency should provide the number of persons working for the local unit where he/she performs his/her work.

In case of self-employed persons without employees, the question should also be asked (it should include for example colleagues working in the same local unit as employees or as unpaid family workers).

Situation such as co-working spaces, shared working spaces for one-person companies or for workers on the payrolls of different companies, should not be counted as far as workers are not on the payroll of the same company.

Persons working for a temporary employment agency should provide the numbers of persons working in the local unit where they actually perform their work and not refer to the temporary employment agency. This applies, for example, to interim or on-siteworking arrangements.

For people employed by private persons (e.g. cleaning ladies, childminders or gardeners directly employed by private individuals), the terms “number of persons working for the local unit” can be replaced with “number of persons working for the private individual”.

In summary, the important criterion is whether the persons participate to the core business of the local unit. Workers, whatever their status, employee, self-employed, interim staff, etc., have to be considered as part of the local unit if they contribute to the core business of the local unit.

LOOKOJ

Variable name

Looking for another job

Specifications

Topic	Labour market participation
Detailed topic	Search for another job
Standardisation	LFS variable
Periodicity	Yearly
Minimum set of variables	No
Variable type	Collected
Column	233
Flow number	031

Filter

EMPSTAT = 1

Filter labels

Persons in employment

Codes or value

- | | |
|-------|---------------------------------------|
| 1 | Person is not looking for another job |
| 2 | Person is looking for another job |
| Blank | Not stated |
| 9 | Not applicable |

Purpose

This variable can be used together with the unemployment figures to estimate the total number of persons in search of a job.

Definition

The person is considered as looking for another job if he/she already has a job and is actively looking for a job in order to either change job or find an additional job.

Implementation guidelines

The reference period of the question should be the four weeks preceding the end of the reference week.

Code 2 includes all employed people who are searching for a different job as well as for a second job. It includes people who are looking for a job with a different employer, persons searching for a different job with the same employer and persons searching for a different position on the same current job (ex. from temporary to permanent).

Self-employed people should be coded 2 ('Person is looking for another job') for this question if they were looking for a job as employee or if they were looking for a different business in the four weeks preceding the end of the reference week. Self-employed people may interpret 'looking for additional job' as trying to increase their present business. However, looking for additional clients is not enough to be coded 2 ('Person is looking for another job') here.

HWWISH

Variable name

Number of hours that the person would like to work in total in a week

Specifications

Topic	Labour market participation
Detailed topic	Search for another job
Standardisation	LFS variable
Periodicity	Yearly
Minimum set of variables	No
Variable type	Collected
Column	234-235
Flow number	032

Filter

EMPSTAT = 1

Filter labels

Persons in employment

Codes or value

00-98	Number of hours wished to work in total in a week
Blank	Not stated
99	Not applicable

Purpose

The variable aims to provide an estimate of the volume of underemployment and to identify persons who want to work fewer hours e.g. for a better work-life balance.

Definition

This variable collects information on the total number of working hours that the person would like to work during one week.

Implementation guidelines

The respondent should consider the desired total weekly working time, considering all jobs he/she would like to work in.

The value of this variable can be imputed to '00' (HWWISH=00) if the respondent is older than 74.

Good practice:

- If the person wants to work more, the interviewer may specify that the question should be understood as 'wish to work **more** taking into account potential income increases'.
- If the person wants to work less, the interviewer may specify that the question should be understood as 'wish to work **less** taking into account potential income losses'.

SEEKDUR

Variable name

Duration of search for employment

Specifications

Topic	Labour market participation
Detailed topic	Search for employment
Standardisation	LFS variable
Periodicity	Quarterly
Minimum set of variables	No
Variable type	Collected
Column	236
Flow number	033

Filter

SEEKWORK = 1, 2, 4

Filter labels

Persons searching for employment or having already found a job which started between the reference week and the interview date or which will start within three months after the end of the reference week

Codes or value

1	Less than 1 month
2	1 to 2 months
3	3 to 5 months
4	6 to 11 months
5	12 to 17 months
6	18 to 23 months
7	24 to 47 months
8	4 years or longer
Blank	Not stated
9	Not applicable

Purpose

In the case of unemployed persons, this variable is used in the estimation of the duration of unemployment, which is defined as the shorter of the following two periods: the length of time since last employment (see notes on YEARPR and MONTHPR) and the duration of search for employment.

Definition

The duration of employment search is defined as the number of completed months of the last continuous period from the first active research action to the end of the reference week or to the moment when the new job was found.

Continuous period means without a significant interruption of one month or longer.

Implementation guidelines

For people who have found a job which will start later, the period of search starts at the beginning of the search and ends when the person has found the job.

To summarise:

- for people having SEEKWORK = 1, refer to the “number of completed months of the last continuous period from the first active research action to the end of the reference week”;
- for people having SEEKWORK = 2 or 4, refer to “number of completed months of the last continuous period from the first active research action to the moment when the new job was found”.

For people having replied, for the variable SEEKWORK, that they are not searching any other job because they are going to return to their job after the absence, i.e. seasonal workers in off-season (or low season) and persons in long-term absence for personal or family reasons, and which have been automatically classified as “Person is not searching for employment and has already found a job” (SEEKWORK = 2 or 3), the variable SEEKDUR can be classified automatically as “Less than one month” (SEEKDUR=1).

NEEDCARE

Variable name

Main reason why care for children or incapacitated relatives limits labour market participation

Specifications

Topic	Labour market participation
Detailed topic	Care needs
Standardisation	LFS variable
Periodicity	Yearly
Minimum set of variables	No
Variable type	Collected
Column	237
Flow number	034

Filter

(SEEKREAS = 4) OR (WANTREAS = 3) OR (FTPTREAS = 3) OR (AVAIRESAS = 3)

Filter labels

Persons whose reason for not searching for employment or for not wanting to work or for working part-time or for not being available to start work (or work more) is having care responsibilities

Codes or value

1	Relevant care services not available
2	Relevant care services not affordable
3	Want to provide care themselves
4	Other factors were decisive
Blank	Not stated
9	Not applicable

Purpose

The purpose of this variable is to measure to what extent the lack of care services is an obstacle to full participation in the labour market for people with care responsibilities. It serves the data needs for two indicators of the Joint Assessment Framework (JAF) linked to care responsibilities.

Definition

The variable assesses in more detail the situation of respondents who either stay out of the labour force or work part-time because of care for children or incapacitated relatives. It identifies the main motivation of this situation (from the respondent's perspective), focusing on a lacking offer of care services regarding their availability and affordability.

Care services can be private or subsidised by the state or the employers and consequently paid or not paid. It includes crèche, day care centre, organised family care (e.g. family crèches, home-based care by child-minders affiliated to a child minding service), after school centre, paid carers, specialised centres for persons with disabilities, institutions, retirement and nursing homes and mobile care services for elderly people, facilities for disabled people, assistance at home, etc. However, it excludes the unpaid help by relatives, friends or neighbours.

Implementation guidelines

Countries are allowed to collect more than one reason but only the main reason should be reported to Eurostat.

"Available" means the existence of care services in the catchment area of the household, which depends on the distance but also on whether the location of the service is suitable as regards the place of residence, the place of work, the means of transport and their individual assessment. Also the hourly availability can be taken into consideration: supplied hours can be unsuitable for the respondent. Also the quality of the services are to be taken into consideration: they can be considered as inadequate to the specific needs of the respondent.

The term *"affordable"* should take into account the balance between:

- the financial resources of the household/respondent, including an possible future salary for the person who would work or work more if care services were available;
- the cost of the care service, where besides fees also indirect costs like for transport, meals or special clothing, if they are crucial, can be taken into account.

If the respondent answered "Care responsibilities" in the variable SEEKREAS (SEEKREAS=4), the variable NEEDCARE needs to be collected only once, in reference to SEEKREAS, even if AVAIREAS=3.

It can also happen that the respondent answered "Care responsibilities" in the variable AVAIREAS (AVAIREAS=3), and in the variable FTPTREAS (FTPTREAS=3). In this case also, the variable NEEDCARE should be only asked once.

Model question

Why don't you use (or don't you use to a greater extent) the care services for your children or ill, disabled or elderly relatives? If there are several reasons, please indicate the main reason.

- 1) *Can't afford relevant care services*
 - 2) *Relevant care services are not available*
 - 3) *I want to take care by myself*
 - 4) *For another reason*
- Blank – No answer / do not know*

STAPRO2J

Variable name

Status in employment in second job

Specifications

Topic	Labour market participation
Detailed topic	Second or multiple job(s)
Standardisation	LFS variable
Periodicity	Quarterly
Minimum set of variables	No
Variable type	Collected
Column	238
Flow number	035

Filter

NUMJOB = 2, 3

Filter labels

Persons in employment with more than one job

Codes or value

1	Self-employed person with employees
2	Self-employed person without employees
3	Employee
4	Family worker (unpaid)
Blank	Not stated
9	Not applicable

Purpose

The variable enables further analysis, e.g. comparing the status in employment in the first and second job.

Definition

See variable STAPRO referring to the job the respondent considers as second job. For the definition of 'job', 'main job' and 'second and multiple jobs', see "General definitions".

Implementation guidelines

See STAPRO.

NACE2J2D

Variable name

Economic activity of the local unit for second job

Specifications

Topic	Labour market participation
Detailed topic	Second or multiple job(s)
Standardisation	LFS variable
Periodicity	Quarterly
Minimum set of variables	No
Variable type	Collected
Column	239-240
Flow number	036

Filter

NUMJOB = 2, 3

Filter labels

Persons in employment with more than one job

Codes or value

01-99	NACE code at 2-digit level
Blank	Not stated
00	Not applicable

Purpose

Together with the variable NACE3D, this variable allows the calculation of breakdowns by economic sector of first and second jobs. This information is extensively used by the National Accounts (at EU level).

Definition

See variable NACE3D but referring to the second job and measuring economic activity at 2-digit-level. For the definition of 'job', 'main job' and 'second and multiple jobs', see "General definitions".

Implementation guidelines

See NACE3D.

MAINSTAT

Variable name

Main activity status (self-defined)

Specifications

Topic	Labour market participation
Detailed topic	Main activity status (self-defined)
Standardisation	Standardised core social variable (P1)
Periodicity	Quarterly
Minimum set of variables	Yes
Variable type	Collected
Column	241
Flow number	037

Filter

15 <= AGE <= 89

Filter labels

Everybody in the target population aged 15 to 89 years

Codes or value

1	Employed
2	Unemployed
3	Retired
4	Unable to work due to long-standing health problems
5	Student, pupil
6	Fulfilling domestic tasks
7	Compulsory military or civilian service
8	Other
Blank	Not stated
9	Not applicable

Purpose

The variable sheds light on the self-perceived activity status irrespective of the definitions of employment and unemployment defined by the International Labour Organisation (ILO). For those outside the labour force according to the self-assessment, the nature of their present status has an important bearing on their likely future labour market participation.

Definition

The variable refers to a person's own perception of his/her current main activity status. The different statuses refer to socially relevant categories including labour market participation, but also consider several categories of social status for persons where employment is not the main activity. It does not apply criteria of a specific concept, e.g. of labour market participation as defined by the International Labour Organisation (ILO)⁽¹⁴⁾.

⁽¹⁴⁾ See https://ec.europa.eu/eurostat/statistics-explained/index.php/EU_labour_force_survey_-_methodology

More than one activity status can apply to a person but relevant for this variable is only the most important one for the respondent. The main status refers to the current situation (situation at the moment of the data collection/interview).

The main activity status is self-assessed by the respondent and the chosen category should appropriately describe how a person mainly perceives him/herself. The relevant categories to choose among are predefined in a list (see categories for the variable). The categories are logically not mutually exclusive and do not have a hierarchical order.

Implementation guidelines

The variable results are very sensitive to the way of implementation, especially question wording and category wording or order.

The information should not be derived and it should be collected by using a single question.

All categories representing an activity status have to be presented to the respondent and there should be no change in the order or number of categories; in order to get comparable results it must be the same across all surveys. After data collection, categories can be grouped for other purposes (e.g. dissemination or analysis). Consequently, for the LFS also, the answer categories should be presented to the respondents in the same order as mentioned above in the section "Codes or value" to get comparable results.

The category 'compulsory military or civilian service' may not apply in all countries and in this case it can be dropped. People in compulsory military or civilian service are outside the LFS reference population for all countries, then this category can be dropped in all countries for the LFS.

The category 'other' should only be offered to the respondent if he/she cannot choose one of the proposed categories. In PAPI it is unavoidable to offer this category right away.

Self-perception means the variable shall capture how people perceive themselves, not how they meet certain objective criteria. Where more than one status applies to the person, the respondent should select the category that best describes his/her situation. No criteria for that are specified but it could be determined by the status/activity with the most time spent.

In cases where respondents cannot spontaneously choose one category, especially when several categories apply to them, the interviewer can give some help for clarification. A PAPI questionnaire can give explanations (preferably in an annex). Concrete proposals, which category should be chosen, should not be given. It can be explained if a category is appropriate to be chosen. In principle it applies that there is no wrong assignment. It only depends on the self-perception of the respondent:

- Respondents can consider themselves being employed irrespective of their official labour market status, working time or kind of income from employment. They can also be looking for another job in parallel. Also other categories can apply to them as long as they consider employment to be their main activity. Vice versa, persons who would choose another main activity status can also be in employment. For instance, many people who would regard themselves as full-time students or mainly fulfilling domestic tasks can have a job. In that case they can assign themselves to the corresponding category. Respondents helping in the family business, even if it is unpaid, can consider themselves as employed.
- Respondents can see themselves as being unemployed irrespective of an official status or a registration with the public employment agency. Unemployed can also have minor jobs while seeking for a main job.

- Respondents who are in various forms of vocational education or training that (partly) takes place at the work site can consider themselves as being in employment. This also applies to apprentices, as well as paid trainees or interns, who can consider themselves as being in employment, while persons having an unpaid work-based training may assign themselves to the category student/pupil.
- Respondents who mainly perceive themselves as a housewife or househusband can choose the category 'fulfilling domestic tasks' even if they also have a job, receive a pension or are retired. The category 'fulfilling domestic tasks' includes all activities needed to run a private household including the raising of children.
- Respondents can consider themselves as retired if they receive a pension or if they have finally stopped working or given up their business because of their age or age related health condition. Still, they could work e.g. in a minor job. Persons in early retirement that is not connected to health issues can also choose this category.
- Persons who have not reached retirement age but are unable to work due to health reasons or disabilities for a longer or undetermined time can choose the category unable to work due to long-standing health problems. It is independent from the benefit they receive. Persons who are in early retirement due to health reasons can choose this category if they do not rather consider themselves as retired.
- Persons who cannot choose one of the presented activity status categories can select the category 'other'. These can be e. g. volunteers or mainly persons outside the labour force. Also these persons could e.g. have a job or fulfil domestic tasks. Young children who are not in education yet can be counted in this group.
- Respondents on maternity or parental leave can consider themselves either as employed or as fulfilling domestic tasks.

The variable refers to the current status, i.e. no reference period should be mentioned.

The categorisation is solely self-defined and may not be changed due to plausibility checks or for any other reason (corrections/imputations) except by retrieving it again from the respondent.

The variable shall be collected through a direct question and not imputed from registers. The question shall be asked after all questions used to determine the ILO status, ideally it should follow also the questions on participation in education and training. Proxy answers are allowed.

TOPIC 4:

Educational attainment and background

HATLEVEL

Variable name

Educational attainment level (highest level of education successfully completed)

Specifications

Topic	Educational attainment and background
Detailed topic	Educational attainment level
Standardisation	Standardised core social variable (P1)
Periodicity	Quarterly
Minimum set of variables	Yes
Variable type	Collected
Column	242-244
Flow number	001

Filter

15 <= AGE <= 89

Filter labels

Everybody in the target population aged 15 to 89 years

Codes or value

Code	Label	ISCED-A codes ¹⁾
000	No formal education or below ISCED 1	0
100	ISCED 1 Primary education	1
200	ISCED 2 Lower secondary education	2
342	ISCED 3 Upper secondary education (general) - partial level completion, without direct access to tertiary education	342
343	ISCED 3 Upper secondary education (general) - level completion, without direct access to tertiary education	343
344	ISCED 3 Upper secondary education (general) - level completion, with direct access to tertiary education	344
349	ISCED 3 Upper secondary education (general) - without possible distinction of access to tertiary education	-
352	ISCED 3 Upper secondary education (vocational) - partial level completion, without direct access to tertiary education	352
353	ISCED 3 Upper secondary education (vocational) - level completion, without direct access to tertiary education	353
354	ISCED 3 Upper secondary education (vocational) - level completion, with direct access to tertiary education	354
359	ISCED 3 Upper secondary education (vocational) - without possible distinction of access to tertiary education	-
392	ISCED 3 Upper secondary education (orientation unknown) - partial level completion, without direct access to tertiary education	-
393	ISCED 3 Upper secondary education (orientation unknown) - level completion, without direct access to tertiary education	-

Code	Label	ISCED-A codes ¹⁾
394	ISCED 3 Upper secondary education (orientation unknown) – level completion, with direct access to tertiary education	-
399	ISCED 3 Upper secondary education (orientation unknown) – without possible distinction of access to tertiary education	-
440	ISCED 4 Post-secondary non-tertiary education – general	44
450	ISCED 4 Post-secondary non-tertiary education – vocational	45
490	ISCED 4 Post-secondary non-tertiary education – orientation unknown	-
540	ISCED 5 Short-cycle tertiary education – general	54
550	ISCED 5 Short-cycle tertiary education – vocational	55
590	ISCED 5 Short-cycle tertiary education – orientation unknown	-
600	ISCED 6 Bachelor's or equivalent level	6
700	ISCED 7 Master's or equivalent level	7
800	ISCED 8 Doctoral or equivalent level	8
Blank	Not stated	-
999	Not applicable	-

¹⁾ ISCED-A codes are indicated where there is a one-to-one correspondence between the variable categories and ISCED-A categories. Additional categories are necessary to take into account situations of incomplete information on access to tertiary education or orientation.

Please note that in its coding of education programmes (ISCED-P), ISCED 2011 contains a special category for levels 2 to 8: 'insufficient for level completion'. (This category also includes 'insufficient for partial level completion' for levels 2 and 3). The educational attainment level associated with successful completion of programmes 'insufficient for level completion' should be classified as ISCED level X-1, even if there are no programmes at level X-1 in that country. For example, the educational attainment level associated with a vocational ISCED level 3 programme classified as insufficient for level/partial level completion (ISCED-P 351) is classified as ISCED-A 254.

Purpose

The variable provides information about a very important component of human capital: the educational attainment level of a person. This variable is indispensable in social analysis related to education, labour market and social inclusion. It is used to calculate the Europe 2020 headline indicators on early leavers from education and training and on tertiary educational attainment of the population aged 30–34.

Definition

The educational attainment level of an individual is the highest ISCED (International Standard Classification of Education) level successfully completed, the successful completion of an education programme being validated by a recognised qualification, i.e. a qualification officially recognised by the relevant national education authorities or recognised as equivalent to another qualification of formal education. In countries where education programmes, in particular those belonging to ISCED levels 1 and 2, do not lead to a qualification the criterion of full attendance of the programme and normally gaining access to a higher level of education may have to be used instead. When determining the highest level, both general and vocational education should be taken into consideration.

The concept of a 'successful completion of an education programme' typically corresponds to the situation in which a pupil or student attends courses or classes and obtains the final credential associated with a formal education programme. In this respect, educational attainment level corresponds to the highest level successfully completed in the ISCED ladder.

The educational attainment level is defined according to the International Standard Classification of Education 2011 (ISCED 2011, see <https://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx> – ISCED-A for levels of educational attainment).

Implementation guidelines

Joint Eurostat-OECD guidelines on the measurement of educational attainment in household surveys are available here: <https://circabc.europa.eu/w/browse/c2dc65ad-5163-4935-b0c2-e5ea1f44929b>.

Coding of the variable should be based on the ISCED integrated mapping which is elaborated in each country. An ISCED integrated mapping is a table including information on national educational programmes and qualifications, their main characteristics and coding in ISCED. One column of this table provides coding of the educational attainment level to be used in the EU Labour Force Survey. ISCED mappings are available here: <https://circabc.europa.eu/w/browse/c2dc65ad-5163-4935-b0c2-e5ea1f44929b>.

When determining the highest educational level, both general and vocational education should be taken into consideration. If a person has successfully completed more than one programme at the same ISCED level, the most recent qualification should be reported (see ISCED 2011, § 87).

Persons who have attended but not successfully completed a formal education programme should be coded according to the highest level of the formal programme that they have (previously) successfully completed.

Qualifications from 'old' educational programmes (not existing anymore) should be classified on the basis of their characteristics at the time of completion.

Qualifications obtained abroad ('foreign qualifications') should be coded corresponding to the level in the country where the qualification was obtained. The ISCED integrated mappings mentioned above can be useful in this context. However, the classification within ISCED of qualifications obtained abroad should not be confused with the official recognition of such qualifications in the country of residence. For further information see the 'Joint Eurostat-OECD guidelines on the measurement of educational attainment in household surveys'.

For ISCED levels 3, 4 and 5 the standard category 'orientation unknown' should only be used if information on the orientation of the programme is not available.

The standard category 'ISCED 3 Upper secondary education, without possible distinction of access to tertiary education' should only be used when a distinction between different ISCED level 3 programmes (giving or not giving access to tertiary education) is not possible.

A person having successfully completed an ISCED 2011 level 3 programme of 'partial level completion' (codes 342 and 352 of ISCED-P) is classified in the standard category 'ISCED 3 Upper secondary education – partial level completion, without direct access to tertiary education' and her/his educational attainment level is considered as ISCED level 3. For further clarification see the Annex for EU countries of the joint Eurostat-OECD guidelines on the measurement of educational attainment.

All questions about implementation of ISCED in surveys may be addressed to the national ISCED coordinator who was nominated in each country to ensure coherence of the variable 'educational attainment level' in different sources.

Model question

The 'diploma approach' where respondents are asked about their diplomas instead of the level of education completed is highly recommended. For details on the 'diploma approach' see the joint Eurostat-OECD guidelines on the measurement of educational attainment in household surveys.

Alternatively, the question(s) for this variable should be phrased by countries in a way that the concept of educational attainment level (qualification officially recognised by the relevant national education authorities or recognised as equivalent to another qualification of formal education) is described as fully as possible. This can be achieved by listing the formal education programmes/qualifications (or categories thereof).

HATFIELD

Variable name

Field of the highest level of education successfully completed

Specifications

Topic	Educational attainment and background
Detailed topic	Educational attainment – details, including education interrupted or abandoned
Standardisation	Standardised key social variable (P3)
Periodicity	Yearly
Minimum set of variables	No
Variable type	Collected
Column	245-247
Flow number	002

Filter

HATLEVEL = 342-800

Filter labels

Persons with educational attainment level equal or higher than ISCED 3

Codes or value

001	Basic programmes and qualifications
002	Literacy and numeracy
003	Personal skills and development
009	Generic programmes and qualifications not further defined
011	Education
018	Inter-disciplinary programmes and qualifications involving education
021	Arts
022	Humanities (except languages)
023	Languages
028	Inter-disciplinary programmes and qualifications involving arts and humanities
029	Arts and humanities not further defined
031	Social and behavioural sciences
032	Journalism and information
038	Inter-disciplinary programmes and qualifications involving social sciences, journalism and information
039	Social sciences, journalism and information not further defined
041	Business and administration
042	Law
048	Inter-disciplinary programmes and qualifications involving business, administration and law
049	Business, administration and law not further defined
051	Biological and related sciences
052	Environment
053	Physical sciences
054	Mathematics and statistics

058	Inter-disciplinary programmes and qualifications involving natural sciences, mathematics and statistics
059	Natural sciences, mathematics and statistics not further defined
061	Information and Communication Technologies (ICTs)
068	Inter-disciplinary programmes and qualifications involving Information and Communication Technologies (ICTs)
071	Engineering and engineering trades
072	Manufacturing and processing
073	Architecture and construction
078	Inter-disciplinary programmes and qualifications involving engineering, manufacturing and construction
079	Engineering, manufacturing and construction not further defined
081	Agriculture
082	Forestry
083	Fisheries
084	Veterinary
088	Inter-disciplinary programmes and qualifications involving agriculture, forestry, fisheries and veterinary
089	Agriculture, forestry, fisheries and veterinary not further defined
091	Health
092	Welfare
098	Inter-disciplinary programmes and qualifications involving health and welfare
099	Health and welfare not further defined
101	Personal services
102	Hygiene and occupational health services
103	Security services
104	Transport services
108	Inter-disciplinary programmes and qualifications involving services
109	Services not further defined
Blank	Not stated
999	Not applicable

Purpose

The variable enables analysis of the matching between education schemes and labour market needs.

Definition

The field of the highest level of education successfully completed is defined according to the 'ISCED Fields of Education and Training' (ISCED-F 2013, see <https://uis.unesco.org/sites/default/files/documents/isced-fields-of-education-and-training-2013-en.pdf>). It classifies education programmes and related qualifications by fields of study. Coding refers to narrow fields (2nd level of the classification). A field is the 'broad domain, branch or area of content covered by an education programme or qualification'.

Implementation guidelines

HATFIELD refers to the educational attainment as reported in variable HATLEVEL, and its implementation guidelines apply accordingly.

If the interviewer cannot code the answer with one of the narrow fields, an open answer and post-coding is recommended.

According to the ISCED-F 2013 "inter-disciplinary or broad programmes and qualifications are those which combine several detailed fields of education and training where *no single detailed field dominates*." The standard categories 'inter-disciplinary programmes and qualifications involving xxx' (codes xx8) should only be used if there is no dominant subject; detailed classification rules and examples are described in the ISCED-F 2013.

The standard categories 'not further defined' (codes xx9) should only be used if it is not possible to classify to the exact narrow field. Their use should be avoided.

For further information about ISCED-F 2013 and its methodological implementation see <https://uis.unesco.org/en/topic/international-standard-classification-education-isced>. Questions on ISCED-F 2013 may be also addressed to the national ISCED coordinators.

Model question

The question should ask about the field of the highest level of education successfully completed [educational attainment level]. The question should be aligned to the way HATLEVEL is asked, see variable HATLEVEL.

HATYEAR

Variable name

Year when the highest level of education was successfully completed

Specifications

Topic	Educational attainment and background
Detailed topic	Educational attainment – details, including education interrupted or abandoned
Standardisation	Standardised key social variable (P3)
Periodicity	Yearly
Minimum set of variables	Yes
Variable type	Collected
Column	248-251
Flow number	003

Filter

HATLEVEL = 100-800

Filter labels

Persons with at least primary educational attainment

Codes or value

YYYY	Year when the highest level of education was successfully completed (4 digits)
Blank	Not stated
9999	Not applicable

Purpose

The variable is needed in particular for the calculation of the indicator 'employment rates of recent graduates'.

Definition

The year when the highest level of education (see variable HATLEVEL) was successfully completed.

Implementation guidelines

HATYEAR refers to the educational attainment as reported in variable HATLEVEL, and its implementation guidelines apply accordingly.

In case the respondent does not know the exact date (e.g. in case of a proxy respondent), an estimation should be provided. One possible way to estimate HATYEAR is based on the year of birth and the age at completion of the highest level of education or, if unknown, the usual duration (without interruption) for a particular level of educational attainment.

Model question

The question for the year in which the highest level of education was successfully completed should be aligned to the way HATLEVEL is asked (see variable HATLEVEL).

Auxiliary questions on the age of the respondent when completing the highest level of education or how

many years ago the highest level of education was completed should be asked to allow an estimation if the respondent does not remember the year.

HATWORK

Variable name

Work experience at a workplace as part of HATLEVEL

Specifications

Topic	Educational attainment and background
Detailed topic	Educational attainment – details, including education interrupted or abandoned
Standardisation	LFS variable
Periodicity	Yearly
Minimum set of variables	No
Variable type	Collected
Column	252
Flow number	004

Filter

(HATLEVEL = 342-800) AND (20 <= AGE <= 34)

Filter labels

Persons aged 20-34 with educational attainment level equal or higher than ISCED 3

Codes or value

- 1 Work experience(s) at a workplace from 1 to 6 months, at least one paid
- 2 Work experience(s) at a workplace from 1 to 6 months, all unpaid
- 3 Work experience(s) at a workplace 7 months or over, at least one paid
- 4 Work experience(s) at a workplace 7 months or over, all unpaid
- 5 No or less than 1 month work experience
- Blank Not stated
- 9 Not applicable

Purpose

The variable links education systems with the labour market. Policy emphasis is on work-based learning as this ensures that education systems are appropriate to train people for the labour market. The categories for this variable allow an insight into which type of work-based learning is most relevant for transition rates and staying in employment and help design education programmes accordingly in the best way.

Definition

The variable refers to work experiences at a workplace in a market or non-market unit (i.e. in a company, government institution or non-profit organisation) that were part of the curriculum of the formal programme that led to the highest level of education successfully completed (see variable HATLEVEL).

Implementation guidelines

Work-based learning as part of formal education programmes can take many forms in the various Member States (dual system with employment contracts, apprenticeships, traineeships, etc.). In order to measure these diverse forms the variable is designed in a rather generic way around two dimensions: (1) duration of the work experience and (2) whether the work experience was paid.

Duration: if a respondent had several work experiences during HATLEVEL, the cumulative duration of all work experiences should be considered. The work experiences should be expressed in full-time equivalents. In case the respondent does not know the exact duration (e.g. in case of proxy and / or several work experiences), an estimation should be provided.

Payment: any remuneration in cash (wage or allowance) or in kind, including small amounts and compensation of expenses should be considered. If a respondent had several work experiences during HATLEVEL and if at least one of the experiences was paid, then this is classified as paid work experience.

The meaning of 'part of the curriculum' needs to be specified in a way that it is understood in the national context. In particular the distinction between student/seasonal/side jobs has to be well explained. Work experiences outside the curriculum should not be considered.

It is not relevant whether the work experience was a mandatory or optional part of the curriculum. That is, work experiences which were part of the curriculum are to be considered even if they were not required for obtaining the qualification/diploma of the programme.

Work experiences that were required to enter into the HATLEVEL programme should be excluded.

The work experience must have taken place at a workplace (i.e. in a company, government institution or non-profit organisation); purely school-based work experiences should not be considered (e.g. in the workshop of the educational institution).

It is not relevant whether there was a written/formal contract or not.

Work experiences with a very short duration (less than 1 month in total) as part of the curriculum are considered to be marginal (i.e. they should not be seen as relevant work experience for this variable) and are therefore to be counted in the category 'no or less than 1 month work experience'.

A work experience of 4 weeks is to be considered as a work experience of 1 month.

The whole period of the programme that led to the highest level of education is to be considered, including school holidays.

Long-term internships (e.g. for physicians in some countries) or periods of practice after courses and before recognition of qualifications (e.g. for teachers, lawyers in some countries) are also considered as work experience if they were part of the curriculum.

However, work experiences after successful completion of the highest level of education (i.e. after obtaining the qualification) but required to have the right to practice a profession are to be excluded (e.g. for doctors and lawyers in some countries).

Depending on the specificities of national education systems and the way HATLEVEL is collected ('diploma approach', registers) information for HATWORK might be derived from HATLEVEL without asking respondents. For example:

- In countries where the curriculum for general programmes at ISCED level 3 never includes any work experience, respondents with HATLEVEL=342 or 343 or 344 or 349 might directly be coded as HATWORK=5.
- In countries with paid dual-system education programmes HATWORK might directly be coded as 1 or 3.

Model questionnaire

The questions and explanations as well as translations for this variable should be adapted to the national context. When phrasing the questions each country should ensure that the concepts used (part of the curriculum, work experience at a workplace, duration, payment) are described in a way that is best understood by the respondents.

FILTER: If age=20-34 and HATLEVEL=342-800

Q1: *As part of the curriculum of your studies for your <HATLEVEL qualification> did you work for a company or organisation? Please include unpaid work but exclude any work performed while studying which was not part of the curriculum.*

- | | |
|---------------------------------|----------|
| 1) <i>Yes</i> | go to Q2 |
| 2) <i>No</i> | END |
| Blank – no answer / do not know | END |

Q1 – alternative:

Was on-the-job-training in a company or organisation part of your education leading to your <HATLEVEL qualification>? Please include unpaid work but exclude any work performed while studying which was not part of the curriculum.

- | | |
|---------------------------------|----------|
| 1) <i>Yes</i> | go to Q2 |
| 2) <i>No</i> | END |
| Blank – no answer / do not know | END |

Filter: If Q1=yes

Q2: *What was the total length of that work during your <HATLEVEL> studies? If you had several work spells, please consider their complete length.*

Explanation: if the respondent worked part-time, the length should be estimated as if it was undertaken on a full-time basis.

- | | |
|--|----------|
| 1) <i>Less than 1 month</i> | END |
| 2) <i>From 1 month to less than 7 months</i> | go to Q3 |
| 3) <i>7 months or over</i> | go to Q3 |
| Blank – no answer / do not know | END |

Filter: If Q2=2 or 3

Q3: *Did you receive payment or compensation for any of that work?*

Explanation: by payment we mean any remuneration in cash (wage or allowance) or in kind, including small amounts and compensation of expenses

- | | |
|---------------------------------|-----|
| 1) <i>Yes</i> | END |
| 2) <i>No</i> | END |
| Blank – no answer / do not know | END |

Transcoding

Questions	HATWORK
Q1 = 2	5
Q1 = 1 and Q2 = 1	5
Q1 = 1 and Q2 = 2 and Q3 = 1	1
Q1 = 1 and Q2 = 2 and Q3 = 2	2
Q1 = 1 and Q2 = 3 and Q3 = 1	3
Q1 = 1 and Q2 = 3 and Q3 = 2	4
Q1 = blank	blank
Q1 = 1 and Q2 or Q3 = blank	blank

TOPIC 5:

Job tenure and previous work experience

YSTARTWK

Variable name

Year in which person started working for current employer or as self-employed in current main job

Specifications

Topic	Job tenure, work biography and previous work experience
Detailed topic	Start of job
Standardisation	Standardised key social variable (P3)
Periodicity	Quarterly
Minimum set of variables	No
Variable type	Collected
Column	253-256
Flow number	001

Filter

EMPSTAT = 1

Filter labels

Persons in employment

Codes or value

YYYY	Year concerned (4 digits)
Blank	Not stated
9999	Not applicable

Purpose

The variable provides useful information for estimating the degree of fluidity in the labour market and for identifying the areas of economic activity where the turnover of labour is more rapid than elsewhere. On the other side employment security or stability can be assessed with the information provided. This variable is to be used in combination with the variable MSTARTWK.

Definition

The variable reports on the year in which the person started to work for his or her current employer or as self-employed in the current business. The variable refers to the current main job of a person in employment.

For the definition of 'job' and 'main job', see "General definitions".

Implementation guidelines

Renewed contracts: if a respondent has a contract that is renewed, for example yearly, without interruption, the year and the month should be those of the first contract. This criterion differs from the one used in TEMPDUR, since the purpose of this variable YSTARTWK is to focus more on the overall stability of the working experience and not on the actual vulnerability on the labour market (as for TEMPDUR).

If, at the end of the contract, the renewal is already agreed and the total duration of the interruption is less than three months, this should be considered as renewal (and not as a separate spell).

Separate spells of employment: for employees, continuous employment with their current employer is relevant. Any previous employment spells with the same employer but with an interruption of the contract of more than three months should be ignored. In that case, the year in which the person started the most recent spell should be coded (e.g. for seasonal workers).

If an *employee* changes the department, job or occupation within one company and gets a new contract, the year in which he/she started to work for the employer (i.e. before the change) should be indicated (and not the year corresponding to the new contract). Even if an employee changes the characteristics of the job with the same employer, for instance from temporary to permanent, part-time or full-time, or has a career progression, the date of starting to work for the employer (i.e. before the change) should be indicated. If the employee's company or firm changed ownership, but his or her conditions of employment did not change, it should be treated as one continuous period of employment. However, if the respondent was made redundant and then re-employed by the new owners (even if the interruption is less than 3 months, the year in which he/she was re-employed should be entered.

For *teachers* signing every year annual contracts with the same employer (the Education Ministry) and having an interruption period during the summer holidays, the year they started being teacher within the public education system should be recorded. Similarly, for *people working in public administration*, the year they started working in public administration, whatever the administration, service and contract type, is to be recorded. Nevertheless, a change of administration level, i.e. from central to regional or local level or vice-versa, can be considered as a change of employer according to national specificities.

For *self-employed*, the length of time the respondent has been continuously self-employed in his/her current main job is relevant. For example, just a change in the clients' portfolio shouldn't be considered as an interruption.

Respondents employed by *temporary employment agencies* should answer when they last started working for this employment agency regardless of whether they have been working in the same or different local units during this time (despite the fact that in the case of temporary workers the branch of economic activity and the staff category should be based on the current local unit).

Employees who have been *seconded to another organisation* (public or private) should be treated as having no break in employment if their contract with the original employer is not discontinued. If the respondent worked temporarily in another organisation and was formally employed by that (new) employer, there is a discontinuation in the employment relationship. Then the variable should relate to the time when the respondent started to work again for the current employer.

In unclear borderline situations, for which no general rules can be established, the self-perception of the respondent should be taken into consideration.

MSTARTWK

Variable name

Month in which person started working for current employer or as self-employed in current main job

Specifications

Topic	Job tenure, work biography and previous work experience
Detailed topic	Start of job
Standardisation	LFS variable
Periodicity	Quarterly
Minimum set of variables	No
Variable type	Collected
Column	257-258
Flow number	002

Filter

(YSTARTWK ≠ 9999, Blank) AND (REFYEAR - YSTARTWK ≤ 2)

Filter labels

Persons in employment who started working in their current main job in the current or previous two years

Codes or value

01-12	Month concerned (2 digits)
Blank	Not stated
99	Not applicable

Purpose

This variable further details the information provided in YSTARTWK for respondents with a continuous employment with the same employer/business since the current or the two previous years.

Definition

The start month in the year according to the definition of YSTARTWK.

Implementation guidelines

See notes for YSTARTWK.

WAYJFOUN

Variable name

Public employment service helped to find the current main job

Specifications

Topic	Job tenure, work biography and previous work experience
Detailed topic	Way job found
Standardisation	LFS variable
Periodicity	Yearly
Minimum set of variables	No
Variable type	Collected
Column	259
Flow number	003

Filter

(EMPSTAT = 1) AND [(YSTARTWK = REFYEAR) OR ((YSTARTWK = REFYEAR - 1) AND (01 <= MSTARTWK <= 12) AND (MSTARTWK > REFMONTH))]

Filter labels

Persons in employment who started working in their current main job in the last 12 months

Codes or value

1	Yes
2	No
Blank	Not stated
9	Not applicable

Purpose

The variable aims at assessing how effective public employment services are in job placement.

Definition

The variable collects information on whether the public employment services were involved in the process of seeking work and helped the respondent find the current main job.

For the definition of 'job' and 'main job', see "General definitions". For the definition of and more information about the public employment services, see also "General definitions".

Implementation guidelines

The role of job placement mainly consists of establishing the contact between the employer and the employee or helping self-employed persons to set up their business. This should be interpreted broadly, and can just mean informing one of the existence of the other. It includes the respondent seeing a job vacancy on the website of the public employment services.

If the public employment services only sent the person to training courses or other measures to improve the skills of job searchers the variable should be coded 'No' (code 2) even if that made it easier to find the current main job.

Countries can choose between the two following options:

- 1) ask first about WAYFOUN and then about FINDMETH;
- 2) ask first about FINDMETH and then about WAYFOUN.

Countries choosing the first option can, ask respondents having answered WAYJFOUN=2 ("No"), the question about FINDMETH without offering the answer category "Public employment service" (code 03). For respondents having answered WAYJFOUN=1 ("Yes"), FINDMETH should be asked with all answer categories, as the public employment service may have helped without having been the most effective way. In case WAYFOUN='Blank', all answer categories for FINDMETH should also be proposed.

Countries choosing the second option can impute WAYJFOUN to 1 ("Yes") for respondents having answered FINDMETH=03 ("Public employment service").

Model question

Did the public employment service [replace with national name] help you to find your current main job?

1) *Yes*

2) *No*

Don't know / cannot say

FINDMETH

Variable name

Most effective method used to find the current main job (for persons in employment)

Specifications

Topic	Job tenure, work biography and previous work experience
Detailed topic	Way job found
Standardisation	LFS variable
Periodicity	Yearly
Minimum set of variables	No
Variable type	Collected
Column	260-261
Flow number	004

Filter

STAPRO = 3 AND (YSTARTWK ≠ 9999, Blank) AND (REFYEAR - YSTARTWK ≤ 7)

Filter labels

Employees who started working in their current main job in the current or previous 7 years

Codes or value

01	Job advertisements
02	Friends, relatives or acquaintances
03	Public employment service
04	Private employment agency
05	Education or training institution, internship or previous work experience
06	Contacted employer directly
07	Employer contacted person directly
08	Applying for a public competition
09	Other method
Blank	Not stated
99	Not applicable

Purpose

This variable aims to identify the most effective methods to find work. Information on the way people really find work is crucial for policy design.

Definition

The variable measures which of the listed search methods was most effective for the respondent to find his/her current main job.

For the definition of 'job' and 'main job', see "General definitions". For the definition of and more information about the public employment services, see also "General definitions".

Implementation guidelines

This variable should be collected only from people who started to work in the present job no more than eight years before the reference week. It should refer to the method that most helped in the successful job

research phase.

If the respondent has renewed contracts or different spells of employment with the same employer, the same rules as for the variable YSTARTWK should be applied for this variable FINDMETH. In summary, only if the total duration of the interruption is more than three months, the most recent contract of spell of employment should be considered for FINDMETH.

Countries can choose between the two following options:

- 1) asking first about WAYFOUN and then about FINDMETH;
- 2) asking first about FINDMETH and then about WAYFOUN.

Countries choosing the first option can ask respondents having answered WAYJFOUN=2 ("No"), the question about FINDMETH without offering the answer category "Public employment service" (code 03). For respondents having answered WAYJFOUN=1 ("Yes"), FINDMETH should be asked with all answer categories, as the public employment service may have helped without having been the most effective way. In case WAYFOUN='Blank', all answer categories for FINDMETH should also be proposed.

Countries choosing the second option can impute WAYJFOUN to 1 ("Yes") for respondents having answered FINDMETH=03 ("Public employment service").

For temporary employment agency workers, the variable can be imputed to "Private employment agency" (FINDMETH=04).

Method 1 "Job advertisements"

This method concerns all media, including online media. The translation should be sufficiently open to allow this understanding. This method nevertheless excludes the jobs advertised by a public employment service or a private employment agency, which should be coded as "Public employment service" (FINDMETH=03) or "Private employment agency" (FINDMETH=04) respectively.

Method 2 "Friends, relatives or acquaintances"

"Friends, relatives or acquaintances" should be here understood in a broad sense, including former colleagues or any person known personally.

Method 3 "Public employment service"

Jobs advertised by a public employment service should be included in this category.

Method 4 "Private employment agency"

This method includes among others private temporary employment agencies. This method may not exist in all countries. Jobs advertised by a private employment agency should be included in this category.

Method 6 "Contacted employer directly"

This includes persons who submitted a spontaneous application.

This also includes participation to forums or job fairs in order to meet employers.

Method 7 "Employer contacted person directly"

This also includes the case where the person contacting the respondent was an headhunter.

Method 9 "Other method"

Mayors and representatives, having been elected, are for example included in this answer category.

Model question

What was the most successful method for you to find your current main job?

- 01) Responding to job advertisements (print or electronic)*
- 02) Through friends, relatives or acquaintances*
- 03) Through the public employment service [replace with national name]*
- 04) Through a private employment agency*
- 05) Through an education or training institution, internship or previous work experience*
- 06) Direct application to the employer*
- 07) Your employer or a headhunter contacted you directly*
- 08) Applying to a public competition*
- 09) Another method*
- Don't know / cannot say*

EXISTPR

Variable name

Existence of previous employment experience

Specifications

Topic	Job tenure, work biography and previous work experience
Detailed topic	Career continuity and breaks
Standardisation	Standardised key social variable (P3)
Periodicity	Quarterly
Minimum set of variables	No
Variable type	Collected
Column	262
Flow number	005

Filter

EMPSTAT = 2

Filter labels

Persons not in employment

Codes or value

- | | |
|-------|---|
| 1 | Person has never been in employment |
| 2 | Person has employment experience limited to occasional work |
| 3 | Person has employment experience other than occasional work |
| Blank | Not stated |
| 9 | Not applicable |

Purpose

This variable provides information on whether a person without employment has previously been in employment.

Definition

The respondent was not in employment during the reference week according to the 19th ICLS resolution but was in employment before. The EU LFS follows as much as possible the 19th ICLS resolution on statistics of work; some divergences are however inevitable. The conscripts, for example, are then to be excluded from the target population, regardless of whether they live in a private or collective household. Other minor divergences can arise from the treatment of persons absent from work.

The category 'person has never been in employment' (code 1) covers persons who have never had employment experience, according to the International Labour Organisation (ILO) definition of employment⁽¹⁵⁾ (i.e. those who have never had employment experience in an employment for pay or profit, with at least one hour of work per week). Code 1 should also be used for persons currently not in employment but who only had a previous employment experience as a conscript.

⁽¹⁵⁾ See the 19th ICLS resolution concerning statistics of work, employment and labour underutilization https://www.ilo.org/global/statistics-and-databases/standards-and-guidelines/resolutions-adopted-by-international-conferences-of-labour-statisticians/WCMS_230304/lang--en/index.htm

The category 'person has employment experience limited to occasional work' (code 2) covers persons who have had employment experience, according to the International Labour Organisation (ILO) definition of employment (i.e. those with a previous employment experience in an employment for pay or profit, with at least one hour of work per week), and this experience is limited to occasional work.

The category 'person has employment experience other than occasional work' (code 3) covers persons who have had employment experience, according to the International Labour Organisation (ILO) definition of employment (i.e. those with a previous employment experience in an employment for pay or profit, with at least one hour of work per week), excluding cases where this experience is limited to occasional work or as a conscript.

Occasional work refers to a job without the features of continuity and job security. It is defined for this variable as a job that lasted less than three months (whatever the job is part-time or full-time, formal or informal) and had only one spell in time.

Implementation guidelines

Employment is defined in the 19th ICLS resolution concerning statistics of work, employment and labour underutilization. The previous employment experience should be an employment for pay or profit, with at least one hour of work per week.

A person who only had work experiences not in line with the employment definition in the 19th ICLS resolution (e.g. unpaid work or unpaid traineeships) should be coded as having no employment experience (code 1).

Unpaid family work is considered as employment according to the 19th ICLS resolution and should be treated as employment experience.

Nevertheless, work experience as a conscript should not be considered as employment (because conscripts are excluded from the LFS target population).

Seasonal workers working less than three months but for several consecutive years should be coded as 3 'person has employment experience other than occasional work'.

Persons who only did vacation work which lasted less than 3 months and occurred only one year should be coded as 2 'person has employment experience limited to occasional work'.

Sporadic or vacation jobs that the person may have engaged in while still in school or university are to be considered as occasional work. However, a student who has been continuously performing paid work alongside with studies should be coded as 3 'person has employment experience other than occasional work', even if the amount of hours was limited (e.g. a student working few hours every weekend during the school-year).

People absent from employment during the reference week and classified as not employed according to the 19th ICLS resolution, can be directly coded as having previous employment experience (code 2 or 3). In this case, all the variables of the detailed topic "Previous work experience" are to be referred to the job/business from which they are absent.

YEARPR

Variable name

Year in which person left the last job or business

Specifications

Topic	Job tenure, work biography and previous work experience
Detailed topic	Career continuity and breaks
Standardisation	LFS variable
Periodicity	Quarterly
Minimum set of variables	No
Variable type	Collected
Column	263-266
Flow number	006

Filter

EXISTPR = 2, 3

Filter labels

Persons not in employment who have been previously in employment

Codes or value

YYYY	Year concerned (4 digits)
Blank	Not stated
9999	Not applicable

Purpose

The variable gives the information on how long ago the last work experience finished and how long the current spell of no employment already lasts. It also provides information on how up-to-date data on previous job/business are.

In the case of unemployed persons, variables YEARPR and MONTHPR are used, along with duration of search for work (SEEKDUR) to estimate the duration of unemployment. The duration of unemployment is defined as the shorter of these two periods (i.e. time out of work spent in active search for employment).

Definition

This variable records the year in which the person had a job or a business for the last time according to the definition in EXISTPR. It refers to the last job, no matter whether this last job was occasional work or not.

Implementation guidelines

See notes for EXISTPR.

For people absent from employment during the reference week and classified as not employed according to the 19th ICLS resolution, this variable should reflect the year in which the absence period started.

MONTHPR

Variable name

Month in which person left the last job or business

Specifications

Topic	Job tenure, work biography and previous work experience
Detailed topic	Career continuity and breaks
Standardisation	LFS variable
Periodicity	Quarterly
Minimum set of variables	No
Variable type	Collected
Column	267-268
Flow number	007

Filter

(YEARPR ≠ 9999, Blank) AND (REFYEAR – YEARPR ≤ 2)

Filter labels

Persons who left their last employment in the current or previous 2 years

Codes or value

01–12	Month concerned (2 digits)
Blank	Not stated
99	Not applicable

Purpose

This variable is complementary to the YEARPR and is necessary to calculate exactly the period of being out of work for persons who left the last job or business in the current or the previous two years (in this case values given only in years are insufficient).

In the case of unemployed persons, variables YEARPR and MONTHPR are used, along with duration of search for work (SEEKDUR) to estimate the duration of unemployment. The duration of unemployment is defined as the shorter of these two periods (i.e. time out of work spent in active search for employment).

Definition

The variable records the month of the year when the person had a job or business for the last time according to the definition of EXISTPR. It refers to the last job, no matter whether this last job was occasional work or not.

Implementation guidelines

See notes for EXISTPR.

The entry filter of this variable should be understood as [(EXISTPR =2, 3) AND (YEARPR ≠ 9999, blank) AND (REFYEAR – YEARPR ≤ 2)].

For people absent from employment during the reference week and classified as not employed according to the 19th ICLS resolution, this variable should reflect the month in which the person's absence period started.

LEAVREAS

Variable name

Main reason for leaving last job or business

Specifications

Topic	Job tenure, work biography and previous work experience
Detailed topic	Career continuity and breaks
Standardisation	LFS variable
Periodicity	Quarterly
Minimum set of variables	No
Variable type	Collected
Column	269-270
Flow number	008

Filter

(EXISTPR = 2, 3) AND (YEARPR ≠ 9999, Blank) AND (REFYEAR – YEARPR ≤ 7)

Filter labels

Persons not in employment who have been previously in employment, and left their last job in the current or previous 7 years

Codes or value

	Labour market reasons
01	Dismissal or business closed for economic reasons
02	A fixed-term job has ended
	Family reasons
03	Care responsibilities
04	Other family reasons
	Personal reasons
05	Education or training
06	Own illness and disability
07	Retirement
08	Other personal reasons
	Other reasons
09	Other reasons
Blank	Not stated
99	Not applicable

Purpose

This variable is used for the analysis of the unemployed persons and the persons outside the labour force.

Definition

The variable collects the self-perceived main reason for which the person left the last job or business (according to the presented code list). It refers to the last job, no matter whether this last job was occasional work or not.

Implementation guidelines

Due to recall problems, this variable is restricted to those who had stopped working in the current or previous 7 years. If the person has not answered in which year he/she left the last job or business (YEARPR = blank), he/she should not answer the present question.

For people with EMPSTAT=2 (for people absent from employment during the reference week and classified as not employed according to the 19th ICLS resolution), this variable can be imputed with the reason of absence (ABSREAS) as follows:

- if ABSREAS=06 (Parental leave) then LEAVREAS=03;
- if ABSREAS=07 (Off-season) then LEAVREAS=02.

The categories should be read out or presented to the respondent before he/she answers.

The answer categories are divided into labour market, family, personal and other reasons.

Labour market reasons:

Code 01: Dismissal or business closed for economic reasons

This code is used for employees whose employment ended involuntarily. It includes those employees who were dismissed or made redundant. It also includes people who lost their job because their employer either went out of business or sold or closed down the business. It also includes cases when a fixed-term job ended before the predefined duration of the contract. Self-employed persons who went out of business, or sold or closed down the business should also be coded 01. People on lay-off should also belong to this category.

Code 02: A fixed-term job has ended

This code is used for employees whose last job was temporary and came to an end because either the predetermined duration of the contract elapsed or the assigned tasks or the goal of a project were completed. This also applies to seasonal and casual jobs.

Family reasons:

Code 03: Care responsibilities (same definition as in "General definitions")

This category includes all care responsibilities:

- for own children or spouse's children living inside or outside the household
- for adult ill/elderly/incapacitated/disabled relatives (aged 15 or more)

But it excludes:

- care responsibilities for friends, non-relatives or their children
- care as a job (it means that care done in a professional capacity is excluded)
- care as a volunteer work (e.g. for a charity organisation).

Persons caring for non-relatives or as volunteers should be coded "Other personal reasons" (see below).

Code 04: Other family reasons (same definition as in "General definitions")

This category refers to reasons linked to the family but not related to care responsibilities. It concerns for example:

- Pregnancy
- Marriage
- Following one's partner
- Spending more leisure time/ having more common activities with the family
- Performing activities of a housewife/-husband without being responsible for care.

This category may summarise several national modalities. National modalities should nevertheless be designed to allow an unambiguous assignment to the categories defined at EU level.

It is recommended to use the correspondence table for the mapping between national modalities and categories defined at EU level.

Personal reasons:

Code 05: Education or training

This code includes both formal and non-formal education and training.

Code 07: Retirement

This code includes both normal (at the normal retirement age) and early retirement. Early retirement applies to people who took early retirement due to economic factors (labour market problems, difficulties in specific sectors of the economy, etc.) before the normal retirement age in his/her activity.

Code 08: Other personal reasons (same definition as "General definitions")

This category includes for example the following reasons:

- Taking care of friends / non-relatives
- Wanting more leisure time
- Not needing to work (more)
- Not wanting to work (more hours)
- Wanting to work part-time /to live without working
- Moving, changing place of residence
- Long vacation
- Wanting to focus on travelling, on hobbies, etc.
- Being engaged in other activities, like volunteering, etc.

This category may summarise several national modalities. National modalities should nevertheless be designed to allow an unambiguous assignment to the categories defined at EU level.

It is recommended to use the correspondence table for the mapping between national modalities and categories defined at EU level.

Other reasons:

Code 09: Other reasons (same definition as in "General definitions")

This category takes up everything not covered by the other categories of the considered variable.

This category may summarise several national modalities. National modalities should nevertheless be designed to allow an unambiguous assignment to the categories defined at EU level.

It is recommended to use the correspondence table for the mapping between national modalities and categories defined at EU level.

Model question

What is the main reason for which you left your last job or business?

STAPROPR

Variable name

Status in employment in last job or business

Specifications

Topic	Job tenure and previous work experience
Detailed topic	Elementary characteristics of the last job
Standardisation	LFS variable
Periodicity	Yearly
Minimum set of variables	No
Variable type	Collected
Column	271
Flow number	009

Filter

(EXISTPR = 2, 3) AND (YEARPR ≠ 9999, Blank) AND (REFYEAR – YEARPR ≤ 7)

Filter labels

Persons not in employment who have been previously in employment, and left their last job in the current or previous 7 years

Codes or value

1	Self-employed person with employees
2	Self-employed person without employees
3	Employee
4	Family worker (unpaid)
Blank	Not stated
9	Not applicable

Purpose

The variable provides information on the previous status in employment of the persons not in employment, in order to analyse the unemployed population and the persons outside the labour force.

Definition

The variable records the status in employment in the last job according to the International Classification of Status in Employment (ICSE-93)⁽¹⁶⁾. For more information refer to the definition of STAPRO. It refers to the last job, no matter whether this last job was occasional work or not.

Implementation guidelines

See notes for EXISTPR and STAPRO.

Due to recall problems, this variable is restricted to those who had stopped working within the current or the previous 7 years. If the person has not answered in which year he/she has last worked (YEARPR =

⁽¹⁶⁾ The International Standard Classification on Status in Employment is currently being revised at ILO level. The variable will be revised once the revised classification is endorsed.

blank), he/she should not answer the present question

For people absent from employment during the reference week and classified as not employed according to the 19th ICLS resolution, this variable refers to the job from which they are absent.

NACEPR2D

Variable name

Economic activity of the local unit in which person last worked

Specifications

Topic	Job tenure and previous work experience
Detailed topic	Elementary characteristics of the last job
Standardisation	LFS variable
Periodicity	Yearly
Minimum set of variables	No
Variable type	Collected
Column	272-273
Flow number	010

Filter

(EXISTPR = 2, 3) AND (YEARPR ≠ 9999, Blank) AND (REFYEAR – YEARPR ≤ 7)

Filter labels

Persons not in employment who have been previously in employment, and left their last job in the current or previous 7 years

Codes or value

01-99	NACE code at 2-digit level
Blank	Not stated
00	Not applicable

Purpose

The variable provides information in which industry persons not in employment last worked to work, in order to analyse the unemployed population and the persons outside the labour force.

Definition

The variable records the economic activity of the local unit where the person was employed for his/her last job. It is classified according to the categories set out by the NACE Rev. 2 at the 2-digit level:

<https://ec.europa.eu/eurostat/documents/1978984/6037342/Nace-Rev-2-3-digits-from-2008-onwards.pdf>

For more details, refer to the definition of NACE3D.

It refers to the last job, no matter whether this last job was occasional work or not.

Implementation guidelines

See notes for EXISTPR and NACE3D.

Due to recall problems, this variable is restricted to those who have stopped working within the current or the previous 7 years. If the person has not answered in which year he/she has last worked (YEARPR = blank), he/she should not answer the present question (current approach).

For people absent from employment during the reference week and classified as not employed according to the 19th ICLS resolution, this variable refers to the job from which they are absent.

ISCOPR3D

Variable name

Occupation in the last job

Specifications

Topic	Job tenure and previous work experience
Detailed topic	Elementary characteristics of the last job
Standardisation	LFS variable
Periodicity	Yearly
Minimum set of variables	No
Variable type	Collected
Column	274-276
Flow number	011

Filter

(EXISTPR = 2, 3) AND (YEARPR ≠ 9999, Blank) AND (REFYEAR – YEARPR ≤ 7)

Filter labels

Persons not in employment who have been previously in employment, and left their last job in the current or previous 7 years

Codes or value

000-990	ISCO code at 3-digit level
Blank	Not stated
999	Not applicable

Purpose

The variable provides information on the occupation in the last job of persons not in employment, in order to analyse the unemployed population and the persons outside the labour force.

Definition

The variable records the occupation of the person in their last job. Occupation is classified according to the categories set out by the ISCO-08 classification at the 3-digit level:

<https://ec.europa.eu/eurostat/documents/1978984/6037342/ISCO-08.pdf>

For more details, refer to the definition of ISCO4D.

It refers to the last job, no matter whether this last job was occasional work or not.

Implementation guidelines

See notes for EXISTPR and ISCO4D.

Due to recall problems, this variable is restricted to those who have stopped working within the current or the previous 7 years. If the person has not answered in which year he/she has last worked (YEARPR = blank), he/she should not answer the present question (current approach).

For people absent from employment during the reference week and classified as not employed according to the 19th ICLS resolution, this variable refers to the job from which they are absent.

TOPIC 6:

Working conditions including working hours

CONTRHRS

Variable name

Contractual working hours in main job

Specifications

Topic	Working conditions including working hours and working time arrangements
Detailed topic	Working hours
Standardisation	LFS variable
Periodicity	Quarterly
Minimum set of variables	No
Variable type	Collected
Column	277-279
Flow number	001

Filter

STAPRO = 3

Filter labels

Employees

Codes or value

010, 015, 020 ... 945, 950	Number of working hours per week in the contract or agreement (x10)
960	Has a contract or agreement without specified hours
970	Does not have a contract or agreement
Blank	Not stated
999	Not applicable

Purpose

The variable CONTRHRS gives a baseline for comparing all other variables on working time. Comparing CONTRHRS with HWUSUAL will give information on the amount of worked regular overtime. By asking separately about both contractual hours and usual hours, we avoid that respondents confuse these two concepts.

Definition

The variable identifies the number of contractual working hours per week in the main job.

For the definition of 'job' and 'main job', see "General definitions".

Implementation guidelines

Half hours are accepted as answers. Please round to the nearest half hour if needed. For technical reasons, numbers of hours are multiplied by 10. Please make sure that 30 minutes, not 50 minutes, are coded as 005.

Countries should make sure that the wording of the questions in the national questionnaire covers the relevant situations in the country, for instance referring to collective agreements.

"Written contract or verbal agreement" in the proposed questionnaire (see below) means any form of written or oral agreement between the employer and the employee regarding hours to be worked. If a respondent has both a written contract and an oral agreement with the employer and if the two agreements state different number of hours, the answer should refer to the written contract.

If respondents do not have a specified number of hours in their individual contracts, they should report the hours that they have in collective or legal agreements as their contractual hours, if such arrangements apply.

Respondents who work for temporary employment agencies should give the contract hours that they have with the agency, not with the employer with whom they are placed.

Jobs which have no specified number of hours per week, that is, of the type of "working until the tasks are finished, so there is no paid overtime", are coded with the modality 'Has a contract or agreement without specified hours' (code 960). This code 960 is meant e.g. for managers or others who are exempted from working time regulations.

Zero hour contracts are arrangements between employer and employee, where the employer asserts that they have no obligation to provide work for the employee and the employee agrees to be available for work as and when required. They are also coded with the modality 'Has a contract or agreement without specified hours' (code 960). Min-max contracts guarantee a minimum number of hours per week, which always are paid for. Such contract types will be coded with the minimum number of hours in the contract or agreement.

For respondents who have contracts stipulating monthly or annual hours, the estimated hours per week should be reported.

Dependent interviewing, based on the answer from the previous quarter, is allowed.

The question is addressed to employees only, as it makes little sense to ask self-employed persons for information on their contract.

The category 'Does not have a contract or agreement' (code 970) includes people who state that they have neither a written contract nor a verbal agreement with their employer.

Model questions

To be read out: ***"If you have more than one job, the following questions refer to the working time in your main job only."***

IF STAPRO=3 (employees)

CUT_1

Do you have a written contract or verbal agreement with your employer?

- | | | |
|---|------------|-----------------------|
| 1 | Yes | → CUT_2 |
| 2 | No | → CUT_5 (see HWUSUAL) |
| 3 | Don't know | → CUT_5 |

IF CUT_1 = 1

CUT_2

Does this contract or agreement indicate the number of hours to be worked?

- | | | |
|---|-----|---------|
| 1 | Yes | → CUT_3 |
| 2 | No | → CUT_5 |

3 *Don't know*

→ CUT_5

IF CUT_2 = 1

CUT_3***How many hours per week is this?***1.0 - 95 .0 *Number of hours (and half hours) →*

CUT_4 (see HWUSUAL)

98 *Don't know*

CUT_5

0 *No specified*

CUT_5

Please note that the code 0 'No specified' for the model question CUT_3 is only there as indicative (in case someone replies in this direction).

Transcoding:

STAPRO	CUT_1	CUT_2	CUT_3	CONTRHRS
3	1	1	1.0 - 95.0	010 - 950
3	1	1	98	Blank
3	1	1	0	960
3	1	2		960
3	1	3		Blank
3	2			970
3	3			Blank
1, 2, 4, 9, blank				999

HWUSUAL

Variable name

Number of hours per week usually worked in main job

Specifications

Topic	Working conditions including working hours and working time arrangements
Detailed topic	Working hours
Standardisation	LFS variable
Periodicity	Quarterly
Minimum set of variables	Yes
Variable type	Collected
Column	280-282
Flow number	002

Filter

EMPSTAT = 1

Filter labels

Persons in employment

Codes or value

010, 015, 020 . . . 945, 950	Number of hours usually worked in the main job (x10)
970	Hours worked vary from week to week
Blank	Not stated
999	Not applicable

Purpose

The variable provides the baseline against which HWACTUAL can be measured, thereby monitoring the implementation of directive 2003/88/EC of the European Parliament and of the Council of 4 November 2003, on minimum safety and health requirements for the organisation of working time.

Together with HWACTUAL, HWUSUAL constitutes a major element of measurement of working time according to the 18th ICLS.

Definition

The variable identifies the number of hours per week usually worked in the main job.

Usual hours worked are the modal value of the actual hours worked per week (see definition of HWACTUAL) over a long reference period, excluding weeks when an absence from work occurs (e.g. holidays, leaves, strikes, etc.).

Implementation guidelines

Half hours are accepted as answers. Please round to the nearest half hour if needed. For technical reasons, numbers of hours are multiplied by 10. Please make sure that 30 minutes, not 50 minutes, are coded as 005.

Only working time in the main job is concerned.

“Usual” means the modal value of the hours actually worked per week, over the last one to three months. This is operationalised as 'the last four (to twelve) working weeks preceding the end of the reference week'. People with working time varying from one week to another should be asked about their average working time over the last four to twelve working weeks (see model questions).

For respondents who have different working time arrangements depending on seasons, the usual hours should refer to the current season.

For employees covered by an employment contract, regular overtime is included in the usual hours.

If the respondent answers 'yes' to the question on if he/she usually works his/her contractual number of hours per week, we assume that the respondent's usual hours equal the respondent's contractual hours. This is reflected in the transcoding.

If the respondent is currently absent or has had a long term absence, the situation preceding the absence should be taken.

The variable excludes travel time from home to work, main meal breaks, education and non-job-related training (see the definition of job-related training in the explanatory notes of the variable WKSTAT in the topic "03_Labour market participation"). It includes production activities, ancillary activities (travel between different places of work, personnel management), education and training necessary for carrying out the work.

On-call time: Directive 2003/88/EC defines on-call time as the “period during which the worker has the obligation to be available at the workplace in order to intervene, at the employer's request, to carry out his activity or duties”. The workplace is defined as “the place or places where the worker normally carries out his activities or duties and which is determined in accordance with the terms laid down in the relationship or employment contract applicable to the worker”. The inactive part of on-call time is the “period during which the worker is on-call, but not required by his employer to carry out his activity or duties”. The active part of on-call time should be obviously included in the working hours. The idle part at the workplace (e.g. sleeping hours in a hospital for a doctor) should be included in the working hours, as the worker must be in a state of readiness. The inactivity outside the normal workplace is not work activity unless the burden or the restrictions placed on the worker are too high, such as the requirement to wear uniforms or to stay in a special accommodation outside the employee's home. The time spent in working related activities as described here has to be taken into account in the usual working hours if they occur regularly.

Travelling time for business trips: For pure business trips (not for home-to-work commuting), related to the main job, travelling time has to be considered as time spent in ancillary activities, and then to be included in usual working hours if they occur regularly.

Working hours not paid by the employer (including unpaid overtime): For employees, the hours do not have to be explicitly required by the employer, but it has to be hours spent in activities related to the job for which the employee is paid. The hours spent in such activities but not recognised by the employer should be included in usual working hours if they occur regularly.

Working at home: The time spent at home in working activities directly related to the current job has to be taken into account in the usual working hours if they occur regularly.

Teachers: Usually, teachers' employment contracts refer to weekly hours spent in the classroom. However, all actual hours worked directly related to teaching have to be considered. It particularly includes teaching in or outside the class, planning and preparation of the lessons, marking, attending meetings and

conferences related to teaching. Supervision of school trips where attendance is required should be included (sleeping hours during school trips should be excluded). Part of the teacher work (preparation, tests corrections, etc.) can be carried out at home. All out-of-classroom work is included in usual working hours if it occurs regularly.

Farmers: Hours spent in running the farm, preparing the production for selling, supervising employees, as well as hours spent in commercial and administrative tasks linked to the farm should be counted here if this work occurs regularly. Hours spent in production only designated to own consumption, and hours spent in the farm without doing anything related to the agricultural business should be excluded.

Model questions

IF CUT_3 = 1.0-95.0

CUT_4

Do you usually work this number of hours per week?

1	Yes	and WKSTAT = 1	→ ABS_1
		and WKSTAT = 2	→ finished
2	No		→ CUT_5
3	Don't know		→ CUT_5

IF

[CUT_1 in (2, 3) OR CUT_2 in (2, 3) OR CUT_3 in (0, 98) OR CUT_4 in (2, 3)]

OR

[STAPRO in (1, 2, 4)]

CUT_5

How many hours do you usually work per week?

1.0 - 95 .0	Any number of hours	and WKSTAT = 1	→ ABS_1
		and WKSTAT = 2	→ finished
97	Hours vary from week to week		→ CUT_6
98	Don't know		→ CUT_6

IF CUT_5 in (97, 98)

CUT_6

Could you estimate the average based on the last four to twelve working weeks?

1.0 - 95 .0	Any number of hours	and WKSTAT = 1	→ ABS_1
		and WKSTAT = 2	→ finished
97	No, not able to estimate	and WKSTAT = 1	→ ABS_1
		and WKSTAT = 2	→ finished
98	Don't know	and WKSTAT = 1	→ ABS_1
		and WKSTAT = 2	→ finished

Transcoding:

STAPRO	CUT_1	CUT_2	CUT_3	CUT_4	CUT_5	CUT_6	HWUSUAL
3	2, 3				1.0 - 95.0		010 - 950
3	2, 3				97	1.0 - 95.0	010 - 950
3	2, 3				97	97	970
3	2, 3				97	98	970
3	2, 3				98	1.0 - 95.0	010 - 950
3	2, 3				98	97	Blank
3	2, 3				98	98	Blank
3	1	2, 3			1.0 - 95.0		010 - 950
3	1	2, 3			97	1.0 - 95.0	010 - 950
3	1	2, 3			97	97	970
3	1	2, 3			97	98	970
3	1	2, 3			98	1.0 - 95.0	010 - 950
3	1	2, 3			98	97	Blank
3	1	2, 3			98	98	Blank
3	1	1	1.0 - 95.0	1			equals CONTRHRS
3	1	1	1.0 - 95.0	2, 3	1.0 - 95.0		010 - 950
3	1	1	1.0 - 95.0	2, 3	97	1.0 - 95.0	010 - 950
3	1	1	1.0 - 95.0	2, 3	97	97	970
3	1	1	1.0 - 95.0	2, 3	97	98	970
3	1	1	1.0 - 95.0	2, 3	98	1.0 - 95.0	010 - 950
3	1	1	1.0 - 95.0	2, 3	98	97	Blank
3	1	1	1.0 - 95.0	2, 3	98	98	Blank
1, 2, 4					1.0 - 95.0		010 - 950
1, 2, 4					97	1.0 - 95.0	010 - 950
1, 2, 4					97	97	970
1, 2, 4					97	98	970
1, 2, 4					98	1.0 - 95.0	010 - 950
1, 2, 4					98	97	Blank
1, 2, 4					98	98	Blank
9, blank							999

ABSHOLID

Variable name

Days of absence from main job due to holidays and leave

Specifications

Topic	Working conditions including working hours and working time arrangements
Detailed topic	Working hours
Standardisation	LFS variable
Periodicity	Quarterly
Minimum set of variables	No
Variable type	Collected
Column	283-284
Flow number	003

Filter

EMPSTAT = 1

Filter labels

Persons in employment

Codes or value

00, 05, 10 . . . 65, 70	Number of days of absence (x10)
Blank	Not stated
99	Not applicable

Purpose

The variable aims to measure the number of days of absence from the main job in the reference week due to annual leave, compensatory leave, special leave, public holidays, bridge days, bank holidays, no matter if the absence is paid or not. Countries are invited to use the terms understood in each country as compensation schemes.

Definition

The variable identifies the number of days or half days of absence from the main job in the reference week due to annual leave, compensatory leave, special leave, bank holidays, public holidays and / or bridge days.

Days and half days of absence in the week are summed but with each day counting as 10 and each half day counting as 05.

Absence can be paid or unpaid.

Implementation guidelines

The questions on absences concern the main job only.

The variable only counts the days of absence compared to what the respondent would have worked in a normal week. Therefore, a Sunday is only counted as an absence if the respondent normally would have worked on Sundays, but in the reference week for some reason did not. The same applies to public holi-

days. When for instance May 1 falls on a Saturday, it should be counted as an absence only if the respondent usually works on Saturdays.

Answers can be given in whole and half days. For technical reasons, numbers of days are multiplied by 10 and half days are multiplied by 05.

One half-day is considered as half of a usual full-time working day. For example, a respondent who works in a horizontal⁽¹⁷⁾ part-time regime on a daily basis at 75%, for usually 6 hours per day (against a full-time working day of 8 hours) will be coded 05, if he/she in a particular day has worked 3 hours or less (being absent for at least half of the normal working hours of the part-time regime). If a respondent has a 50% horizontal part-time regime (i.e. working 4 hours each day), he/she will be coded 05 if he/she has worked 2 hours or less.

Absences for part time, for example in case of entire days or weeks off for vertical⁽¹⁸⁾ part-time, are not considered as holidays.

Holidays include all public holidays, bank holidays, and other related days when one exceptionally does not work, such as days in which the company is closed and all workers of the company do not work.

Following the model questionnaire, reminders of public holidays should be extended as far as possible also to cover unofficial bank holidays, school holidays, common bridge days, culturally related holidays, regional holidays, or even holidays in neighbouring countries if it is reasonable to think that they will influence the result (for instance where many persons commute across a border).

It is recommended that the interviewers have calendars of the reference week, indicating if and which days were public holidays. For web mode such calendars could be displayed on the screen.

Leave consists of three components: annual leave, special leave and compensatory leave:

- Following the ILO Holidays with Pay Convention (Revised), 1970 (No. 132), *annual leave* is the annual period during which workers take time away from their work while continuing to receive an income and to be entitled to social protection. Workers can take a specified number of working days or weeks of leave, with the aim of allowing them the opportunity for extended rest and recreation. Paid leave is available in addition to public holidays, sick leave, weekly rest, maternity and parental leave, etc.
- *Special leave* is exceptional time off for personal reasons, like attending funerals or holiday award granted by the employer.
- *Compensatory leave* is also known as time off in lieu (TOIL) or compensation leave. It is time off which staff is allowed to take for hours worked beyond the normal working day, as compensation for overtime hours (instead of extra pay for the overtime hours). In this operational definition compensatory leave also includes flexitime hours, the system that allows employees to vary the time that they start or finish work, provided that an agreed total number of hours are spent at work (typically per month), and that an agreed period of each day (core time) is spent at work.

Imputation is allowed for people absent from work for the entire reference week. The main reason of ab-

⁽¹⁷⁾ Horizontal part-time regime is a time arrangement for which the work is done every working day for a reduced time.

⁽¹⁸⁾ Vertical part-time regime is a time arrangement for which the work is done for some days along full-time working hours compensated by some full days of absences.

sence as recoded in ABSREAS (in this case ABSREAS = 01, 02) or administrative sources can be used for that purpose.

The sum of the three variables ABSHOLID + ABSILLINJ + ABSOTHER cannot be higher than 70 (the three variables ABSHOLID, ABSILLINJ, ABSOTHER refer to absences from the main job).

Model questions

Read out if there was not a bank holiday etc. in the reference week: ***“The next questions refer to the week from Monday ... to Sunday ... only, and will ask about days or half days you were not working.”***

Read out if there was a bank holiday etc. in the reference week: ***“The next questions refer to the week from Monday ... to Sunday ... only, and will ask about days or half days you were not working. Please remember that this week had the public holiday(s)/bank holiday(s)/bridge day(s) of [name(s)] on [weekday(s)]”***

IF (EMPSTAT=1) AND (bank holiday/public holiday in the reference week)

ABS_1a

In that week, did you have days or half days off due to holidays or leave, including [name of public holiday(s) and weekday(s)]?

1	Yes	→ ABS_2
2	No	→ ABS_3b
8	Don't know	→ ABS_3b

IF (EMPSTAT=1) AND (no bank holiday/public holiday in the reference week)

ABS_1b

In that week, did you have days or half days off due to holidays or leave?

1	Yes	→ ABS_2
2	No	→ ABS_3b
8	Don't know	→ ABS_3b

IF ABS_1a = 1 OR ABS_1b =1

ABS_2

How many days in total was this? Please include also half days, counting each of them as 0.5

0.5-7.0	Number of days or half days of absence	→ ABS_3a
8	Don't know	→ ABS_3a

Transcoding:

EMPSTAT	Public holiday in the reference week	ABS_1a	ABS_1b	ABS_2	ABSHOLID
1	yes	1		0.5-7.0	05-70
1	yes	1		8	Blank
1	yes	2			00
1	yes	8			Blank
1	no		1	0.5-7.0	05-70
1	no		1	8	Blank
1	no		2		00
1	no		8		Blank
2, 9, blank					99

ABSILLINJ

Variable name

Days of absence from main job due to own illness, injury or temporary disability

Specifications

Topic	Working conditions including working hours and working time arrangements
Detailed topic	Working hours
Standardisation	LFS variable
Periodicity	Quarterly
Minimum set of variables	No
Variable type	Collected
Column	285-286
Flow number	004

Filter

EMPSTAT = 1

Filter labels

Persons in employment

Codes or value

00, 05, 10 . . . 65, 70	Number of days of absence (x10)
Blank	Not stated
99	Not applicable

Purpose

The variable aims to record whether the respondent was away from the main job in the reference week due to own illness, injury or temporary disability, and if so, for how long (allowing also for half days). It also covers the situation where the respondent was away due to health problems.

It facilitates a better measurement of hours of absence due to this reason, and thus also a better measurement of HWACTUAL.

Definition

The variable identifies the number of days of absences from the main job due to own illness, injury, health problem or temporary disability. It corresponds to the reason of absence being the "sick leave" (in line with the code 03 'Sick leave' of the variable ABSREAS in topic '03_Labour market participation').

A disability is considered as being the consequence of health problems.

Days and half days of absence in the week are summed but with each day counting as 10 and each half day counting as 05.

Absence can be paid or unpaid.

Implementation guidelines

The questions on absences concern the main job only.

The variable only counts the days of absence compared to what the respondent would have worked in a normal week. Therefore, a Sunday is only counted as an absence if the respondent normally would have worked on Sundays, but in the reference week did not (for a reason like illness, injury or temporary disability). The same applies to public holidays- When for instance May 1 falls on a Saturday, it should only be counted as an absence if the respondent usually works on Saturdays.

Answers can be given in whole and half days. For technical reasons, numbers of days are multiplied by 10 and half days are multiplied by 05.

One half-day is considered as half of a usual full-time working day. For example, a respondent who works in a horizontal⁽¹⁹⁾ part-time regime on a daily basis at 75%, for usually 6 hours per day (against a full-time working day of 8 hours) will be coded 05, if he/she in a particular day has worked 3 hours or less (being absent for at least half of the normal working hours of the part-time regime). If a respondent has a 50% horizontal part-time regime (i.e. working 4 hours each day), he/she will be coded 05 if he/she has worked 2 hours or less.

Absences for part time, for example in case of entire days or weeks off for vertical⁽²⁰⁾ part-time, are not considered as days of absence (in case of temporary disability for example) and should not be recorded here.

Imputation is allowed for people absent from work for the entire reference week. The main reason of absence as recoded in ABSREAS (in this case ABSREAS = 03) or administrative sources can be used for that purpose.

This variable can also include days off for visiting a doctor or dentist e.g. for the reason of preventive medical examination.

If the absence due to illness is already reported under ABSHOLID, for instance to avoid having a cut in wages, it should not be reported here again.

This variable only refers to the respondent's own illness, injury, health problem or temporary disability. It does not cover absences to look after children (or others) who are ill. In this case, the absence should be included in the ABSOTHER variable.

The sum of the three variables ABSHOLID + ABSILLINJ + ABSOTHER cannot be higher than 70 (the three variables ABSHOLID, ABSILLINJ, ABSOTHER refer to absences from the main job).

⁽¹⁹⁾ Horizontal part-time regime is a time arrangement for which the work is done every working day for a reduced time.

⁽²⁰⁾ Vertical part-time regime is a time arrangement for which the work is done for some days along full-time working hours compensated by some full days of absences.

Model questions

IF ABS_2 in (0.5-7.0, 8)

ABS_3a***In that week, was there any other day or half day you were absent from work because of your own illness, injury, health problem or temporary disability?***

1	Yes	→ ABS_4
2	No	→ ABS_5
8	Don't know	→ ABS_5

IF ABS_1a in (2, 8) OR ABS_1b in (2, 8)

ABS_3b***In that week, were there any days or half days you were absent from work because of your own illness, injury, health problem or temporary disability?***

1	Yes	→ ABS_4
2	No	→ ABS_5b
8	Don't know	→ ABS_5b

IF ABS_3a = 1 OR ABS_3b = 1

ABS_4***How many days in total was this? Please include also half days, counting each of them as 0.5.***

0.5-7.0	Number of days or half days of absence	→ ABS_5
8	Don't know	→ ABS_5

Transcoding:

EMPSTAT	ABS_2	ABS_3a	ABS_3b	ABS_4	ABSILLINJ
1	0.5-7.0, 8	1		0.5-7.0	05-70
1	0.5-7.0, 8	1		8	Blank
1	0.5-7.0, 8	2			00
1	0.5-7.0, 8	8			Blank
1			1	0.5-7.0	05-70
1			1	8	Blank
1			2		00
1			8		Blank
2, 9, blank					99

ABSOTHER

Variable name

Days of absence from main job due to other reasons

Specifications

Topic	Working conditions including working hours and working time arrangements
Detailed topic	Working hours
Standardisation	LFS variable
Periodicity	Quarterly
Minimum set of variables	No
Variable type	Collected
Column	287-288
Flow number	005

Filter

EMPSTAT = 1

Filter labels

Persons in employment

Codes or value

00, 05, 10 . . . 65, 70	Number of days of absence (x10)
Blank	Not stated
99	Not applicable

Purpose

The variable aims to record whether the respondent was away from the main job in the reference week due to reasons other than leave, holidays or own illnesses, injuries or temporary disability.

In addition, it reminds the respondent of all other types of absences to be taken into account for stating HWACTUAL.

Definition

The variable identifies the number of days of absences from work in the reference week due to any reason other than leave, holidays or own illnesses or injuries or temporary disability.

Days and half days of absence in the week are summed but with each day counting as 10 and each half day counting as 05.

Other reasons are for instance slack work, non-job-related training (see the definition of job-related training in the explanatory notes of the variable WKSTAT in the topic "03_Labour market participation"), illness of children or other relatives, bad weather, strike, leave for any personal reason, maternity, paternity or parental leave.

Implementation guidelines

The questions on absences concern the main job only.

The variable only counts the days of absence compared to what the respondent would have worked in a normal week. Therefore, a Sunday is only counted as an absence if the respondent normally would have worked on Sundays, but in the reference week for some reason did not. The same applies to public holidays. When for instance May 1 falls on a Saturday, it should only be counted as an absence if the respondent usually works on Saturdays.

Answers can be given in whole and half days. For technical reasons, numbers of days are multiplied by 10 and half days are multiplied by 05.

One half-day is considered as half of a usual full-time working day. For example, a respondent who works in a horizontal⁽²¹⁾ part-time regime on a daily basis at 75%, for usually 6 hours per day (against a full-time working day of 8 hours) will be coded 05, if he/she in a particular day has worked 3 hours or less (being absent for at least half of the normal working hours of the part-time regime). If a respondent has a 50% horizontal part-time regime (i.e. working 4 hours each day), he/she will be coded 05 if he/she has worked 2 hours or less.

Absences due part-time work arrangements, for example in case of entire days or weeks off for vertical⁽²²⁾ part-time, are not considered as days of absence and should not be recorded here.

Imputation is allowed for people absent from work for the entire reference week. The main reason of absence as recoded in ABSREAS (in this case ABSREAS = 04, 06, 07, 08) or administrative sources can be used for that purpose.

Please note that days of job-related training (corresponding to ABSREAS = 05) should not be recorded here. Only non-job-related training are concerned.

If the absences were already reported in ABSHOLID or ABSILLIN they should not be repeated here. This variable covers all types of absence not covered by ABSHOLID or ABSILLIN. This variable covers for example absences to look after children (or others) who are ill. It also includes slack work, non-job-related training, bad weather, strike, maternity leave, paternity leave, parental leave, and leave for any personal reason.

The sum of the three variables ABSHOLID + ABSILLINJ + ABSOTHER cannot be higher than 70 (the three variables ABSHOLID, ABSILLINJ, ABSOTHER refer to absences from the main job).

Model questions

IF ABS_3a in (2,8) OR ABS_4 in (0.5-8)

ABS_5a

In that week, were there any other day or half day you were absent from work because of any other reason?

1	Yes	→ ABS_6
2	No	→ EXT_1

⁽²¹⁾ Horizontal part-time regime is a time arrangement for which the work is done every working day for a reduced time.

⁽²²⁾ Vertical part-time regime is a time arrangement for which the work is done for some days along full-time working hours compensated by some full days of absences.

8 *Don't know* → EXT_1

IF ABS_3b in (2,8)

ABS_5b

In that week, were there any days or half days you were absent from work because of any other reason?

1 *Yes* → ABS_6
 2 *No* → EXT_1
 8 *Don't know* → EXT_1

IF ABS_5a = 1 OR ABS_5b =1

ABS_6

How many days in total was this? Please include also half days, counting each of them as 0.5.

0.5-7.0 *Number of days or half days of absence* → EXT_1
 8 *Don't know* → EXT_1

Transcoding:

EMPSTAT	ABS_3a	ABS_3b	ABS_4	ABS_5a	ABS_5b	ABS_6	ABSOTHER
1	2, 8			1		0.5-7.0	05-70
1	2, 8			2			00
1	2, 8			8			Blank
1			0.5-7.0, 8	1		0.5-7.0	05-70
1			0.5-7.0, 8	2			00
1			0.5-7.0, 8	8			Blank
1		2, 8			1	0.5-7.0	05-70
1		2, 8			2		00
1		2, 8			8		Blank
2, 9, blank							99

EXTRAHRS

Variable name

Overtime or extra hours worked in main job

Specifications

Topic	Working conditions including working hours and working time arrangements
Detailed topic	Working hours
Standardisation	LFS variable
Periodicity	Quarterly
Minimum set of variables	No
Variable type	Collected
Column	289-291
Flow number	006

Filter

WKSTAT = 1, 3

Filter labels

Persons present at work for at least 1 hour or who worked as a family worker in the reference week

Codes or value

000	No overtime or extra hours in the main job
005, 010, 015, 020 . . . 945, 950	Number of hours of overtime or extra hours in the main job (x10)
Blank	Not stated
999	Not applicable

Purpose

The variable aims to record whether the respondent worked extra hours in the reference week for the main job, and if so, how many hours (including half hours).

In addition, it reminds the respondents of the total number of hours to be considered for HWACTUAL.

Definition

The variable identifies the number of hours of overtime or extra hours worked in the reference week in the main job.

Implementation guidelines

Half hours are accepted as answers. Please round to the nearest half hour if needed. For technical reasons, numbers of hours are multiplied by 10. Please make sure that 30 minutes, not 50 minutes, are coded as 005.

Only working time in the main job is concerned.

The variable covers all types of additional hours worked (i.e. time worked in addition to one's usual or contractual working hours):

- unpaid overtime,
- overtime paid in money,
- overtime paid in kind,

- overtime paid in time off (recuperation, time for rest or recreation away from work),
- and those extra hours which are a result of working time arrangements, and which will be recuperated later.

The variable covers the number of hours actually worked by an employee in excess of his or her *contractual or normal daily or weekly hours* of work (please note that the *normal hours of work* only include the hours for which the employee is not entitled to compensation, in pay, kind or compensatory leave).

For *self-employed and family workers*, the variable covers hours worked in excess of hours usually worked.

The variable aims to collect overtime and extra hours worked, even from the respondents who have stated that they neither have usual nor contractual hours. The related questions serve as a reminder, and thus help the respondents to better answer the question on actual hours of work. Existing LFS data shows that, at least in some countries, a significant number of persons who do not have usual hours or contractual hours state that they had worked more hours than usual (even if this by definition is not possible, as they must have a reference point of either contractual or usual hours to be able to have overtime or extra hours). To help the respondent, it can be quoted that the answer should be equal to the sum of the daily extra hours for the 7 days of the reference week, even if they have been recovered in the same week.

For the purpose of this variable, extra hours should not be interpreted as the number of hours worked in excess compared to the total number of hours usually worked in the week. Extra hours should be computed on a daily basis (extra-hours done each day of the reference week) and then summed up over the days of the reference week.

Model questions

IF (WKSTAT=1, 3) AND STAPRO=3 AND CONTRHRS=010-950

(employees having contractual hours)

EXT_1a

In that week, in your main job, were there any days or half days you worked overtime, be it paid or unpaid, or did extra hours to be recuperated later (taking the contractual hours as reference)?

- | | | |
|---|------------|---------|
| 1 | Yes | → EXT_2 |
| 2 | No | → ACT_1 |
| 8 | Don't know | → ACT_1 |

IF (WKSTAT=1, 3) AND [STAPRO in (1, 2, 4) OR (STAPRO=3 AND CONTRHRS in (960, 970, blank))]

(self-employed or family workers OR employees not having contractual hours)

EXT_1b

In that week, in your main job, were there any days you worked more than usual?

- | | | |
|---|------------|---------|
| 1 | Yes | → EXT_2 |
| 2 | No | → ACT_1 |
| 8 | Don't know | → ACT_1 |

IF EXT_1a = 1 OR EXT_1b = 1

EXT_2

For the entire week, how many hours in total was this? Please take the extra-hours done each day and sum them up (even if there were recuperated).

0.5-95.0	Number of hours	→ ACT_1
98	Don't know	→ ACT_1

Transcoding:

WKSTAT	STAPRO	CONTRHRS	EXT_1a	EXT_1b	EXT_2	EXTRAHRS
1,3	3	010-950	1		0.5-95	005-950
1,3	3	010-950	1		98	Blank
1,3	3	010-950	2			000
1,3	3	010-950	8			Blank
1,3	3	960, 970, blank		1	0.5-95	005-950
1,3	3	960, 970, blank		1	98	Blank
1,3	3	960, 970, blank		2		000
1,3	3	960, 970, blank		8		Blank
1,3	1, 2, 4			1	0.5-95	005-950
1,3	1, 2, 4			1	98	Blank
1,3	1, 2, 4			2		000
1,3	1, 2, 4			8		Blank
2, 4, 9						999

HWACTUAL

Variable name

Number of hours actually worked in main job

Specifications

Topic	Working conditions including working hours and working time arrangements
Detailed topic	Working hours
Standardisation	LFS variable
Periodicity	Quarterly
Minimum set of variables	Yes
Variable type	Collected
Column	292-294
Flow number	007

Filter

EMPSTAT = 1

Filter labels

Persons in employment

Codes or value

000	Did not work in the main job in the reference week
010, 015, 020 ... 945, 950	Number of hours actually worked in the main job (x10)
Blank	Not stated
999	Not applicable

Purpose

This variable provides measurement of direct labour input. It is the most complex variable of the module, with several preceding variables playing a supporting role to enhance the respondent's memory and accuracy.

It is one of the two most important variables for measuring working time, the other one being HWUSUAL.

The variable is used to monitor several employment guidelines. It is essential to study hours worked in relation with National Accounts.

Definition

Actual hours worked are the hours which the person has actually spent in work activities in the main job during the reference week (ILO concept of working time).

Implementation guidelines

Half hours are accepted as answers. Please round to the nearest half hour if needed. For technical reasons, numbers of hours are multiplied by 10. Please make sure that 30 minutes, not 50 minutes, are coded as 005.

Only working time in the main job is concerned.

Work activities should include:

- Production activities: activities when directly engaged in the production of good or services as defined in the European System of Accounts.
- Ancillary activities: activities not directly intended for the production of goods or services but which are necessary to enable such production (such as travel between places of work, personnel management).
- Short pauses: interruptions in the production or ancillary activities that are the necessary consequence of the organisation of the work activities or the use of labour, such as short rest periods (including coffee breaks).
- Education and training which is necessary to carry out successfully either the production or ancillary activities.

Actual hours worked should include time spent at the place of work such as preparing the site, repair and maintenance work, preparation and cleaning the tools and making out receipts, invoices, records of the length of time worked and other reports.

Actual hours worked should exclude:

- Travel time between home and the place of work.
- Main meal breaks (which are breaks taken to have a lunch or dinner; in general they last at least 30 minutes).
- Absences from work within the working period for personal reasons (such as visits to a doctor).

Respondents with WKSTAT=2 'Self-declared absent from work or business during the reference week', except those with ABSREAS=05 'Job-related training', should be automatically coded as 000 for HWACTUAL.

As this variable is the key variable for this topic, it is not calculated but collected directly. The other variables of this topic give more details and help to remind the respondent about all relevant aspects in order to answer to this variable correctly.

On-call time: Directive 2003/88/EC defines on-call time as the “period during which the worker has the obligation to be available at the workplace in order to intervene, at the employer's request, to carry out his activity or duties”. The workplace is defined as “the place or places where the worker normally carries out his activities or duties and which is determined in accordance with the terms laid down in the relationship or employment contract applicable to the worker”. The inactive part of on-call time is the “period during which the worker is on-call, but not required by his employer to carry out his activity or duties”. The active part of on-call time should be obviously included in the working hours. The idle part at the workplace (e.g. sleeping hours in a hospital for a doctor) should be included in the working hours, as the worker must be in a state of readiness. The inactivity outside the normal workplace is not work activity unless the burden or the restrictions placed on the worker are too high, such as the requirement to wear uniforms or to stay in a special accommodation outside the employee's home.

Training time: For employees, training time should be included if this is a job-related training (see the definition of job-related training in the explanatory notes of variable WKSTAT²³).

Travelling time for business trips: For pure business trips (not for home-to-work commuting), related to the main job, travelling time has to be considered as time spent in ancillary activities, and then to be included in actual hours worked.

²³ See topic 03 'Labour market participation'

Working hours not paid by the employer (including unpaid overtime): For employees, the hours do not have to be explicitly required by the employer, but it has to be hours spent in activities related to the job for which the employee is paid. The hours spent in such activities but not recognised by the employer should be included in actual hours worked.

Working at home: The time spent at home in working activities directly related to the main job has to be taken into account in the actual working hours (and also in the usual working hours, if they occur regularly).

Teachers: Usually, teachers' employment contracts refer to weekly hours spent in the classroom. However, all actual hours worked directly related to teaching have to be considered. It particularly includes teaching in or outside the class, planning and preparation of the lessons, marking, attending meetings and conferences related to teaching. Supervision of school trips where attendance is required should be included (sleeping hours during school trips should be excluded). Part of the teacher work (preparation, tests corrections, etc.) can be carried out at home, this should also be included in the actual hours worked (see paragraph here above).

Farmers: Hours spent in running the farm, preparing the production for selling, supervising employees, as well as hours spent in commercial and administrative tasks linked to the farm should be counted here. Hours spent in production only designated to own consumption, and hours spent in the farm without doing anything connected to the agricultural business should be excluded.

Reading out the introductory text is important, as it both serves as a reminder of possible absences from work in the reference week, but also underlining that all absences should be taken into account (even those of less than half a day), and not only the absences reported in ABSHOLID, ABSILLIN and ABSOTHER (which disregard absences of less than half a day).

Model question

This question should be placed after the questions about the contractual hours (variable CONTRHRS), the hours usually worked (variable HWUSUAL), the absences (variables ABSHOLID, ABSILLIN and ABSOTHER) and the overtime or extra hours worked (variable EXTRAHRS).

To be read out: ***"The next question will ask about the number of actual hours worked in your main job. Please take into account your previous answers as well as absences of only a few hours."***

ACT_1

In total, during the week from Monday [date] to Sunday [date], how many hours did you actually work in your main job?

<i>0-95.0</i>	<i>Number of hours</i>
<i>98</i>	<i>Don't know</i>

Transcoding:

EMPSTAT	ACT_1	HWACTUAL
1	0	000
1	1-95	010-950
1	98	Blank
2, 9		999

HWUSU2J

Variable name

Number of hours per week usually worked in second job

Specifications

Topic	Working conditions including working hours and working time arrangements
Detailed topic	Working hours
Standardisation	LFS variable
Periodicity	Quarterly
Minimum set of variables	No
Variable type	Collected
Column	295-297
Flow number	008

Filter

NUMJOB = 2, 3

Filter labels

Persons in employment with more than one job

Codes or value

010, 015, 020 ... 945, 950	Number of hours usually worked in the second job (x10)
970	Hours worked vary from week to week
Blank	Not stated
999	Not applicable

Purpose

This variable provides a direct measurement of the labour input and is consequently a basis for measurement of total hours worked. This variable is also necessary to study hours worked in relation with National Accounts.

Definition

The number of hours recorded in this variable should correspond to the number of hours for which the person works during one week in the second job.

For the definition of 'usual working hours' see the variable HWUSUAL (in this topic 06 'Working conditions including working hours and working time arrangements').

For the definition of 'job', 'main job' and 'second and multiple jobs', see "General definitions".

Implementation guidelines

See HWUSUAL.

HWACTU2J

Variable name

Number of hours actually worked in second job

Specifications

Topic	Working conditions including working hours and working time arrangements
Detailed topic	Working hours
Standardisation	LFS variable
Periodicity	Quarterly
Minimum set of variables	No
Variable type	Collected
Column	298-300
Flow number	009

Filter

NUMJOB = 2, 3

Filter labels

Persons in employment with more than one job

Codes or value

000	Did not work in the second job in the reference week
010, 015, 020 ... 945, 950	Number of hours actually worked in the second job (x10)
Blank	Not stated
999	Not applicable

Purpose

This variable provides a direct measurement of the labour input and is thus a basis for measurement of total hours worked. This variable is also necessary to study hours worked in relation with National Accounts.

Definition

The number of hours recorded in this variable should correspond to the number of hours the person actually worked during the reference week in the second job.

For the definition of 'actual working hours' see the variable HWACTUAL (in this topic 06 'Working conditions including working hours and working time arrangements').

For the definition of 'job', 'main job' and 'second and multiple jobs', see "General definitions".

Implementation guidelines

See HWACTUAL.

SHIFTWK

Variable name

Shift work in main job

Specifications

Topic	Working conditions including working hours and working time arrangements
Detailed topic	Working time arrangements
Standardisation	LFS variable
Periodicity	Biennial (every two years), in odd years (2021, 2023, etc.)
Minimum set of variables	No
Variable type	Collected
Column	301
Flow number	010

Filter

STAPRO = 3

Filter labels

Employees

Codes or value

1	Person usually does shift work
3	Person never does shift work
Blank	Not stated
9	Not applicable

Purpose

The variable provides information on various forms of working time arrangements. It allows monitoring the implementation of Directive 2003/88/EC of the European Parliament and of the Council of 4 November 2003 concerning certain aspects of the organisation of working time.

Definition

'Shift work' means any method of organising work in shifts whereby workers succeed each other at the same work stations according to a certain pattern, including a rotating pattern, and which may be continuous or discontinuous, entailing the need for workers to work at different times over a given period of days or weeks (definition of the Directive 2003/88/EC).

The variable only concerns the main job and measures if the respondent's main job is usually organised in shifts. For the definition of 'job' and 'main job', see "General definitions".

Implementation guidelines

Shift work usually involves work at hours in the early morning, at night or on the weekend; the weekly rest days do not always coincide with the normal rest days.

Shift work should involve changes in the working schedule. Persons having fixed assignment to a given shift should not be considered as shift-workers, even if their working schedules are defined in their establishment in terms of shift work.

In code 1 "Person usually does shift work", "usually" refers to the situation in the last four to twelve working weeks (as for the variable HWUSUAL). In most cases "usually" refers to the last four working weeks preceding the end of the reference week. Nevertheless, when the last four working weeks were unusual for the respondent in terms of working schedule (due to a particular situation), "usually" will refer to a longer time period of twelve working weeks. Consequently, if the last four working weeks were usual for the respondent in terms of working schedule, code 1 corresponds to "Person usually did shift work in the last four working weeks preceding the end of the reference week", and if these were unusual, code 1 corresponds to "Person usually did shift work in the last twelve working weeks preceding the end of the reference week".

Code 3 "Person never does shift work" corresponds to the opposite of code 1. It means that the person did not do shift work in the last four (or twelve) working weeks preceding the end of the reference week.

If the respondent is currently absent with a long term absence (more than 3 months but still classified as employed), the question can be skipped and the variable coded as "Blank / Not stated".

In even years (2022, 2024, etc.), only the codes "Blank" and "9" should be used for this variable according to the filter conditions, i.e.:

- code "Blank" if the filter condition is fulfilled,
- code "9" if the filter condition is not fulfilled.

Model question

We will now focus on the weeks from ... to <last four working weeks preceding the end of the reference week>. If these weeks correspond to an unusual work schedule, please refer to a longer time period (e.g. the last 12 working weeks).

SHIFT_Q

During these weeks, have you done shift work?

- 1) Yes
- 2) No
- 3) Don't know

Transcoding

SHIFT_Q	SHIFTWK
1	1
2	3
3	Blank

EVENWK

Variable name

Evening work in main job

Specifications

Topic	Working conditions including working hours and working time arrangements
Detailed topic	Working time arrangements
Standardisation	LFS variable
Periodicity	Biennial (every two years), in odd years (2021, 2023, etc.)
Minimum set of variables	No
Variable type	Collected
Column	302
Flow number	011

Filter

EMPSTAT = 1

Filter labels

Persons in employment

Codes or value

1	Person frequently works in the evening
2	Person sometimes works in the evening
3	Person never works in the evening
Blank	Not stated
9	Not applicable

Purpose

The variable provides information on various forms of working time arrangements. It allows measurements relating to reconciliation between work and family life and for the assessment of health related issues (see the night work convention of the ILO, and Directive 2003/88/EC).

Definition

The definitions of evening and night vary considerably, making it difficult to establish a strictly common basis for all Member States. Generally speaking, however, 'evening work' must be considered to be work done after the usual hours of working time in this Member State, but before the usual sleeping hours. This means the possibility of sleeping at normal times (whereas 'night work' requires an abnormal sleeping pattern).

The variable only concerns the main job and measures if the respondent usually works in the evening in the main job. For the definition of 'job' and 'main job', see "General definitions".

Implementation guidelines

The criterion applied to code this variable is the actual frequency within a reference period of four (to twelve) working weeks:

- Code 1: 'Frequently' in this context should be interpreted as:

working during the evenings at least half of the days worked in a reference period of four (to twelve) working weeks preceding the end of the reference week.

- Code 2: 'Sometimes' in this context should be interpreted as:
working during the evenings less than half of the days worked, but a least one hour in a reference period of four (to twelve) working weeks preceding the end of the reference week.
- Code 3: 'Never' in this context should be interpreted as:
working during the evenings on no occasion in a reference period of four (to twelve) working weeks preceding the end of the reference week.

In most cases the reference period can be the last four working weeks. Nevertheless, when the last four working weeks were unusual for the respondent in terms of working schedule (due to a particular situation), the reference period will be a longer time period of twelve working weeks.

If the respondent is currently absent with a long term absence (more than 3 months but still classified as employed), the question can be skipped and the variable coded as "Blank / Not stated".

If the respondent only checks emails or answers phone calls occasionally in the evenings, this should not be considered as working during the evenings. Only work that is also normally done at the workplace or counted as working time should be taken into consideration.

In even years (2022, 2024, etc.), only the codes "Blank" and "9" should be used for this variable according to the filter conditions, i.e.:

- code "Blank" if the filter condition is fulfilled,
- code "9" if the filter condition is not fulfilled.

NIGHTWK

Variable name

Night work in main job

Specifications

Topic	Working conditions including working hours and working time arrangements
Detailed topic	Working time arrangements
Standardisation	LFS variable
Periodicity	Biennial (every two years), in odd years (2021, 2023, etc.)
Minimum set of variables	No
Variable type	Collected
Column	303
Flow number	012

Filter

EMPSTAT = 1

Filter labels

Persons in employment

Codes or value

1	Person frequently works at night
2	Person sometimes works at night
3	Person never works at night
Blank	Not stated
9	Not applicable

Purpose

The variable provides information on various forms of working time arrangements. It allows measurements relating to intrusion of work into family life and for the assessment of health related issues (see the night work convention of the ILO, and Directive 2003/88/EC).

Definition

Bearing in mind the definitional problems discussed under EVENWK, 'night work' must be generally considered to be work done during the usual sleeping hours. This requires an abnormal sleeping pattern (whereas 'evening work' implies the possibility of sleeping at normal times). As foreseen by Directive 2003/88/EC, the definition of usual sleeping hours can vary by country but should in any case include hours between midnight and 5 a.m.

The variable only concerns the main job and measures if the respondent usually works at night in the main job. For the definition of 'job' and 'main job', see "General definitions".

Implementation guidelines

The criterion applied to code this variable is the actual frequency within a reference period of four (to twelve) working weeks:

- Code 1: 'Frequently' in this context should be interpreted as:

working during the nights at least half of the days worked in a reference period of four (to twelve) working weeks preceding the end of the reference week.

- Code 2: 'Sometimes' in this context should be interpreted as:
working during the nights less than half of the days worked, but a least one hour, in a reference period of four (to twelve) working weeks preceding the end of the reference week.
- Code 3: 'Never' in this context should be interpreted as:
working during the nights on no occasion in a reference period of four (to twelve) working weeks preceding the end of the reference week.

In most cases the reference period can be the last four working weeks. Nevertheless, when the last four working weeks were unusual for the respondent in terms of working schedule (due to a particular situation), the reference period will be a longer time period of twelve working weeks.

If the respondent is currently absent with a long term absence (more than 3 months but still classified as employed), the question can be skipped and the variable coded as "Blank / Not stated".

If the respondent only checks emails or answers phone calls occasionally during the nights, this should not be considered as working during the nights. Only work that is also normally done at the workplace or counted as working time should be taken into consideration.

In even years (2022, 2024, etc.), only the codes "Blank" and "9" should be used for this variable according to the filter conditions, i.e.:

- code "Blank" if the filter condition is fulfilled,
- code "9" if the filter condition is not fulfilled.

SATWK

Variable name

Saturday work in main job

Specifications

Topic	Working conditions including working hours and working time arrangements
Detailed topic	Working time arrangements
Standardisation	LFS variable
Periodicity	Biennial (every two years), in odd years (2021, 2023, etc.)
Minimum set of variables	No
Variable type	Collected
Column	304
Flow number	013

Filter

EMPSTAT = 1

Filter labels

Persons in employment

Codes or value

- | | |
|-------|--------------------------------------|
| 1 | Person frequently works on Saturdays |
| 2 | Person sometimes works on Saturdays |
| 3 | Person never works on Saturdays |
| Blank | Not stated |
| 9 | Not applicable |

Purpose

The variable provides information on various forms of working time arrangements. It allows measurements relating to reconciliation between work and family life and for the assessment of health related issues (see the night work convention of the ILO, and Directive 2003/88/EC).

Definition

The variable identifies the work usually done during the Saturdays in the main job.

The variable only concerns the main job, and measures if the respondent usually works during the Saturdays in the main job. For the definition of 'job' and 'main job', see "General definitions".

Implementation guidelines

The criterion applied to code this variable is the actual frequency within a reference period of four (to twelve) working weeks:

- Code 1: 'Frequently' in this context should be interpreted as: working at least two of the Saturdays per month in a reference period of four (to twelve) working weeks preceding the end of the reference week.
- Code 2: 'Sometimes' in this context should be interpreted as: working on one Saturday (at least one hour) per month in a reference period of four (to twelve) working weeks preceding the end of the reference week.

- Code 3: 'Never' in this context should be interpreted as:
working on Saturdays on no occasion in a reference period of four (to twelve) working weeks preceding the end of the reference week.

In most cases the reference period can be the last four working weeks. Nevertheless, when the last four working weeks were unusual for the respondent in terms of working schedule (due to a particular situation), the reference period will be a longer time period of twelve working weeks.

If the respondent is currently absent with a long term absence (more than 3 months but still classified as employed), the question can be skipped and the variable coded as "Blank / Not stated".

If the respondent only checks emails or answers phone calls occasionally on Saturdays, this should not be considered as working on Saturdays. Only work that is also normally done at the workplace or counted as working time should be taken into consideration.

In even years (2022, 2024, etc.), only the codes "Blank" and "9" should be used for this variable according to the filter conditions, i.e.:

- code "Blank" if the filter condition is fulfilled,
- code "9" if the filter condition is not fulfilled.

SUNWK

Variable name

Sunday work in main job

Specifications

Topic	Working conditions including working hours and working time arrangements
Detailed topic	Working time arrangements
Standardisation	LFS variable
Periodicity	Biennial (every two years), in odd years (2021, 2023, etc.)
Minimum set of variables	No
Variable type	Collected
Column	305
Flow number	014

Filter

EMPSTAT = 1

Filter labels

Persons in employment

Codes or value

- | | |
|-------|------------------------------------|
| 1 | Person frequently works on Sundays |
| 2 | Person sometimes works on Sundays |
| 3 | Person never works on Sundays |
| Blank | Not stated |
| 9 | Not applicable |

Purpose

The variable provides information on various forms of working time arrangements. It allows measurements relating to reconciliation between work and family life and for the assessment of health related issues (see the night work convention of the ILO, and Directive 2003/88/EC).

Definition

The variable identifies the work usually done during the Sundays in the main job.

The variable only concerns the main job, and measures if the respondent usually works during the Saturdays in the main job. For the definition of 'job' and 'main job', see "General definitions".

Implementation guidelines

The criterion applied to code this variable is the actual frequency within a reference period of four (to twelve) working weeks:

- Code 1: 'Frequently' in this context should be interpreted as: working at least two of the Sundays per month in a reference period of four (to twelve) working weeks preceding the end of the reference week.
- Code 2: 'Sometimes' in this context should be interpreted as: working on one Sunday (at least one hour) per month in a reference period of four (to twelve) working weeks preceding the end of the reference week.

- Code 3: 'Never' in this context should be interpreted as:
working on Sundays on no occasion in a reference period of four (to twelve) working weeks preceding the end of the reference week.

In most cases the reference period can be the last four working weeks. Nevertheless, when the last four working weeks were unusual for the respondent in terms of working schedule (due to a particular situation), the reference period will be a longer time period of twelve working weeks.

If the respondent is currently absent with a long term absence (more than 3 months but still classified as employed), the question can be skipped and the variable coded as "Blank / Not stated".

If the respondent only checks emails or answers phone calls occasionally on Sundays, this should not be considered as working on Sundays. Only work that is also normally done at the workplace or counted as working time should be taken into consideration.

In even years (2022, 2024, etc.), only the codes "Blank" and "9" should be used for this variable according to the filter conditions, i.e.:

- code "Blank" if the filter condition is fulfilled,
- code "9" if the filter condition is not fulfilled.

TOPIC 7:

Participation in education and training

EDUCFED4

Variable name

Participation in formal education and training (student or apprentice) in the last 4 weeks

Specifications

Topic	Participation in education and training
Detailed topic	Participation in formal and non-formal education and training (4 weeks)
Standardisation	Standardised key social variable (P1)
Periodicity	Quarterly
Minimum set of variables	Yes
Variable type	Collected
Column	306
Flow number	001

Filter

15 <= AGE <= 74

Filter labels

Everybody in the target population aged 15 to 74 years

Codes or value

1	Yes (<i>includes students on holidays</i>)
2	No
Blank	Not stated
9	Not applicable

Purpose

The variable measures the number of students in formal education (in the last 4 weeks) and allows the calculation of important indicators such as 'early leavers from education and training', 'young people neither in employment nor in education and training (NEET)', 'employment rates of recent graduates'.

Definition

The variable measures a person's participation in formal education and training, i.e. whether the person has been enrolled as a student or apprentice in a programme of formal education during the reference period (in the last 4 weeks, ending with the reference week).

Formal education is defined according to the International Standard Classification of Education 2011 (ISCED 2011) as 'education that is institutionalised, intentional and planned through public organizations and recognised private bodies and – in their totality – constitute the formal education system of a country.

Formal education programmes are thus recognised as such by the relevant national education authorities or equivalent authorities, e.g. any other institution in cooperation with the national or sub-national education authorities. Formal education consists mostly of initial education. Vocational education, special needs education and some parts of adult education are often recognised as being part of the formal education system.' (ISCED 2011 glossary)

The ISCED definition of (formal) education includes (formal) training.

For ISCED 2011, see <https://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>.

Implementation guidelines

Only formal education programmes that represent at least the equivalent of one semester (or one-half of a school/academic year) of full-time study should be covered.

Formal education and training includes modules (short programmes/courses) which may be part of a longer regular education programme and which give to their graduates the corresponding academic credit, independent of whether the person continues to complete the full programme.

In countries with a modular education system and in cases when it is difficult to assess whether a module is 'formal' or not, a question on the purpose of the module can be added: if intended to be used in a formal programme in the immediate future, it can be considered as formal itself.

Students who were on school/academic holiday during the reference period and will continue their studies after this holiday break (or plan to continue) should be counted in the standard category 'yes'. (This issue mainly applies when the current situation is measured.)

If the respondent does not know yet about his/her actual situation after holidays (e.g. continuation subject to passing exams, no reply received yet from the educational institution concerning the new studies, not yet enrolled in the next level due to registration deadlines, etc.), the subjective perception of the respondent has to be accepted, i.e. he/she is to be coded 1 if he/she plans to continue the studies.

If a student has finished his/her courses/lessons related to a certain formal programme and is currently just waiting to carry out the final exams that are linked to this formal programme (i.e. exams he/she has to do after the courses to get his/her final qualification for this educational programme) then he/she should still be counted as in formal education.

Apprentices who are in a period of 'on-the-job training' or alternate 'on-the-job' and 'in-school learning' within the framework of an alternate (e.g. dual) programme should be counted in the standard category 'yes', since they are enrolled in a qualifying programme.

All questions about implementation of ISCED in surveys may be addressed to the national ISCED coordinator who was nominated in each country to ensure coherence of the application of ISCED 2011 in different sources.

Model question

During the 4 weeks ending with the reference week have you participated (as a student or apprentice) in formal education or training (<any of the following formal education or training programmes>)?

The question(s) for this variable should be phrased by countries in a way that the concept of formal education and training – designed to lead to a qualification/certificate recognised by the relevant national education authorities – is described as fully as possible. This can be achieved by listing the formal education programmes/qualifications (or categories thereof).

EDUCLEV4

Variable name

Level of the most recent formal education or training activity in the last 4 weeks

Specifications

Topic	Participation in education and training
Detailed topic	Participation in formal and non-formal education and training (4 weeks)
Standardisation	Standardised key social variable (P1)
Periodicity	Quarterly
Minimum set of variables	No
Variable type	Collected
Column	307-308
Flow number	002

Filter

EDUCFED4 = 1

Filter labels

Persons who participated in formal education and training (student or apprentice) in the last 4 weeks

Codes or value

Code	Label	ISCED-P codes ¹⁾
10	ISCED 1 Primary education	1
20	ISCED 2 Lower secondary education	2
34	ISCED 3 Upper secondary education – general	34
35	ISCED 3 Upper secondary education – vocational	35
39	ISCED 3 Upper secondary education – orientation unknown	-
44	ISCED 4 Post-secondary non-tertiary education – general	44
45	ISCED 4 Post-secondary non-tertiary education – vocational	45
49	ISCED 4 Post-secondary non-tertiary education – orientation unknown	-
54	ISCED 5 Short-cycle tertiary education – general	54
55	ISCED 5 Short-cycle tertiary education – vocational	55
59	ISCED 5 Short-cycle tertiary education – orientation unknown	-
60	ISCED 6 Bachelor's or equivalent level	6
70	ISCED 7 Master's or equivalent level	7
80	ISCED 8 Doctoral or equivalent level	8
Blank	Not stated	-
99	Not applicable	-

¹⁾ ISCED-P codes are indicated where there is a one-to-one correspondence between the variable categories and ISCED-P categories. Additional categories are necessary to take situations of incomplete information on orientation into account.

Purpose

The variable enables analysis of the labour situation of students (in particular at tertiary level) and of the matching between education schemes and labour market needs.

Definition

The variable measures the level of the formal education or training activity in which a person participated in the 4 weeks ending with the reference week.

The level of the formal education or training activity is defined according to the International Standard Classification of Education 2011 (ISCED 2011, see <https://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx> – ISCED-P for education programmes).

Implementation guidelines

The variable is only collected for participants in at least one formal education or training activity during the reference period, i.e. in the 4 weeks ending with the reference week.

The level of the formal education or training activity refers to the programme in which the student or apprentice is/was enrolled (i.e. coding according to ISCED-P for education programmes).

For ISCED levels 3, 4 and 5 the standard category 'orientation unknown' should only be used if information on the orientation of the programme is not available.

If the person participated in several formal education programmes during the reference period, the level should refer to the most recent programme.

If the person is or was enrolled to several formal education programmes at the same time, the information on the level should refer to the programme with the highest level.

For students who were on school/academic holiday during the reference period and will continue their studies after their holiday break (or plan to continue), the level should refer to the level of education attended before their holiday break.

Coding of the variable should be based on the ISCED integrated mapping which is elaborated in each country. An ISCED integrated mapping is a table including information on national educational programmes and qualifications, their main characteristics and coding in ISCED.

All questions about implementation of ISCED in surveys may be addressed to the national ISCED coordinator who was nominated in each country to ensure coherence of the application of ISCED 2011 in different sources.

Model question

What is/was the level of the (most recent) formal education or training activity <level of the corresponding formal education or training programme>?

The question(s) for this variable should be adapted to the national phrasing of the question for the variable 'participation in formal education and training (student or apprentice) in the last 4 weeks'.

EDUCNFE4

Variable name

Participation in non-formal education and training in the last 4 weeks

Specifications

Topic	Participation in education and training
Detailed topic	Participation in formal and non-formal education and training (4 weeks)
Standardisation	LFS variable
Periodicity	Quarterly
Minimum set of variables	Yes
Variable type	Collected
Column	309
Flow number	003

Filter

15 <= AGE <= 74

Filter labels

Everybody in the target population aged 15 to 74 years

Codes or value

- 1 Participating in at least one job-related non-formal education or training activity
- 2 Participating only in non-job-related/personal non-formal education or training activities
- 3 Not participating in any non-formal education or training activity
- Blank Not stated
- 9 Not applicable

Purpose

The variable measures the participation in non-formal education and training activities in the last 4 weeks and allows calculation of important indicators such as 'early leavers from education and training', 'young people neither in employment nor in education and training (NEET)', 'employment rates of recent graduates'.

Definition

This variable covers institutionalised taught learning activities outside the formal education system which the respondent has attended during the last 4 weeks (ending with the reference week). 'Learning activities' are "any activities of an individual organised with the intention to improve his/her knowledge, skills and competences"²⁴. Thus, the variable measures a person's participation in non-formal education and training activities as defined in the [classification of learning activities](#) (CLA, 2016 edition) with the exception of guided-on-the-job training.

The CLA builds on the definition of non-formal education and training as provided by the International

²⁴ See classification of learning activities 2016, page 10.

Standard Classification of Education 2011 (ISCED 2011) which reads as follows: 'education that is institutionalised, intentional and planned by an education provider. The defining characteristic of non-formal education is that it is an addition, alternative and/or complement to formal education within the process of the lifelong learning of individuals. It is often provided to guarantee the right of access to education for all. It caters to people of all ages but does not necessarily apply a continuous pathway-structure; it may be short in duration and/or low-intensity, and it is typically provided in the form of short courses, workshops or seminars. Non-formal education mostly leads to qualifications that are not recognised as formal or equivalent to formal qualifications by the relevant national or sub-national education authorities or to no qualifications at all. Non-formal education can cover programmes contributing to adult and youth literacy and education for out-of-school children, as well as programmes on life skills, work skills, and social or cultural development.' (ISCED 2011 glossary)

The purpose of the non-formal education and training is distinguished as follows:

- **Job-related (professional)**: the respondent takes part in this activity in order to obtain knowledge and/or learn new skills needed for a current or future job, to increase earnings, to improve job and/or career opportunities in a current or another field and generally to improve his/her opportunities for advancement and promotion.
- **Non-job-related (personal/social reasons)**: the respondent takes part in this activity mainly in order to develop competencies required for personal, community, domestic, social or recreational purposes.

Please note that the definition of “job-related (professional)” used here is broader than the one used in the context of “job-related training” in WKSTAT.

For ISCED 2011, see <http://uis.unesco.org/en/topic/international-standard-classification-education-isced>

For CLA 2016 edition, see <https://ec.europa.eu/eurostat/web/products-manuals-and-guidelines/-/KS-GQ-15-011>

Implementation guidelines

The variable covers non-formal programmes, courses (classroom instruction, lecture, distance learning), seminars or workshops, private lessons. The exclusion of guided-on-the-job training needs to be ensured, if necessary by asking specific questions. (A detailed definition of guided-on-the-job training is provided in the CLA 2016.)

If the person participated in several non-formal education or training activities during the reference period and at least one of them was job-related, then EDUCNFE4=1.

The definition provided for ‘job-related’ can be used to explain the concept to respondents but there remains always some element of self-perception, especially for activities that were done for both purposes. If the respondent participated in only one activity in the reference period, it is up to the respondent to choose the category that he feels most comfortable with.

By definition, non-formal education and training activities have to be “*institutionalised, intentional and planned by an education provider*”. The criterion “institutionalised” is fundamental to distinguish non-formal education and training from informal learning (see also CLA 2016). According to the ISCED 2011, “institutionalised education occurs when an organization provides structured educational arrangements, such as student-teacher relationships and/or interactions, that are specially designed for education and learning”.

The following learning activities are included:

- Participation in taught courses to acquire or improve skills, knowledge and competences. Courses are typically subject-oriented. They are taught by one or more people specialised in a specific field or fields. Courses can be conducted via classroom instruction (including lectures) as well as via distance education (i.e. courses similar to face-to-face courses but taking place via postal correspondence or electronic media/online). Courses can also combine classroom instruction with practice in real or simulated situations (practical training). Both courses leading to certificates and courses not leading to certificates are covered. A course can be attended to improve professional knowledge and skills or for personal/social purposes. Depending on the context in which courses take place, they might be called 'seminars', 'workshops', 'tutorial' or other. The institution providing the course can be public (e.g. the public employment service, a public education institution) or private (e.g. the employer, a private education institution).
- Private lessons taken to acquire or improve skills, knowledge and competences. This includes supplementary courses by a private tutor. Private lessons might be taken as a supplement to formal education. Both job-related classes and 'leisure' classes, e.g. studying a language for 'leisure' purposes, are covered.

Guided-on-the-job training (see above) as well as all informal learning activities, i.e. *non-taught learning activities* as well as *taught learning activities which are not institutionalised* are not covered by this variable (for further details see also the CLA 2016). The following learning activities are therefore excluded:

- Self-learning (self-study) carried out by an individual on his/her own, e.g. studying a subject using printed material or teaching material from the internet, listening to a foreign language CD, watching a documentary on TV or YouTube, etc.
- Practice with the intention to improve personal performance in a specific area, e.g. sports activities which are merely physical fitness programmes (i.e. not formally organised and not involving a trainer/teacher/coach).
- Guided and non-guided visits to museums, exhibitions, historical and sacred sites and buildings.
- Coaching and informal tuition.

Massive open online courses - MOOCs

MOOCs that are (part of) a formal education programme are to be covered in formal education (FED). All other MOOCs are to be considered as non-formal education and training (NFE).

The classification of all other MOOCs (i.e. MOOCs that are not formal education) in the other two broad categories of learning activities (non-formal and informal) is not so straightforward. The allocation to one of these categories depends on the characteristics of the MOOC. MOOCs full-fill the operational criteria listed in the CLA 2016 (organisation, institutional framework and location, teaching/learning methods (predetermined/not flexible)). However, some MOOCs might not meet the criterion of 'institutionalised education' in the sense of ISCED 2011, § 36, i.e. some MOOCs might not provide "student-teacher relationships and/or interactions, that are specially designed for education and learning". Consequently, some MOOCs might not strictly meet all criteria of non-formal learning. However, making this distinction in the survey questionnaire is considered as too burdensome and could still be affected by case-by-case interpretations. Therefore, all MOOCs that are not (part of) a formal education programme are to be considered as non-formal education and training.

It is recommended that the operational definition of non-formal education and training contains examples from the national learning environment. Some examples follow:

- Courses on job-related skills provided by the employer at the workplace or in other units belonging to the employer;
- Courses, seminars, etc. provided by an external enterprise (not the employer, with education as its main activity);

- Courses, seminars, etc. provided by an external enterprise (not the employer, with main activity other than education, e.g. production of goods and services);
- Study circles – small groups of people who meet regularly over a long period of time, plan and organise their studies under the guidance of an approved instructor. This type of non-formal learning activity can also be provided by adult education associations.
- Training preparing for the labour market (e.g. as a part of a labour market policy programme);
- Courses, seminars, conferences provided by trade unions or employers' associations;
- Labour market training provided by the Public Employment Service (PES);
- Foreign language courses (participation either for professional or for personal reasons);
- Correspondence courses provided by correspondence institutes;
- Art courses, piano lessons, riding lessons, driving school, hobbies courses, etc. (for personal/social reasons);
- Instructions or private lessons from a teacher, tutor or adviser.
- For illustration of MOOCs, the most popular examples and providers of MOOCs could be mentioned (such as Coursera, Udemy, edX, FutureLearn, ...).

Model question

Countries should phrase the questions for this variable in a way that the concept of non-formal education and training (excluding guided-on-the-job training) is described as completely as possible.

This can be achieved by using a national list of widely known courses or institutions providing non-formal education for asking this question (e.g. adult education institutions). This could be completed with a reference to well-known national examples of seminars, conferences etc.

In the context of the LFS it is considered to be meaningful to ask explicitly about job-related (professional) and non-job-related (personal/social reasons) non-formal education activities, rather than asking first about participation in non-formal education activities and then about the purpose of the activity.

EDUCFED12

Variable name

Participation in formal education and training (student or apprentice) in the last 12 months

Specifications

Topic	Participation in education and training
Detailed topic	Participation in formal and non-formal education and training (12 months)
Standardisation	Standardised key social variable (P1)
Periodicity	Biennial (every two years), in even years (2022, 2024, etc.)
Minimum set of variables	No
Variable type	Collected
Column	310
Flow number	004

Filter

15 <= AGE <= 74

Filter labels

Everybody in the target population aged 15 to 74 years

Codes or value

1	Yes
2	No
Blank	Not stated
9	Not applicable

Purpose

Measuring the participation in education and training in the last 12 months is considered to allow a more comprehensive measure of participation in education and training for the calculation of an indicator on 'adult participation in (lifelong) learning' (AL). This longer period allows capturing more activities and avoids seasonal effects.

Definition

The definition of EDUCFED4 applies, only the reference period differs.

Implementation guidelines

The implementation guidelines for EDUCFED4 apply.

If the person already indicated participation in formal education in the last 4 weeks (ending with the reference week), this information can be taken from EDUCFED4 (i.e. if EDUCFED4=1 then EDUCFED12=1).

In odd years (2021, 2023, etc.), only the codes "Blank" and "9" should be used for this variable according to the filter conditions, i.e.:

- code "Blank" if the filter condition is fulfilled,
- code "9" if the filter condition is not fulfilled.

Model question

The model question of EDUCFED4 applies, only the reference period differs.

EDUCLEV12

Variable name

Level of the most recent formal education or training activity in the last 12 months

Specifications

Topic	Participation in education and training
Detailed topic	Participation in formal and non-formal education and training (12 months)
Standardisation	Standardised key social variable (P1)
Periodicity	Biennial (every two years), in even years (2022, 2024, etc.)
Minimum set of variables	No
Variable type	Collected
Column	311-312
Flow number	005

Filter

EDUCFED12 = 1

Filter labels

Persons who participated in formal education and training (student or apprentice) in the last 12 months

Codes or value

Code	Label	ISCED-P codes ¹⁾
10	ISCED 1 Primary education	1
20	ISCED 2 Lower secondary education	2
34	ISCED 3 Upper secondary education – general	34
35	ISCED 3 Upper secondary education – vocational	35
39	ISCED 3 Upper secondary education – orientation unknown	-
44	ISCED 4 Post-secondary non-tertiary education – general	44
45	ISCED 4 Post-secondary non-tertiary education – vocational	45
49	ISCED 4 Post-secondary non-tertiary education – orientation unknown	-
54	ISCED 5 Short-cycle tertiary education – general	54
55	ISCED 5 Short-cycle tertiary education – vocational	55
59	ISCED 5 Short-cycle tertiary education – orientation unknown	-
60	ISCED 6 Bachelor's or equivalent level	6
70	ISCED 7 Master's or equivalent level	7
80	ISCED 8 Doctoral or equivalent level	8
Blank	Not stated	-
99	Not applicable	-

¹⁾ ISCED-P codes are indicated where there is a one-to-one correspondence between the variable categories and ISCED-P categories. Additional categories are necessary to take situations of incomplete information on orientation into account.

Purpose

The variable enables analysis of the matching between education schemes and labour market needs.

Definition

The definition of EDUCLEV4 applies, only the reference period differs.

Implementation guidelines

The implementation guidelines for EDUCLEV4 apply.

If the person already indicated the level of the most recent formal education or training activity in EDUCLEV4, this information can be taken from EDUCLEV4 (i.e. if EDUCFED4=1 then EDUCLEV12=EDUCLEV4).

In odd years (2021, 2023, etc.), only the codes “Blank” and “99” should be used for this variable according to the filter conditions, i.e.:

- code “Blank” if the filter condition is fulfilled,
- code “99” if the filter condition is not fulfilled.

Model question

The model question of EDUCLEV4 applies, only the reference period differs.

EDUCNFE12

Variable name

Participation in non-formal education and training in the last 12 months

Specifications

Topic	Participation in education and training
Detailed topic	Participation in formal and non-formal education and training (12
Standardisation	LFS variable
Periodicity	Biennial (every two years), in even years (2022, 2024, etc.)
Minimum set of variables	No
Variable type	Collected
Column	313
Flow number	006

Filter

15 <= AGE <= 74

Filter labels

Everybody in the target population aged 15 to 74 years

Codes or value

- | | |
|-------|--|
| 1 | Participating in at least one job-related non-formal education or training activity |
| 2 | Participating only in non-job-related/personal non-formal education or training activities |
| 3 | Not participating in any non-formal education or training activity |
| Blank | Not stated |
| 9 | Not applicable |

Purpose

Measuring the participation in education and training in the last 12 months is considered to allow a more comprehensive measure of participation in education and training for the calculation of an indicator on 'adult participation in (lifelong) learning' (AL). This longer period allows capturing more activities and avoids seasonal effects.

Definition

The definition for EDUCNFE4 applies, only the reference period differs.

Implementation guidelines

The implementation guidelines for EDUCNFE4 apply.

If the person already indicated participation in at least one job-related non-formal education or training activity in the last 4 weeks (ending with the reference week), this information can be taken from EDUCNFE4 (i.e. if EDUCNFE4=1 then EDUCNFE12=1).

If the person indicated participation only in non-job-related/personal non-formal education or training activities or no participation in any non-formal education or training in the last 4 weeks (EDUCNFE4=2 or 3), then the questions on participation in non-formal education and training in the last 12 months need to

be asked.

In odd years (2021, 2023, etc.), only the codes “Blank” and “9” should be used for this variable according to the filter conditions, i.e.:

- code “Blank” if the filter condition is fulfilled,
- code “9” if the filter condition is not fulfilled.

Model question

Information provided for EDUCNFE4 applies, only the reference period differs.

TOPIC 8:

Health status and disability

GENHEALTH

Variable name

Self-perceived general health

Specifications

Topic	Health: status and disability, access to, availability and use of health care and health determinants
Detailed topic	Disability and other elements of Minimum European Health Module
Standardisation	Standardised key social variable (P2)
Periodicity	Biennial (every two years), in even years (2022, 2024, etc.)
Minimum set of variables	No
Variable type	Collected
Column	314
Flow number	001

Filter

15 <= AGE <= 89

Filter labels

Everybody in the target population aged 15 to 89 years

Codes or value

1	Very good
2	Good
3	Fair (neither good nor bad)
4	Bad
5	Very bad
Blank	Not stated
9	Not applicable

Purpose

Indicators based on this variable can be used to evaluate the general health status, health inequalities and health care needs at the population level.

Definition

The concept of self-perceived health is, by its very nature, subjective. The notion is restricted to an assessment coming from the individual and as far as possible not from anyone else, whether an interviewer, healthcare professional or relative.

Self-perceived health might be influenced by impressions or opinions from others, but is the result after these impressions have been processed by the individual relative to his/her own beliefs and attitudes.

The reference is to health in general rather than the present state of health, as the question is not intended to measure temporary health problems. It is expected to include the different dimensions of health, i.e. physical and emotional functioning, mental health (covering psychological well-being and mental disorders) and biomedical signs and symptoms. It omits any reference to age as respondents are not specific-

ly asked to compare their health with others of the same age or with their own previous or future health state.

Five answer categories are proposed. Two of them ("very good" and "good") are at the upper end of the scale and other two ("bad" and "very bad") are at the lower, while the intermediate category "fair" represents a neutral position (i.e. neither good nor bad).

Implementation guidelines

The model question for the variable should not be filtered by any preceding question.

The intermediate category "fair" should be translated into an appropriately neutral term as far as possible keeping in mind cultural interpretations in the various languages.

This variable is part of the Minimum European Health Module (MEHM), which was designed for a population aged 15 years old and over. The MEHM consists of two more variables on health status: long-standing health problem and limitation in activities because of health problems (also known as Global Activity Limitation Indicator - GALI). If the MEHM is implemented, all the questions should be asked in the recommended order (i.e. self-perceived general health, long-standing health problem, and limitation in activities because of health problems) and with no inclusion of any other health status related questions before or between the MEHM questions as it could have an impact on the results. The MEHM could be introduced to respondents using a short introduction: "I would now like to talk to you about your health".

In the EU-LFS only two out of the three MEHM variables are collected, i.e. the variables on self-perceived general health and on limitation in activities because of health problems are included while the variable on long-standing health problem is not part of the EU-LFS.

In an interview mode, all possible answer categories should systematically be read to respondents.

If the respondent is disabled, he/she has also to report about his/her health relatively to his/her own impressions or feelings.

In odd years (2021, 2023, etc.), only the codes "Blank" and "9" should be used for this variable according to the filter conditions, i.e.:

- code "Blank" if the filter condition is fulfilled,
- code "9" if the filter condition is not fulfilled.

Model question

The reference question is recommended by the World Health Organization (WHO) and the wording is as follows: "*How is your health in general? Is it... very good, good, fair, bad, very bad*".

To emphasize the self-perceived nature of the question, the following formulation can be used: "How do you rate your health in general?"

If the word "fair" is difficult to translate, it can be substituted by "neither good nor bad".

GALI

Variable name

Limitation in activities because of health problems

Specifications

Topic	Health: status and disability, access to, availability and use of health care and health determinants
Detailed topic	Elements of the Minimum European Health Module
Standardisation	Standardised key social variable (P2)
Periodicity	Biennial (every two years), in even years (2022, 2024, etc.)
Minimum set of variables	No
Variable type	Collected
Column	315
Flow number	002

Filter

15 <= AGE <= 89

Filter labels

Everybody in the target population aged 15 to 89 years

Codes or value

1	Severely limited
2	Limited but not severely
3	Not limited at all
Blank	Not stated
9	Not applicable

Purpose

The purpose of this variable is to measure the presence of **long-standing** limitations, as the consequences of such long-standing limitations (e.g. care, dependency) are more serious.

Indicators based on this variable can be used to evaluate the disability and related inequalities, as well as the health care needs, at the population level.

Definition

The variable reports on participation restriction through long-standing limitation (6 months or more) in activities that people usually do because of health problems, and its severity.

It measures the respondent's self-assessment of whether he/she is limited (in "activities people usually do") by any on-going physical, mental or emotional health problem, including disease or impairment, and old age. Consequences of injuries/accidents, congenital conditions, etc., are all included. Only the limitations directly caused by or related to one or more **health problems** are considered. In this context, disabilities are considered as being the consequence of health problems, and limitations due to disabilities are taken into account as being caused by health problems. Limitations due to financial, cultural or other none health-related causes should not be taken into account.

An **activity** is defined as: "the performance of a task or action by an individual" and thus activity limita-

tions are defined as “the difficulties the individual experiences in performing an activity”. People with long-standing limitations due to health problems have passed through a process of adaptation which may have resulted in a reduction of their activities. To be able to identify existing limitations a reference is necessary and therefore the activity limitations are assessed against a generally accepted population standard, relative to cultural and social expectations by referring only to “**activities people usually do**”. Usual activities cover all spectrums of activities: work or school, home and leisure activities. Examples of usual activities are: walking, eating, getting dressed, taking a bath or shower, writing, etc. Consequently, limitations in activities at home as well as at work are to be considered.

Temporary or short-term limitations are excluded.

The **period of at least the past 6 months** is strictly related to the duration of the activity limitation and not to the duration of the health problem. The limitations must have started at least six months earlier and still exist at the moment of the interview. This means that a positive answer (“severely limited” or “limited but not severely”) should be recorded only if the person is currently limited and has been limited in activities for at least the past 6 months.

New limitations which have not yet lasted 6 months but are expected to continue for more than 6 months shall not be taken into consideration, even if usual medical knowledge would suggest that the health problem behind a new limitation is very likely to continue for a long time or for the rest of the life of the respondent (such as for diabetes type 1). One reason is that in terms of activity limitation it may be possible to counteract at some point negative consequences for activity limitations by using assisting devices or personal assistance. The activity limitations of the same health problem may also depend on the individual person and circumstances, and only past experience can provide a safe answer.

The response categories include three levels to better differentiate the severity of activity limitations: severely limited (severe limitations), limited but not severely (moderate limitations), not limited at all (no limitations).

“Severely limited” means that performing or accomplishing an activity cannot be done or only done with extreme difficulty, and that this situation has been ongoing for at least the past 6 months. Persons in this category usually cannot do the activity alone and would need further help from other people.

“Limited but not severely” means that performing or accomplishing a usual activity can be done but only with some difficulties, and that this situation has been ongoing for at least the past 6 months. Persons in this category usually do not need help from other persons. When help is provided it is usually less often than daily.

Persons with recurring or fluctuating health conditions should refer to the most common (most frequent) situation impacting their usual activities. People with conditions where several activity domains are affected but to different extent (less impact in some domains but more impact in some other domains) should make an overall evaluation of their situation and prioritize more common activities.

“Not limited at all” means that performing or accomplishing usual activities can be done without any difficulties, or that any possible activity limitation has NOT been going on for at least the past 6 months (i.e. it is not a long-standing limitation).

Implementation guidelines

The questions corresponding to the variable should not be filtered by any preceding question.

This variable is part of the Minimum European Health Module (MEHM), which was designed for a popula-

tion aged 15 years old and over. The MEHM consists of two more variables on health status: self-perceived general health and long-standing health problem. If the MEHM is implemented, all the questions should be asked in the recommended order (i.e. self-perceived general health, long-standing health problem, and limitation in activities because of health problems) and with no inclusion of any other health status related questions before or between the MEHM questions as it could have impact on results. The MEHM, or a part of it, could be introduced to respondents using a short introduction: “I would now like to talk to you about your health”.

In the EU-LFS only two out of the three MEHM variables are collected, i.e. the variables on self-perceived general health and on limitation in activities because of health problems are included while the variable on long-standing health problem is not part of the EU-LFS.

The question should clearly show that the reference is to the activities people usually do and not to respondent's “own activities”. Neither a list with examples of activities (for example work or school, home or leisure activities) nor a reference to the age group of the subject is included in the question. As such it gives no restrictions by culture, age, gender or the subjects own ambition. Specification of health concepts (e.g. physical and mental health) should be avoided.

In an interview mode, all possible answer categories should systematically be read to respondents. Information on “limitation in activities because of health problems” is to be collected through two questions (see section “model question”). However, the data should always be transmitted to Eurostat as one single variable. The final variable for data transmission is constructed as follows:

- TRANSMITTED_VARIABLE_CATEGORY = “severely limited” if QUESTION_1 = “severely limited” and QUESTION_2 = 'Yes'
- TRANSMITTED_VARIABLE_CATEGORY = “limited but not severely” if QUESTION_1 = “limited but not severely” and QUESTION_2 = 'Yes'
- TRANSMITTED_VARIABLE_CATEGORY = “not limited at all” if QUESTION_1 = “not limited at all” or QUESTION_2 = 'No'
- TRANSMITTED_VARIABLE_CATEGORY = “not stated” if QUESTION_1 is missing or [(QUESTION_1 = “severely limited” or “limited but not severely”) and (QUESTION_2 is missing)]

In odd years (2021, 2023, etc.), only the codes “Blank” and “9” should be used for this variable according to the filter conditions, i.e.:

- code “Blank” if the filter condition is fulfilled,
- code “9” if the filter condition is not fulfilled.

Model question

The reference question was originally developed as a single-question instrument by the Euro-REVES²⁵ project. This single-question version was implemented in EU-SILC and EHIS. However, following concerns about the length and complexity of the single-question version (four concepts in one question) and experience with its implementation, several studies aiming at simplifying and improving GALI were carried out. This led to the development of a routed, two-question version. This routed version aims at making GALI better and easier to understand for respondents, in particular in telephone interviews and self-administered questionnaires. The routed version is to be implemented in all EU social micro-data collections concerned.

The recommended two-question instrument is as follows:

²⁵ More information can be found at: https://reves.site.ined.fr/en/home/regional_networks/euro_reves/

QUESTION_1: *Are you limited because of a health problem in activities people usually do? Would you say you are... severely limited, limited but not severely, or not limited at all?*

If answer to QUESTION_1 is “severely limited” or “limited but not severely”, ask QUESTION_2:

QUESTION_2: *Have you been limited for at least the past 6 months? Yes, No*

TOPIC 9:

Income, consumption and wealth

INCGROSS

Variable name

Gross monthly pay from the main job

Specifications

Topic	Income, consumption and elements of wealth, including debts
Detailed topic	Income from work
Standardisation	LFS variable
Periodicity	Yearly
Minimum set of variables	Yes
Variable type	Collected
Column	316-323
Flow number	001

Filter

STAPRO = 3

Filter labels

Employees

Codes or value

00000000 –	Gross monthly pay from main job (8 digits), including the proportionally
99999998	part of payments made on a higher than monthly periodicity (National currency)
Blank	Not stated
99999999	Not applicable

Purpose

The aim of this variable is to provide information on the gross monthly pay, which could be used to measure the effects of individual (sex, age, etc.) and labour market characteristics (professional status, occupation, activity, etc.) on monthly income.

The variable aims to collect the pay from a given calendar month plus the monthly part of payments made on a higher than monthly periodicity.

Definition

Gross pay refers to the monetary component of the remuneration of employees in cash payable by an employer to an employee before deduction of income tax and National Insurance Contributions (after deduction of employers' social insurance contributions). It includes regular overtime, extra compensation for shift work, seniority bonuses, regular travel allowances and per diem allowances, tips and commission and compensation for meals in cash.

The variable collects payments received in the calendar month either preceding or containing the reference week as chosen by the National Statistical Office, but not by the respondent. If the reference week is spread over two calendar months, one of these two months can be chosen or even the calendar month preceding the beginning of the reference week. For instance, for the reference week from 4 to 10 January 2021 the calendar month of December 2020 or January 2021 can be chosen, while for the reference week from 26 April to 2 May 2021 the month of March, April or May 2021 can be taken.

Payments made on a higher than monthly periodicity (e.g. yearly or quarterly payments such as 13th month or holiday pay) would be proportionally included in the gross monthly pay. The months covered by these additional payments should include the calendar month. The amount to be proportionally included in the amount paid monthly would be the total additional payment divided by the number of months covered; for instance for quarterly payments covering the calendar month, one third of the quarterly amount would be added to the amount paid monthly; for the 13th month payment the amount to be added would be one twelfth, as long as the 13th month payment refers to the 12 months of the year.

In summary, the variable refers to the actual gross monthly payments, plus the monthly part of the payments made on a higher than monthly periodicity.

Implementation guidelines

While INCGROSS could be collected in net or gross terms, in the form best fitted to national circumstances, the transmission to Eurostat should be in gross values. Use of register data and models for converting net-to-gross values are allowed.

Proxy responses are allowed. Imputation is compulsory when item non-response before imputation is more than 5%. Each country is free to choose the data source and method for imputation.

Details on the data source and imputation methods, and when relevant on the net-to-gross conversion model should be described in the quality report.

The goal of this variable is not to give the exact income but a good approximation. If the information comes from direct interviews, an exact measure would need too many questions, increase response burden and might jeopardise the response rate.

The variable includes the value of any social contributions and income taxes payable by an employee or by the employer on behalf of the employee to social-security schemes or tax authorities. The employers' social insurance contributions should not be included.

The gross monthly pay includes the following items, when paid in the calendar month either preceding or containing the reference week (according to the definition chosen):

- Wages and salaries paid in cash for time worked or work done in the main job during the calendar month;
- Enhanced rates of pay for overtime;
- Allowances for teamwork, shift work, night work, weekend work;
- Fees paid to directors of incorporated enterprises;
- Piece rate payments;
- Payments for fostering children paid by the employer;
- Commissions, tips and gratuities;
- Remuneration for time not worked (e.g. holiday payments);
- Supplementary payments (e.g. thirteenth month payment; end-of year payments);
- Profit sharing and bonuses paid in cash;
- Additional payments based on productivity;
- Allowances paid for working in remote locations (regarded as part of the conditions of the job);
- Allowances for transport to or from work;
- Additional payments made by employers to their employees to supplement the sick, disability, maternity leave or survivor's pay entitlement from social insurance schemes, where such payments cannot be separately and clearly identified as social benefits;
- Payments made by employers to an employee instead of wages and salaries through a social insurance scheme when unable to work through sickness, disability or maternity leave where such payment cannot be separately and clearly identified as social benefits.

It excludes:

- Payments in kind;
- Income from investments-assets, savings, stocks and shares;
- Reimbursements made by an employer for work-related expenses (e.g. business travel, allowances for work clothes or tools);
- Severance and termination pay to compensate employees for employment ending before the employee has reached the normal retirement age for that job and redundancy payments;
- Union strike pay.

The payments to be considered are only those from the employer to the employee. Any subsidy or compensation from the government or a social insurance should not be counted.

A person who has started a new job in which he/she has been working for less than the whole calendar month should give an estimation for the whole month and include proportionally the payments to be eventually made on a higher than monthly periodicity.

Salaries paid on infra-monthly periodicity (e.g. weekly) should be cumulated over the month to transform them into monthly salaries.

If the job is temporary with a duration of less than one month, the amount should correspond to the total earnings received in that month (or to an estimate of it).

In case of an unpaid leave of short duration, the amount should be the one paid by the employer (which might be 0) plus the proportional part of payments made on a higher than monthly periodicity.

If the salary of the reference month (or part of it) has not yet been paid, this future amount (or an estimation of it) should be included in the monthly salary.

Good practices:

- An introductory letter or explanation from the interviewer tends to give good results in the willingness to answer the questions on this subject. It is important to know the main reasons for the refusal in answering this kind of question. These reasons can be assessed in laboratory tests. In certain countries, it can be the concern that this information could be used for other than statistical purposes, problems of confidentiality or just a concern about not being able to give a precise and correct answer. The letter or introduction should give answers to the main reservations and reassure the interviewee that the purpose purely statistical and he/she will provide useful information for policy decisions. The confidentiality is ensured and if the respondent is not willing or not able to give an exact amount, some earning bands could be proposed.
- Questions have to be adapted to the method of data collection (face-to-face interviews, telephone interviews or web questionnaires). The essential difference is that a show-card can be used to assist answering in a face-to-face interview, whereas this possibility does not exist in a telephone interview.
- Questions should be easy to answer and limited in number. Some of the most important and relevant components (such as the 13th pay) should be mentioned in the questions. It is preferable that two questions are asked: the first one on the last month pay, the second one on additional payments (such as the 13th pay).
- The most reliable and accurate information concerning pay is obtained in an interview where the interviewee verifies the matter against his or her pay slip. In a face-to-face interview the respondent is in a position where he or she can fetch the pay slip and check the answer against it, and also has more time to think than in a telephone interview.
- Response rates differ considerably depending on the strategy and type of interview. Studies of response behaviour relative to questions on income have shown a higher absence of responses for telephone than face-to-face interviews.
- In a face-to-face interview in which a show card is used and the interviewing situation is less subject to time pressure, respondents may find reporting their income easier than if they had to indicate a precise sum over the telephone.

- Countries should test which salary (gross or net) is considered easiest to be collected, i.e. the one which the persons remember better and feel more comfortable to provide. This mainly depends on the national taxation systems.
- Interviewers should be well prepared to provide all necessary clarifications, answer all possible questions on extra payments and able to give hints to the interviewee having problems in recalling.
- If confusion between the main job and secondary jobs becomes a significant problem, a visible instruction "Concerns principal job" could be added.

Model questions

When asking about the monthly pay, it is highly recommended that, whenever possible, the respondent has the salary pay slip (or other source(s) of information on his/her salary) at hand.

As an exact measure of the monthly earnings would need too many questions, increase response burden and might jeopardise the response rate, a balance between precision and burden is needed. On this basis, the following model questions are recommended:

a) Model question when asking for the gross income:

*What was the **gross** monthly salary you received from your **main job** in [interviewer should indicate the calendar month either preceding the reference week or the calendar month of the reference week]?*

Please note that you should include the amount deducted from your salary for taxes on income and for social contributions, e.g. contributions to the public sick insurance and pension schemes or to the unemployment benefit scheme (and not only the net amount transferred to your bank account).

If you wish so, you can fetch the pay slip.

[answer 'a0']

Do you have supplementary payments such as 13th month, end of year bonuses, holiday pay ...?

If yes,

- 1) *Please make an estimation of its annual amount.*

[answer 'a1']

- 2) *Is one of those payments already included in the monthly salary you mentioned above? If yes, please indicate the amount.*

[answer 'a2']

[The value to be included in the variable would be amount replied in 'a0', plus one twelfth of the amount 'a1', minus the amount 'a2'.]

b) Model question when asking for the net income:

*What was the **net** monthly salary you received from your **main job** in [interviewer should indicate the calendar month either preceding the reference week or the calendar month of the reference week], i.e. the net amount transferred to your bank account?*

If you wish so, you can fetch the pay slip.

[answer 'b0']

Do you have supplementary payments such as 13th month, end of year bonuses, holiday pay ...?

If yes,

- 1) *Please make an estimation of its annual amount.*

[answer 'b1']

- 2) *Is one of those payments already included in the monthly salary you mentioned above? If yes,*

please indicate the amount.
[answer 'b2']

[As above, the value to be included in the variable would be the conversion to a gross value of the amount replied in 'b0', plus one twelfth of the amount 'b1', minus the amount 'b2'.]

In both cases (gross or net amount), if the respondent does not know the exact amount or does not want to provide it, then income bands, in gross or net values as relevant, could be proposed. The following question on earning bands is suggested:

*Although you do not [know/want to reply] the exact amount of your (gross/net) monthly salary, could you give an approximate amount by selecting one of the following earning bands?
As far as possible, please take into account that additional payments made on a higher than monthly periodicity (e.g. yearly or quarterly payments such as 13th month or holiday pay) should be proportionally included in the gross monthly pay.*

There are no strict rules on the number of bands to be proposed to the respondent. A high number of bands would increase the precision of the imputed values but would also increase response burden and refusals. On the contrary, a low number of bands might result in more replies but with less information for producing imputations that are more accurate.

It is suggested to define at least 7 income bands as indicated below. Countries can, however, increase its number and, use e.g. 10 bands defined according to the deciles.

- **Two open replies**, covering the lower and the higher salaries:
'Less than P15 in the month' and
'P90 or more in the month',
where P15 is a rounded value close to the 15th percentile, and P90 a rounded value close to the 90th percentile, both expressed in national currency.
- The remaining answer categories would be **five closed bands** covering the salary distribution from P15 (i.e. a rounded value close to the 15th percentile) to P90 (i.e. a rounded value close to the 90th) and containing each band around 15% of the frequencies:
'P15 to less than P30 in the month'
'P30 to less than P45 in the month'
'P45 to less than P60 in the month'
'P60 to less than P75 in the month' and
'P75 to less than P90 in the month',
where PXX means a rounded value close to the XXth percentile, expressed in national currency.

Each country can decide on the basis of which data source (e.g. the Structure of Earnings Survey (SES), the SILC, the LFS) the percentiles could be defined. The bands can also be defined using the national minimum wage and amounts easy for/familiar to people, rounded to the nearest hundred.

INCGROSS_F

Variable name

Flag on gross monthly pay from main job

Specifications

Topic	Income, consumption and elements of wealth, including debts
Detailed topic	Income from work
Standardisation	LFS variable
Periodicity	Yearly
Minimum set of variables	Yes
Variable type	Technical
Column	324-325
Flow number	002

Filter

STAPRO = 3

Filter labels

Employees

Codes or value

11	Gross income collected and no imputation for item non-response/inconsistency
12	Gross income collected and imputation for item non-response/inconsistency from the labour force survey (LFS)
13	Gross income collected and imputation for item non-response/inconsistency from an administrative data source
14	Gross income collected and imputation for item non-response/inconsistency from other data source(s)
21	Net-to-gross conversion applied and no imputation (net amount available and no imputation for non-response/inconsistency)
22	Imputed net income for item non-response/inconsistency from the LFS and net-to-gross conversion applied (net amount not available and imputation applied for the net value)
23	Imputed net income for item non-response/inconsistency from an administrative data source and net-to-gross conversion applied (net amount not available and imputation applied for the net value)
24	Imputed net income for item non-response/inconsistency from other data source(s) and net-to-gross conversion applied (net amount not available and imputation applied for the net value)
25	Imputed gross income for item non-response/inconsistency (net amount not available and imputation applied directly for the gross value; no net-to-gross conversion applied)
Blank	Not stated
99	Not applicable

Purpose

The flag variable aims to provide methodological and quality information on the variable 'Gross monthly pay from main job' (INCGROSS).

Definition

The flag variable provides two main pieces of information about the gross monthly pay from the main job: (i) whether the income has been recorded in gross or net terms and (ii) whether the value has been imputed. When relevant, it also gives (iii) the imputation source (LFS, administrative data or other source) and (iv) whether the gross income has been directly imputed, or first the net value has been imputed and then the net-to-gross conversion has been applied.

Additional details on the imputation method(s), describing in particular the variables used, and on the imputation source(s) used (e.g. the tax declaration or the social security) should be described in the quality report.

Codes 11-14 are for gross income. Codes 21-25 are for net income.

Implementation guidelines

Transmission of INCGROSS_F and of the associated main variable INCGROSS to Eurostat is compulsory.

Codes 11 to 14 mean that the income is collected in **gross values**.

Code 11: gross income collected via interview (direct or proxy answer) or from administrative data. No imputation applied.

Code 12: gross income not available (through interview or administrative data) or inconsistent. **Imputation of gross** income from the **LFS**.

Code 13: gross income not available (through interview or administrative data) or inconsistent. **Imputation of gross** income from **administrative data**.

Code 14: gross income not available (through interview or administrative data) or inconsistent. **Imputation of gross income** from a source **other** than the LFS or administrative data.

Codes 21 to 25 mean that income is collected in **net values**.

Code 21: net income collected via interview (direct or proxy answer) or from administrative data. **Net-to-gross conversion model** applied. No imputation applied.

Code 22: net income not available (through interview or administrative data) or inconsistent. **Imputation of net** income from the **LFS** and application of the **net-to-gross conversion model**.

Code 23: net income not available (through interview or administrative data) or inconsistent. **Imputation of net** income from **administrative data** and application of the **net-to-gross conversion model**.

Code 24: net income not available (through interview or administrative data) or inconsistent. **Imputation of net** income from a source **other** than the LFS or administrative data and application of the **net-to-gross conversion model**.

Code 25: net income not available (through interview or administrative data) or inconsistent. **Direct imputation of gross** income. **No net-to-gross conversion model** applied.

In case the imputation method consists of a data source complemented with variables from other source(s), the code for the flag should be assigned according to the data source from where the income is imputed, e.g. if the income data source is an administrative file and the value is imputed through a regression method using LFS variables as independent variables, the flag would be

- 13 when the gross income is imputed
- 23 when the net income is imputed and a net-to-gross conversion model is applied
- 25 when the income should have been collected on net values but, being it not available, the gross income is directly imputed.

REGISTER

Variable name

Registration at a public employment service (PES)

Specifications

Topic	Income, consumption and elements of wealth, including debts
Detailed topic	Income from unemployment allowances
Standardisation	LFS variable
Periodicity	Quarterly
Minimum set of variables	No
Variable type	Collected
Column	326
Flow number	003

Filter

15 <= AGE <= 74

Filter labels

Everybody in the target population aged 15 to 74 years

Codes or value

1	Person is registered at a public employment service and receives benefit or assistance
2	Person is registered at a public employment service but does not receive benefit or assistance
3	Person is not registered at a public employment service but receives benefit or assistance
4	Person is not registered at a public employment service and does not receive benefit or assistance
Blank	Not stated
9	Not applicable

Purpose

The variable allows comparing the ILO-based unemployment with registered unemployment. Persons not seeking employment are also asked this question. By putting this question to everybody, it should be possible to better compare the unemployment figures derived from the survey with those from the unemployment registers.

Definition

The variable indicates if the person is registered at a public employment service as searching for employment. The criteria for what counts as registration and the definition of public employment service depend on national legislation and should be developed under the responsibility of the NSI.

For the definition of and more information about the public employment services, see "General definitions".

The reference period of this question should be the end of the reference week. When assessing benefit or assistance, the payment does not necessarily have to be paid in the reference week but must refer to a period including the reference week totally or partially.

Implementation guidelines

Information has to be provided for everybody of the above mentioned age range participating in the survey. It can be obtained directly from the claimant count register.

Only people who are registered at a public employment service (PES) as *job-seekers* should be coded 1 or 2.

For persons who have declared to be seeking employment, this question should be last in the section on seeking employment, as it is important not to give the subject of registration too much emphasis in defining the unemployment.

Since unemployment will basically be defined by the criteria of job search and availability for work, the respondents' answer to these questions should not be conditioned by whether or not they are registered at an official employment agency. It is expected that the comparability of unemployment figures will be improved if this rule is followed.

Persons who are in employment and who register in a public employment service to find another job should be coded 2 or 1 (for those who receive complementary unemployment benefits).

Benefits in this context should be limited to allowances linked with the unemployment status (i.e. other social benefits should not be covered). Guidelines for interviewers should be clear on that point, mentioning exactly what should be included and excluded taking account of the national legislation.

General definitions

General definitions

Target population

For the EU Labour Force Survey (LFS), the target population is all persons residing in private households in the territory of the EU Member State. Persons doing compulsory military service (conscripts) are excluded from the private household population. Persons living as usual residents in hotels are in principle excluded from the private household population but can be considered as part of the private household population subject to national circumstances. On the other hand, Persons living as usual residents in boarding houses are included in the private household population.

Usual residence

"Usual residence" means the place where a person normally spends the daily period of rest, regardless of temporary absences for purposes of recreation, holidays, visits to friends and relatives, business, medical treatment or religious pilgrimage. The following persons alone shall be considered to be "usual residents" of a specific geographical area:

- (i) those who have lived in their place of usual residence for a continuous period of at least 12 months before the reference time; or
- (ii) those who arrived in their place of usual residence during the 12 months before the reference time with the intention of staying there for at least one year.

Where the circumstances described in point (i) or (ii) cannot be established, 'usual residence' can be taken to mean the place of legal or registered residence;

➤ The **MAIN RULES** to be applied for the usual resident population in the LFS are the following:

In accordance with the implementing regulation as regards items common to several datasets, the usual residence for all persons in the target population is established on the basis of the '**most of the time**' criteria, i.e. a person is assigned to the dwelling where he/she spends the majority of the year (more than 6 months). It implies that, when a person regularly lives in more than one dwelling, the dwelling where one spends the majority of the year is taken as one's place of usual residence. It applies for example for persons with main and second homes, or for children alternating between two places of residence or for persons living outside the family home for an extended period of time for the purpose of work.

Particular cases in the application of the 'most of the time' criteria are the following:

- a. Primary/secondary students and persons working away from family home during the week but returning to family home for weekends always have family home as usual residence.
- b. Tertiary students always have their term address as main residence if it is a private address. They are out of the target population if their term address is a tertiary student dormitory.
- c. Children alternating two places of residence and spending an equal amount of time with both guardians/parents, the place where the child is found during the reference week is taken as the usual residence. This place of usual residence is to be the same between first and following interviews.

- In **SPECIFIC CIRCUMSTANCES** (for example a combined household survey), the following rules can be implemented for tertiary students, persons living outside the family work for an extended period of time for the purpose of work and for children alternating between two places of residence:
- a. For persons living outside the family home for an extended period of time for the purpose of work, the family home can also be considered as usual residence in case the person significantly contributes to the household income and is not usual resident of any other private household.
 - b. Tertiary students can also consider their family home as their usual residence in case they benefit from the household income and are not usual resident of any other private household.
 - c. Children alternating two places of residence and spending an equal amount of time with both guardians/parents can also have the place of usual residence of the legal guardian who receives the child benefits (if applicable) or the place of residence of the legal guardian who contributes more towards the child-related costs.

Private household

A “private household” means a person living alone or a group of persons who live together providing oneself or themselves with the essentials of living, being either:

- a one-person household, i.e. a person who usually resides alone in a separate housing unit or who occupies, as a lodger, a separate room or rooms of a housing unit but does not join with any of the other occupants of the housing unit to form part of a multi-person household as defined below,
- or-a multi-person household, i.e. a group of two or more persons who:
 - (i) are usually residing together in the whole or part of a housing unit, and
 - (ii) provide themselves with food and other essentials for living, or
 - (iii) are sharing income or household expenses with other household members.

“Sharing household income” means contributing to the household income and/or benefitting from the household income.

“Household expenses” means expenses incurred by the household members in relation to providing themselves with the essentials for living and daily life. They include house-related expenses (i.e. rent, house or apartment charges and housing insurance) as well as other expenses related to daily functioning such as: purchase of food, garments and hygiene products, purchase of house furniture, equipment and utensils, expenditure for commute and transportation, medical and insurance costs, education and training expenses, leisure and sport activities, holiday expenditure.

All people who are usually resident, whether related or not related to other members of the private household, are to be considered as members of a private multi-person household if they share household income or household expenses with other household members.

Flatmates or housemates who occupy a housing unit on a house-sharing basis and share only house-related expenses, but not income, shall not be considered as part of a multi-person household occupying this housing unit, even if they share some other subsidiary household expenses.

Consequently, if flatmates only share house-related expenses (e.g. rent, electricity and internet bills), they should be considered as separate households. On the opposite, if they also share food expenses: they should be considered as being in the same household.

Country (GEO)

The list of countries is defined according to the Eurostat Standard Code list (SCL) GEO which is largely based on the International Organization for Standardization (ISO) 3166 country codes (3166-1 alpha-2). The SCL GEO is available here:

https://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=CL_GEO&StrLanguageCode=EN&IntPcKey=&StrLayoutCode=HIERARCHIC

Border regions of neighbouring countries

The NUTS 2 border regions of neighbouring countries concerns any neighbouring EU Member State, EFTA or Candidate Country.

The list of border regions of neighbouring countries covers NUTS 2 regions that share land borders with neighbouring countries, but also NUTS 2 regions that do not have direct land borders to neighbouring countries but show a significant level of cross-border commuting.

(Please see the map hereafter and the list in a separate Excel file)

Job

The term job is used in reference to employment. One job is a set of tasks and duties performed for a single economic unit. Persons may have one or several jobs.

For employees, each contract can be considered as a separate set of tasks and duties, and consequently as a separate job. If there is no contract, the set of tasks should be considered to be performed for the economic unit on which the worker is dependent, and a separate job defined for each economic unit on which the worker is dependent.

Those in self-employment will have as many jobs as the economic units they own or co-own, irrespective of the number of clients served.

Main job

If the respondent has several jobs, the main job is the one where the respondent usually works the most hours (i.e. with the longest hours usually worked, as defined in the current international statistical standards on working time).

As an exception to the general rule, when a person is on parental leave in one job, and performed some work in the reference week for another job, then the former one should in general be considered as the main job and the last one the second.

Second and multiple jobs

If the respondent has several jobs, the second job is the one where the respondent usually works the most hours with the exclusion of the main job.

Multiple job holders decide for themselves which job is to be considered as the main job. In doubtful cases the main job should be the one with the longest hours usually worked (see above).

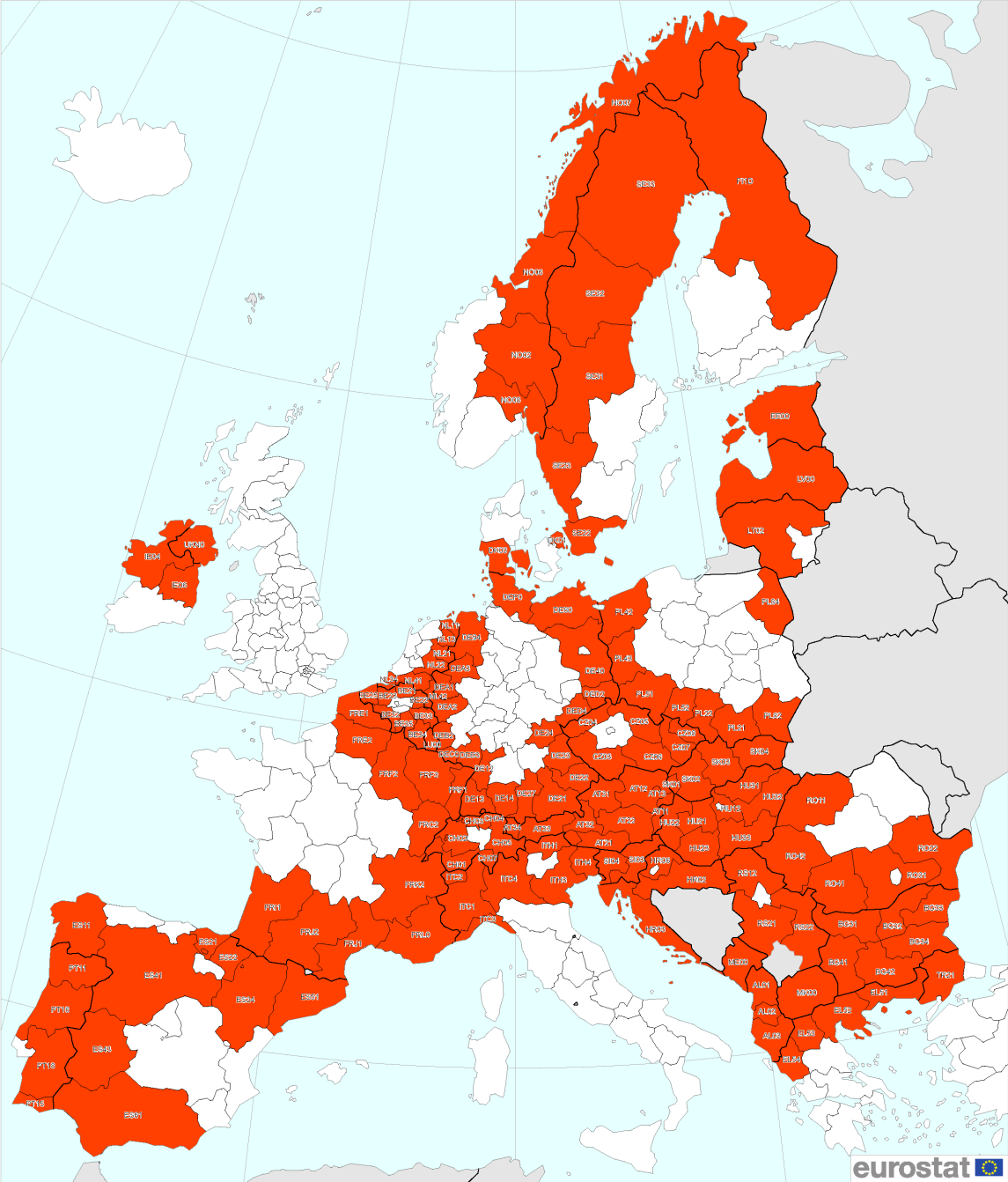
Persons having changed job during the reference week should regard the job held at the end of the reference week as their main job.

Persons who are simultaneously working in their own professional practice and for a public or private employer (e.g. doctors with their own practice and working in a hospital) should be considered as having two jobs.

A self-employed person exercising wide range of occupational skills in the same business should always be considered having one job only as self-employed.

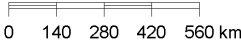
A self-employed person holding two different businesses (i.e. two separate local units) is to be considered as having two jobs.

Land border regions at NUTS 2 level for the LFS variable REGIONW (NUTS 2021)



Land border region

Administrative boundaries: © EuroGeographics © UN-FAO © Turkstat
Cartography: Eurostat - GISCO, 02/2020
Map project: GISCO-2244



Local unit

The local unit is an enterprise or part thereof (e. g. a workshop, factory, warehouse, office, mine or depot) situated in a geographically identified place. At or from this place economic activity is carried out for which one or more persons work (even if only part-time) for one and the same enterprise (Council Regulation n°696/93).

Public employment services (PES)

In EU countries, public employment services (PES) are the authorities that connect jobseekers with employers.

Although structured differently in each country, all PES help match supply and demand on the labour market through information, placement and active support services at local, national and European level.

More information about public employment services can be found through:

<https://ec.europa.eu/social/main.jsp?catId=105&langId=en>

Education or training

This category includes both the formal and the non-formal education and training.

Own illness or disability

This category refers both to physical and mental health problems.

In particular, depression is also included in this category.

Care responsibilities

This category includes all care responsibilities:

- for own children or spouse's children living inside or outside the household
- for adult ill/elderly/incapacitated/disabled relatives (aged 15 or more)

But it excludes:

- care responsibilities for friends, non-relatives or their children
- care as a job (it means that care done in a professional capacity is excluded)
- care as a volunteer work (e.g. for a charity organisation).

Persons caring for non-relatives or as volunteers should be coded "Other personal reasons" (see below).

Other family reasons

This category refers to reasons linked to the family but not related to care responsibilities. It concerns for example:

- Pregnancy
- Marriage
- Follow his/her partner
- Spend more leisure time/ have more common activities with the family
- Do activities of a housewife/-husband without being responsible for care.

This category may summarise several national modalities. National modalities should nevertheless be designed to allow for unambiguously assignment to the categories defined at EU level.

It is recommended to use the correspondence table for the mapping between national modalities and categories defined at EU level.

Other personal reasons

This category includes for example the following reasons:

- Take care of friends / take care of non-relatives
- Want more leisure time
- Do not need to work (more)
- Do not want to work (more hours)
- Want to work part-time / want to live without working
- Move, change of living place
- Long vacation
- Lack of motivation
- Want to focus on travelling, on hobbies, etc.
- Be engaged in other activities, like volunteering, etc.

This category may summarise several national modalities. National modalities should nevertheless be designed to allow for unambiguously assignment to the categories defined at EU level.

It is recommended to use the correspondence table for the mapping between national modalities and categories defined at EU level.

Other reasons

This category takes up everything not covered by the other categories of the considered variable.

This category may summarise several national modalities. National modalities should nevertheless be designed to allow for unambiguously assignment to the categories defined at EU level.

It is recommended to use the correspondence table for the mapping between national modalities and categories defined at EU level.

References to documents

Employment guidelines are common priorities and targets for employment policies proposed by the Commission, agreed by national governments and adopted by the EU Council.

<https://ec.europa.eu/social/main.jsp?catId=101&intPageId=1471&langId=en>

ANNEX – Definition of reference quarters and months

Note: Shaded areas show either the quarters with 14 weeks (c), or the quarters involved when the majority rule leads to 12 weeks in the 1st quarter (b). The bold face fonts show the changes in the starting dates, and number of weeks when this happens.

	First day	Number of weeks in the			
		Year / quarter	1st month	2nd month	3rd month
2001	01/01/2001	52			
Q1	01/01/2001	13	4	4	5
Q2	02/04/2001	13	4	5	4
Q3	02/07/2001	13	4	5	4
Q4	01/10/2001	13	4	5	4
2002	31/12/2001	52			
Q1	31/12/2001	13	5	4	4
Q2	01/04/2002	13	4	5	4
Q3	01/07/2002	13	4	5	4
Q4	30/09/2002	13	5	4	4
2003	30/12/2002	52			
Q1	30/12/2002	13	5	4	4
Q2	31/03/2003	13	4	5	4
Q3	30/06/2003	13	5	4	4
Q4	29/09/2003	13	5	4	4
2004	29/12/2003	53			
Q1	29/12/2003	13	5	4	4
Q2	29/03/2004	13	5	4	4
Q3	28/06/2004	14	5	4	5
Q4	04/10/2004	13	4	4	5
2005	03/01/2005	52			
Q1	03/01/2005	13	4	4	5
Q2	04/04/2005	13	4	4	5
Q3	04/07/2005	13	4	4	5
Q4	03/10/2005	13	4	4	5
2006	02/01/2006	52			
Q1	02/01/2006	13	4	4	5
Q2	03/04/2006	13	4	4	5
Q3	03/07/2006	13	4	5	4
Q4	02/10/2006	13	4	5	4
2007	01/01/2007	52			
Q1	01/01/2007	13	4	4	5
Q2	02/04/2007	13	4	5	4
Q3	02/07/2007	13	4	5	4
Q4	01/10/2007	13	4	5	4
2008	31/12/2007	52			
Q1	31/12/2007	13	5	4	4
Q2	31/03/2008	13	4	5	4
Q3	30/06/2008	13	5	4	4
Q4	29/09/2008	13	5	4	4
2009	29/12/2008	53			
Q1	29/12/2008	13	5	4	4
Q2	30/03/2009	13	5	4	4
Q3	29/06/2009	13	5	4	4
Q4	28/09/2009	14	5	4	5
2010	04/01/2010	52			
Q1	04/01/2010	13	4	4	5
Q2	05/04/2010	13	4	4	5
Q3	05/07/2010	13	4	4	5
Q4	04/10/2010	13	4	4	5
2011	03/01/2011	52			
Q1	03/01/2011	13	4	4	5
Q2	04/04/2011	13	4	4	5
Q3	04/07/2011	13	4	4	5
Q4	03/10/2011	13	4	4	5
2012	02/01/2012	52			
Q1	02/01/2012	13	4	4	5
Q2	02/04/2012	13	4	5	4
Q3	02/07/2012	13	4	5	4
Q4	01/10/2012	13	4	5	4
2013	31/12/2012	52			
Q1	31/12/2012	13	5	4	4
Q2	01/04/2013	13	4	5	4
Q3	01/07/2013	13	4	5	4
Q4	30/09/2013	13	5	4	4
2014	30/12/2013	52			
Q1	30/12/2013	13	5	4	4
Q2	31/03/2014	13	4	5	4
Q3	30/06/2014	13	5	4	4
Q4	29/09/2014	13	5	4	4
2015	29/12/2014	53			
Q1	29/12/2014	13	5	4	4
Q2	30/03/2015	13	5	4	4
Q3	29/06/2015	13	5	4	4
Q4	28/09/2015	14	5	4	5
2016	04/01/2016	52			
Q1	04/01/2016	13	4	4	5
Q2	04/04/2016	13	4	4	5
Q3	04/07/2016	13	4	4	5
Q4	03/10/2016	13	4	4	5
2017	02/01/2017	52			
Q1	02/01/2017	13	4	4	5
Q2	03/04/2017	13	4	4	5
Q3	03/07/2017	13	4	5	4
Q4	02/10/2017	13	4	5	4
2018	01/01/2018	52			
Q1	01/01/2018	13	4	4	5
Q2	02/04/2018	13	4	5	4
Q3	02/07/2018	13	4	5	4
Q4	01/10/2018	13	4	5	4

	First day	Number of weeks in the			
		Year / quarter	1st month	2nd month	3rd month
2019	31/12/2018	52			
Q1	31/12/2018	13	5	4	4
Q2	01/04/2019	13	4	5	4
Q3	01/07/2019	13	4	5	4
Q4	30/09/2019	13	5	4	4
2020	30/12/2019	53			
Q1	30/12/2019	13	5	4	4
Q2	30/03/2020	13	5	4	4
Q3	29/06/2020	13	5	4	4
Q4	28/09/2020	14	5	4	5
2021	04/01/2021	52			
Q1	04/01/2021	13	4	4	5
Q2	05/04/2021	13	4	4	5
Q3	05/07/2021	13	4	4	5
Q4	04/10/2021	13	4	4	5
2022	03/01/2022	52			
Q1	03/01/2022	13	4	4	5
Q2	04/04/2022	13	4	4	5
Q3	04/07/2022	13	4	4	5
Q4	03/10/2022	13	4	4	5
2023	02/01/2023	52			
Q1	02/01/2023	13	4	4	5
Q2	03/04/2023	13	4	4	5
Q3	03/07/2023	13	4	5	4
Q4	02/10/2023	13	4	5	4
2024	01/01/2024	52			
Q1	01/01/2024	13	4	5	4
Q2	01/04/2024	13	4	5	4
Q3	01/07/2024	13	4	5	4
Q4	30/09/2024	13	5	4	4
2025	30/12/2024	52			
Q1	30/12/2024	13	5	4	4
Q2	31/03/2025	13	4	5	4
Q3	30/06/2025	13	5	4	4
Q4	29/09/2025	13	5	4	4
2026	29/12/2025	53			
Q1	29/12/2025	13	5	4	4
Q2	30/03/2026	13	5	4	4
Q3	29/06/2026	13	5	4	4
Q4	28/09/2026	14	5	4	5
2027	04/01/2027	52			
Q1	04/01/2027	13	4	4	5
Q2	05/04/2027	13	4	4	5
Q3	05/07/2027	13	4	4	5
Q4	04/10/2027	13	4	4	5
2028	03/01/2028	52			
Q1	03/01/2028	13	4	4	5
Q2	03/04/2028	13	4	4	5
Q3	03/07/2028	13	4	5	4
Q4	02/10/2028	13	4	5	4
2029	01/01/2029	52			
Q1	01/01/2029	13	4	4	5
Q2	02/04/2029	13	4	5	4

	First day	Number of weeks in the			
		Year / quarter	1st month	2nd month	3rd month
Q3	02/07/2029	13	4	5	4
Q4	01/10/2029	13	4	5	4
2030	31/12/2029	52			
Q1	31/12/2029	13	5	4	4
Q2	01/04/2030	13	4	5	4
Q3	01/07/2030	13	4	5	4
Q4	30/09/2030	13	5	4	4
2031	30/12/2030	52			
Q1	30/12/2030	13	5	4	4
Q2	31/03/2031	13	4	5	4
Q3	30/06/2031	13	5	4	4
Q4	29/09/2031	13	5	4	4
2032	29/12/2031	53			
Q1	29/12/2031	13	5	4	4
Q2	29/03/2032	13	5	4	4
Q3	28/06/2032	14	5	4	5
Q4	04/10/2032	13	4	4	5
2033	03/01/2033	52			
Q1	03/01/2033	13	4	4	5
Q2	04/04/2033	13	4	4	5
Q3	04/07/2033	13	4	4	5
Q4	03/10/2033	13	4	4	5
2034	02/01/2034	52			
Q1	02/01/2034	13	4	4	5
Q2	03/04/2034	13	4	4	5
Q3	03/07/2034	13	4	5	4
Q4	02/10/2034	13	4	5	4
2035	01/01/2035	52			
Q1	01/01/2035	13	4	4	5
Q2	02/04/2035	13	4	5	4
Q3	02/07/2035	13	4	5	4
Q4	01/10/2035	13	4	5	4
2036	31/12/2035	52			
Q1	31/12/2035	13	5	4	4
Q2	31/03/2036	13	4	5	4
Q3	30/06/2036	13	5	4	4
Q4	29/09/2036	13	5	4	4
2037	29/12/2036	53			
Q1	29/12/2036	13	5	4	4
Q2	30/03/2037	13	5	4	4
Q3	29/06/2037	13	5	4	4
Q4	28/09/2037	14	5	4	5
2038	04/01/2038	52			
Q1	04/01/2038	13	4	4	5
Q2	05/04/2038	13	4	4	5
Q3	05/07/2038	13	4	4	5
Q4	04/10/2038	13	4	4	5
2039	03/01/2039	52			
Q1	03/01/2039	13	4	4	5
Q2	04/04/2039	13	4	4	5
Q3	04/07/2039	13	4	4	5
Q4	03/10/2039	13	4	4	5
2040	02/01/2040	52			

		Number of weeks in the			
	First day	Year / quarter	1st month	2nd month	3rd month
Q1	02/01/2040	13	4	4	5
Q2	02/04/2040	13	4	5	4
Q3	02/07/2040	13	4	5	4
Q4	01/10/2040	13	4	5	4
2041	31/12/2040	52			
Q1	31/12/2040	13	5	4	4
Q2	01/04/2041	13	4	5	4
Q3	01/07/2041	13	4	5	4
Q4	30/09/2041	13	5	4	4
2042	30/12/2041	52			
Q1	30/12/2041	13	5	4	4
Q2	31/03/2042	13	4	5	4
Q3	30/06/2042	13	5	4	4
Q4	29/09/2042	13	5	4	4
2043	29/12/2042	53			
Q1	29/12/2042	13	5	4	4
Q2	30/03/2043	13	5	4	4
Q3	29/06/2043	13	5	4	4
Q4	28/09/2043	14	5	4	5
2044	04/01/2044	52			
Q1	04/01/2044	13	4	4	5
Q2	04/04/2044	13	4	4	5
Q3	04/07/2044	13	4	4	5
Q4	03/10/2044	13	4	4	5
2045	02/01/2045	52			
Q1	02/01/2045	13	4	4	5
Q2	03/04/2045	13	4	4	5
Q3	03/07/2045	13	4	5	4
Q4	02/10/2045	13	4	5	4
2046	01/01/2046	52			
Q1	01/01/2046	13	4	4	5
Q2	02/04/2046	13	4	5	4
Q3	02/07/2046	13	4	5	4
Q4	01/10/2046	13	4	5	4
2047	31/12/2046	52			
Q1	31/12/2046	13	5	4	4
Q2	01/04/2047	13	4	5	4
Q3	01/07/2047	13	4	5	4
Q4	30/09/2047	13	5	4	4
2048	30/12/2047	53			
Q1	30/12/2047	13	5	4	4
Q2	30/03/2048	13	5	4	4
Q3	29/06/2048	13	5	4	4
Q4	28/09/2048	14	5	4	5
2049	04/01/2049	52			

		Number of weeks in the			
	First day	Year / quarter	1st month	2nd month	3rd month
Q1	04/01/2049	13	4	4	5
Q2	05/04/2049	13	4	4	5
Q3	05/07/2049	13	4	4	5
Q4	04/10/2049	13	4	4	5
2050	03/01/2050	52			
Q1	03/01/2050	13	4	4	5
Q2	04/04/2050	13	4	4	5
Q3	04/07/2050	13	4	4	5
Q4	03/10/2050	13	4	4	5
2051	02/01/2051	52			
Q1	02/01/2051	13	4	4	5
Q2	03/04/2051	13	4	4	5
Q3	03/07/2051	13	4	5	4
Q4	02/10/2051	13	4	5	4
2052	01/01/2052	52			
Q1	01/01/2052	13	4	5	4
Q2	01/04/2052	13	4	5	4
Q3	01/07/2052	13	4	5	4
Q4	30/09/2052	13	5	4	4
2053	30/12/2052	52			
Q1	30/12/2052	13	5	4	4
Q2	31/03/2053	13	4	5	4
Q3	30/06/2053	13	5	4	4
Q4	29/09/2053	13	5	4	4
2054	29/12/2053	53			
Q1	29/12/2053	13	5	4	4
Q2	30/03/2054	13	5	4	4
Q3	29/06/2054	13	5	4	4
Q4	28/09/2054	14	5	4	5
2055	04/01/2055	52			
Q1	04/01/2055	13	4	4	5
Q2	05/04/2055	13	4	4	5
Q3	05/07/2055	13	4	4	5
Q4	04/10/2055	13	4	4	5
2056	03/01/2056	52			
Q1	03/01/2056	13	4	4	5
Q2	03/04/2056	13	4	4	5
Q3	03/07/2056	13	4	5	4
Q4	02/10/2056	13	4	5	4
2057	01/01/2057	52			
Q1	01/01/2057	13	4	4	5
Q2	02/04/2057	13	4	5	4
Q3	02/07/2057	13	4	5	4
Q4	01/10/2057	13	4	5	4