LABOUR FORCE SURVEY HANDBOOK

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1 Introduction

1.1 Brief description of the Handbook

The Labour Force Survey Handbook is a set of guidelines which contains the set instructions and recommendations that are provided to interviewers.

The Handbook provides instructions on issues regarding practical procedures.

The Handbook does not provide guidance on interviewing techniques (these instructions are provided in the guide for interviewers and the training materials) or carrying out separate additional surveys (instructions are always provided separately for each survey).

1.2 Updating the Handbook

The Handbook is updated and supplemented as necessary. Interviewers are sent revised chapters whenever updates are made.

The updated chapter is inserted in place of the outdated chapter in the Handbook and the old chapter is removed and destroyed.

To update the Handbook, as outlined above, each page has an identification field (see top of this page) with the text Statistics Finland, Labour Force Survey Handbook as well as the date, and the number and name of the chapter.

1.3 General information on the Labour Force Survey

The Labour Force Survey is an interview-based survey which is carried out monthly for the purpose of determining the population’s participation in work, unemployment and other activities. The principle of arranging the Labour Force Survey to cover every week in the year means that data must be collected for every week in the year.

In the survey, interviews are carried out each month primarily by phone on 12,000 respondents aged 15 to 74. The same respondents are interviewed five times over a period of 18 months. The interview is not exactly the same each time, and the most extensive interview is carried out on all those being interviewed for the fifth time. In addition to the interview data, information is also obtained from the administrative registers that are available to Statistics Finland, such as Statistics Finland’s Register of Completed Education and Degrees.

The Labour Force Survey has a long history, as it has been carried out since 1959. The survey was initially carried out by means of a postal survey, but interviews were adopted in 1983. In 1997 questionnaire forms were replaced by computer-assisted interview techniques. Other fundamental changes were also implemented in the same year as a result of accession to the EU. The scope was extended to cover a wider range of information, procedures were improved and the concepts and definitions employed were adjusted to achieve greater consistency and conform better to the instructions and recommendations of Eurostat – the statistical office of the European Commission – and the International Labour Organization (ILO).

The Labour Force Survey also currently comes under the statistics produced by the European Union. Corresponding statistics are produced in all EU Member States under the name Labour Force Survey, and the results are internationally fully.
comparable. As of 2003, data have also been collected on households. The data on households are collected all year at the fifth round of interviews using a separate household section form.

The Labour Force Survey also includes an ad hoc module, which is an additional survey on a different subject each year. The subjects and content of these ad hoc modules are laid down in an EU regulation, and they are carried out with the same scope in all Member States. Respondents participating in the fifth round of interviews answer the additional questions. Additional surveys on subjects associated with employment can also be carried out in connection with the Labour Force Survey.

A description of the survey can be found on the Internet at the address: http://tilastokeskus.fi/til/tyti/index_en.

The Labour Force Survey Handbook is divided into two parts:

**PART I** contains fieldwork instructions

**PART II** contains instructions for individual questions
2 Users of the results

The principal user of the Labour Force Survey is Eurostat, the statistical office of the European Commission, to which the collected data are supplied four times a year. Eurostat produces comparable statistics covering all the Member States to support the EU’s political decision-making. International organisations such as the OECD (Organisation for Economic Cooperation and Development), ILO (International Labour Organisation), various organs and bodies of the EU and the European Central Bank (ECB) also use the results of the Labour Force Survey.

The results of the Labour Force Survey also serve the purposes of numerous government and other departments and offices in Finland. The Ministry of Employment and the Economy, Ministry of Finance, Prime Minister’s Office, trade unions and employers’ associations, Bank of Finland, universities and research institutes use the research data. Similarly, there are many bodies responsible for area planning, including the employment and economic development centres, regional councils and state provincial offices, that make use of the Labour Force Survey data for planning and forecasting purposes, etc., and when deciding on their labour policies, such as the allocation of funds for the promotion of employment and the provision of retraining facilities. The results can also be used to monitor the impact of earlier decisions and measures on the employment situation.

Within Statistics Finland itself, the Labour Force Survey is used as a source of labour input data for national accounting.

Since its data are gathered on a monthly basis, the Labour Force Survey constitutes a rapid, comprehensive source of information in its field. It provides up-to-date figures on the labour force, for example, the number of people that go to work and their working hours. The Labour Force Survey gathers data on the total number of the unemployed, regardless of the channels they use to obtain work, i.e. not merely on those registered with an employment office. There is usually particular public interest when it comes to unemployment and employment fluctuations in comparisons with the situation in the corresponding month of the previous year. Figures adjusted for seasonal variations are frequently used for tracing changes relative to the preceding months. The survey also provides valuable information on those persons of working age who are not working or looking for work, such as students and pensioners.

Finally, the Labour Force Survey acts as a form of economic barometer, indicating phases of expansion or contraction in the economy. The Labour Force Survey time series also describe the changes in the labour market on a long-term perspective.
3 Publication of the results

In Finland the results of the monthly Labour Force Survey interviews are published every year on a monthly, quarterly and annual basis. The monthly publication becomes available some three weeks after the end of the reference month. It contains the principal results on employment and unemployment, analysed by age, sex and region. Statistics Finland and the Ministry of Employment and the Economy issue a joint press release which, in addition to the results of the Labour Force Survey, provides information from the Ministry of Employment and the Economy’s Employment Service Statistics on job-seekers.

Quarterly results are published in connection with the statement for the last month of that quarter. These are expressed at a higher level of detail and accuracy, e.g. in terms of region, age group and industry. Both monthly and quarterly results are also published on the Internet at www.stat.fi/til/tyti/index_en.html.

The most detailed information is available in the annual statistics as published in the Labour Market series of the Official Statistics of Finland a few months after the end of the reference year. In addition to the results for the year, this publication includes details on the methods used and definitions of the main concepts, as well as time series information for the last ten years.

Eurostat regularly publishes the Labour Force Survey’s international comparison data on its website. Eurostat’s website can be found at europa.eu.int/comm/eurostat.

In addition to regular publications, the results of the Labour Force Survey are published in several Statistics Finland joint publications, such as the Statistical Yearbook of Finland and gender-equality statistics, and in article publications concerning the labour market.
4 Sample

The target group of people that is of interest to the survey is called the population. The population of the Labour Force Survey consists of all persons aged 15 years or over who are registered as permanently resident in Finland. People living in institutions and temporarily abroad (for less than one year) are also included in the population.

The population also includes subjects temporarily working abroad for a Finnish employer, such as subjects serving in the UN forces, or in a Finnish embassy or consulate. Similarly, subjects living in Finland for at least some of the time but working for a foreign employer on a ship or oil drilling rig, or subjects living close to the border with another country and working in that country also belong to the population.

In addition to Finnish people, the population also includes foreign nationals who have been living in Finland for at least a year or intend to do so.

New random samples of the population are taken twice a year and they are updated monthly with information obtained from the Central Population Register. Updates may also be made based on the information given by the subjects in the course of the interviews.

The sampling frame consists of the population database maintained by Statistics Finland, which is regularly updated with information from the Central Population Register. Residence in the country and place of residence are defined in accordance with the population registration regulations. The probability of a resident being chosen for a monthly sample is approximately the same in all the provinces, i.e. about 1:300. An exception is the Aland Islands, where it is about 1:150.

Samples are taken from persons aged 14–75 years; a 14-year-old can belong to a sampling group but will be interviewed only on reaching 15 years of age. Correspondingly, a person aged 74 years will cease to be interviewed on reaching the age of 75. A separate sample of persons aged 75 years or over is also selected. These people are not interviewed, but their data are added directly to the response database.

The monthly sample is approximately 12,000 persons. The monthly sample comprises five (participating in interview rounds 1–5) groups of about 2,400 persons each that are subject to rotation. This sample is then divided in a random manner into weekly samples, i.e. the subjects are assigned at random to particular weeks separately in each month for which they form part of the sample.
5 Material

The following material is in use in the Labour Force Survey:

- handbook: part I contains instructions for fieldwork and part II contains instructions for individual questions
- interview forms Finnish/Swedish/English
- subject form
- address labels for respondents for interview rounds 1–5
- cover letters: Finnish/Swedish/English
- Labour Force Survey brochure Finnish/Swedish/English
- envelopes: envelopes for sending out cover letters and for returning the subject forms
- interviewer’s full visiting card and contact details.

5.1 Subject form

The subject form is essentially a tool for use by the interviewer. It contains data for identifying the respondent, data on contacts made and the reason for nonresponse from the data set should this happen.

The subject forms for the different weekly samples each month are distinguished from one another by a coloured bar on the top of each form as follows:

- first survey week: blue bar
- second survey week: yellow bar
- third survey week: green bar
- fourth survey week: red bar
- fifth survey week: orange bar

The subject form also contains the following data:

The details of the interview round are recorded above the main title ‘Labour Force Survey — year, month’:

- the week’s sample code TYvv (where vv = week number).
- interviewer’s identification number
- subject code (8 digits, the first three digits denote the rotation group to which the person belongs)
- interview round
- survey week
- fieldwork period
- project number of additional survey (if any other survey is carried out on the subject)

Below the main title in a separate box:

- respondent’s name
- street address
- postal code and postal district
- telephone number(s)
Telephone numbers for those respondents participating for the first time in the rotation group and for ‘reference persons’ living at the same address are determined through a centralised telephone number search. Each respondent and reference person has a maximum of two telephone numbers. The reference person’s membership number is stated after his/her telephone number.

The subject and no more than five persons living at the same address are stated under the title ‘Reference persons’:
- membership number
- name and social security number
- language (fi=Finnish, sv=Swedish)
- sex (1=male, 2=female)
- marital status (1=single, 2=married, 3=separated, 4=divorced, 5=widowed, 6=registered partnership, 7=divorced from registered partnership, 8=widowed from registered partnership)
- code number of municipality of birth
- occupation.

The identification data of reference persons are not updated in the course of the survey, so they may be out of date.

Under the ‘Observations’ title the first 90 characters from the interface’s observations space are shown.

During rounds 2–5 some information from previous interviews is entered under the ‘Previous reply and outcome codes’ title to facilitate contacting of the subject:
- code number of previous interviewer
- interviewing procedure (1=personal visit, 2=telephone interview)
- source of the information (1=actual subject, 2=subject’s spouse, 3=subject’s father/mother/child/brother/sister, 4=other)
- year and month of interview
- main type of activity
- outcome from previous interview rounds (code 01 is for a completed interview and another code entered on the interview form is the loss code).

If the outcome for previous interview rounds is 59 and it is interview round 2–5, then this is a subject who has entered the group during the course of the rotation on reaching the age of 15 years.

The following details on the subject’s place of work are stated under the title of ‘Employer’:
- name of employer or company
- name of establishment
- industry
- street address
- postal code and postal district
- municipality
- occupation
- weekly working hours.
The details for a subject interviewed for the first time will have been extracted from the Statistics Finland employment statistics (except for occupation and number of weekly working hours). This information can be used for reference when recording the person’s workplace and industry but is not read out to the respondent in the interview. In the second to fifth rounds of interviewing the details will be derived from the previous occasion.

Details on contacts made with the subject are recorded in the boxes at the lower edge of the form. Each contact requires a new line. However, when several attempts are made to phone the person at different times on the same day, the single comment ‘several calls made at different times’ can be entered.

‘Manner of contact’ should contain details of the sending of a cover letter, visits and phone calls. A cross (X) is entered if the contact was made by the interviewer and 0 if the initiative was taken by the respondent.

The date and time of the contact are indicated under ‘Time of contact’.

The date and time agreed upon for the interview are recorded under ‘Agreed interview time’.

The person with whom the interviewer has spoken is indicated under ‘Person contacted’, (0=no one, 1=actual subject, 2=subject’s spouse, 3=subject’s father/mother/child/brother/sister, 4=other).

The outcome code is indicated under ‘Outco’ (01=completed interview, 11-59=loss code).

The interviewer can also add other information, such as information that is necessary in order to be able to locate the subject, e.g. directions to the subject’s house. Such information is indicated under ‘Observations’. In this section the reason for a loss in cases of loss is also described in as much detail as possible, because the Central Unit may use this description as a basis for discontinuing the survey. The description of the reason can also be written on the reverse side of the subject form (loss of subject forms are returned separately, see 7.9 Returning the material).

5.2 Cover letters

A cover letter introducing the survey is sent in advance to respondents (APPENDIX 1).

The following cover letters are used in the Labour Force Survey (code stated on the lower right hand edge of the cover letter).

TY81 1: sent to subjects participating in a telephone interview for the first time.

TY81 2: sent to subjects participating for the first time in an interview where the interviewer makes a personal visit.

TY81 3: sent to subjects participating for the second to fourth time in an interview where the interviewer makes a personal visit.

KO1 5: sent to subjects participating in the telephone interview for the fifth time.

KO2 5: sent to subjects participating for the fifth time in an interview where the interviewer makes a personal visit.
6 General information regarding fieldwork

6.1 Survey week and fieldwork period

The Labour Force Survey employs a continuous survey week. This means that the interviews are spread evenly between the weeks of the year, and the survey months are, in effect, periods of four or five complete weeks, with three such periods making up a quarter. In practice, the first two months of each quarter are regarded as containing four weeks and the third five weeks. The weeks are defined by reference to their dates and are deemed to begin on a Monday and end on a Sunday. Some of the items in the questionnaire differ from one quarter to another.

The fieldwork period applying to each survey week consists primarily of the following two weeks and three days, the requirement being that the last data on a given survey week should be sent in by 9.00 a.m. on the Thursday of the third week of fieldwork. In the case of the last week in a month, however, only one and a half weeks of fieldwork are allowed, as the last results have to be in by 9.00 a.m. on the Thursday of the second week of fieldwork. Moreover, interim objectives have been set for sending in data after the first and second weeks of fieldwork. Slight variations in fieldwork time may be brought about by public holidays, etc.

In practice, the forms for each month are sent to the interviewers together with a cover letter that contains details of the survey weeks which make up that month and the fieldwork periods that apply to them. Moreover, the survey week is always indicated on both the subject form and the interview form.

6.2 Interviewing procedure

The data are obtained from the respondents by means of computer-assisted telephone interviews. If the person concerned cannot be reached by telephone, a personal visit will need to be made.

The interview should generally be carried out with the actual subject. If the actual subject cannot be interviewed during the fieldwork period, the information for the purposes of the survey will be sought from a proxy respondent.

The proxy respondent may be:

- the respondent’s spouse or cohabiting partner, parents, child, brother or sister (at least 15 years of age). The person must live in the same household as the subject.
- The person or member of staff of an institution who is in charge of the subject’s care.

A proxy respondent may be used from the outset, if it is evident that the actual subject cannot be interviewed or cannot be reached during the fieldwork period. A proxy respondent must not be used if it becomes apparent that the actual subject will most likely be available during the fieldwork period.

A proxy interview may not be carried out if the actual subject refuses to take part in a personal interview. Care must be taken regarding the use of a proxy in the case of the first interview with a given subject (e.g. a parent may be asked to supply information on his or her child).
6.3 Survey rounds

The Labour Force Survey is a panel survey in which each subject is usually interviewed five times in the course of 16 months. The subsequent interviews take less time, as some of the material from the previous round can be directly used in the subsequent interviews.

This procedure of interviewing the same people five times has been found to yield more reliable information on changes taking place in the labour market situation and to enable the compilation of flow statistics, which provide data on the changes of status that have led to the observed trends, e.g., students taking up employment, employed persons retiring, etc.

The interval between the interviews of the rotation groups is three months, with the exception of the third and fourth interview rounds, when the interval is six months.

Thus, if the first interview takes place in September, for instance, the next will be in December, the third in March, the fourth in September again and the fifth in December.

6.4 Transfers of interviewees

A subject who has moved away from the geographical area in which he or she lived at the time of sampling and who can be contacted by telephone, should be traced and interviewed by the interviewer to whom the subject form was originally sent.

Subjects that are to be visited and who have moved outside of an interviewer’s area of responsibility will be transferred to an interviewer responsible for the subject’s new location. In this case the original interviewer should contact the Interview Supervisor immediately in order for a new interviewer to be designated.

Subjects may not be transferred to another interviewer without the permission of the Interview Supervisor, but transfer arrangements can be made in advance with another interviewer if an interview cannot be carried out due to a short absence, for instance.

Transfers are carried out mainly as emergency transfers. In the contact information form on Haasteli (the interviewer’s user interface), first update the address details by selecting ‘Modify contact information’ from the ‘Functions’ menu. Then, select ‘Emergency transfer’ and write the number of the new interviewer. It is also helpful to add any information that can assist in contacting the subject in the ‘Observations’ space, such as what has been done so far to make contact and any details that may be of use to the new interviewer. Finally, a computer link with Statistics Finland is established.

In emergency transfers, the interviewer to whom the transfer is to be made must be notified in advance by telephone.

The ‘Transfer to another interviewer’ function is used when, due to sick leave, the interviewer is forced to make a transfer without the knowledge of a new interviewer. The Interview Supervisor should be notified of this transfer by telephone or email.

The subject forms of transferred subjects should be sent immediately either to the new interviewer (emergency transfer) or to Statistics Finland (transfer to another interviewer).
6.5 Recording of non-response

A loss is recorded by going to the beginning of the interview form, pressing CTRL + ENTER and selecting ‘Loss of subject’.

The following scheme is used for classifying nonresponse at the two-digit level in the Labour Force Survey.

**Net non-response**

1. Permanent refusal (subject reached)

   11: refused, exact reason not known: e.g. the telephone conversation ended immediately / subject hung up

   12: refused, not interested: the subject states that he or she is not interested in the interview without giving a reason

   13: refused on account of shortage of time: the subject states that he or she does not and will not have time to do the interview

   14: refused on principle: the subject states that he or she never responds to questionnaires, thinks statistics are useless, does not want to give personal details, doubts the confidentiality of information, finds that there are too many questionnaires, demands a reward, etc.

   15: refused on account of the topic of the survey / the subject feels that he or she does not belong to the target group: e.g. pensioners who have retired from working life years ago

   16: refused on account of the data collection method: the subject states that he or she would participate in a postal or web survey

2. Temporary refusal (subject reached)

   41: reached, could not / did not want to participate in this round of interviews: the subject states that he or she cannot answer now due to a shortage of time, temporary illness, being abroad etc, but could participate in future rounds

   42: reached, does not refuse outright, but a time cannot be agreed upon, and subject cannot be reached again

2. Not reached (the subject could not be reached and a suitable proxy respondent could not be used)

   21: not contacted, telephone number known

   22: not contacted, telephone number unknown, address known

   23: not contacted, telephone number and address unknown

   24: not contacted, temporarily away: e.g. on a secondment, studying, on holiday, in hospital

   25: not contacted, participation forbidden by someone else
3. Other net non-response

32: Interview could not be carried out due to linguistic reasons: the subject does not speak Finnish, Swedish or English

34: The interview could not be carried out due to permanent illness or injury

39: Other net non-response (rejected by Statistics Finland on specific grounds)

Gross non-response

In addition to the above:

5. Overcoverage

51: Subject is deceased

52: Subject has moved abroad permanently, resident there for at least one year

59: Other gross non-response (rejected on specific grounds defined by Statistics Finland)

Non-response codes 39 and 59 may only be used by permission of the Central Unit, with the exception that loss code 59 is entered in the household section if the subject of the basic section is undergoing military or non-military service.

6.6 Suspension of survey

In certain exceptional cases the inquiry may be suspended as far as an individual subject is concerned by sending the control code for the preliminarily completed interview form to Statistics Finland, which prevents the form from being preliminarily completed for the following round of interviews. The suspension of the survey is used in exceptional situations and a requirement for suspension is that the interviewer has provided a sufficiently detailed description of the reason for loss in the subject form or in the interview form’s proposal for suspension.

In cases of non-response, the study is always suspended if the subject is within the scope of overcoverage.

The survey may also be suspended if

- the reason for non-response is 11 (permanent refusal), 32 (language) or 34 (permanent illness)
- no information regarding the subject’s location can be obtained in two consecutive rounds of interviews (neither address nor telephone number). In this event, the interviewer can make a suspension proposal on the interview form when entering the loss.

A suspension proposal can also be made after an interview if it is clear that for reasons of health or advanced age (e.g. requiring institutional care) it would be utterly inappropriate to attempt any further interviews. It is necessary in this case for the situation to be such that there is unlikely to be any change in the coming 1½ years. The replies obtained in these cases will be copied onto the forms for subsequent interviews. A suspension proposal may also be made if the respondent refuses further rounds of interviews, but in this case the responses will not be copied. The proposal is made at the end of the interview form.
The loss of subject forms are processed at the Central Unit. The final decision to suspend a survey will be made based on the reason for loss described on the subject form / based on the suspension proposal.

6.7 Additional surveys or questions

It is common for other investigations to be carried out concurrently with the Labour Force Survey, as its questions provide good background variables for inquiries into many other topics. However, the subject of these investigations must somehow be connected with employment. The investigations may be carried out as an additional survey on a separate form, or as additional questions added to the Labour Force Survey Form. These additional surveys and questions may be connected with Statistics Finland’s own surveys or ones commissioned by external customers. A separate set of instructions and a separate cover letter is usually made for these.

Regular additional surveys include the tourism survey carried out annually in January, and the Working Life Barometer carried out in September. Additional questions include the study of the reliability of information included the Population Information System carried out annually in November, and the monthly inquiry on renovation building and the rent inquiry.

The codes of the additional surveys are printed on the subject form, and they are also visible on the Haasteli contact information screen in the ‘Additional Projects’ box.
7  Stages of fieldwork

7.1  Distribution of subject forms to interviewers

Each interviewer is responsible for a certain region, as specified in a register of interviewing areas. Respondents are assigned to interviewers by computer on the basis of the register of interviewing areas. The Interview Supervisor assigns respondents of interviewers who are temporarily absent or who come from areas otherwise lacking an interviewer to another interviewer. A subject form is printed for each respondent.

The subject forms for each month are sent to interviewers in one batch. The address labels of respondents in the first and fifth rounds of interviews are sent along with the subject forms.

Once the forms have arrived the interviewer has one last opportunity to check that sufficient materials are available for carrying out the work. Extra materials can be ordered by post.

7.2 Collection of telephone numbers

If no telephone number is found in the centralised telephone number search, the interviewer must search for the number in the telephone book and through an Internet telephone number search (see Interviewer’s IT-handbook). Individual numbers may be sought from directory inquiries (semi-secret numbers can only be obtained from directory inquiries).

The possibility of interviewing subjects at their workplace and the interviewer’s work number are always ascertained during the first interview.

Found telephone numbers are added to the contact information on Haasteli.

7.3 Sending cover letters to subjects

The interviewer should send out the cover letters for each week’s sample, with his or her visiting card, around the middle of the relevant survey week. The interviewer’s self-adhesive visiting card is affixed to the top right-hand corner of the cover letter. If questions for any other survey are to be included in the interview, a cover letter for that survey is also sent at the same time. All subjects taking part in the Labour Force Survey for the first time are sent a brochure of the survey and a pocket book of statistics along with the cover letter (TY811 / TY812).

Subjects participating in the telephone interview in the second to fourth rounds will not be sent a cover letter, but will be contacted directly by phone (unless an additional study is included, for which a separate cover letter has been made, in which case both the cover letter of the Labour Force Survey and that of the additional survey will be sent). Subjects who are to be visited personally should be sent an introductory letter TY813 with a visiting card attached.

In the fifth and final round of interviews, all respondents will be sent the letter regarding the household section (KO1 or KO2) and a pocket book of statistics.
7.4 Collection of sample and forms

The interviewer will collect his or her samples for each week (the interviewees) and the necessary forms via a PC data connection. The batch may generally be collected after 3.00 p.m. on the Wednesday preceding the survey week.

Once these data have been transferred, the interviewer can look at the message sent with the material and check the ‘State of projects’ screen to make sure that the number of subject forms tallies with the number of respondents. In the case of practice interviews this is also a good time to make sure that the forms function correctly.

7.5 Contacting subjects

It is not possible to provide very detailed instructions on contacting respondents. Fieldwork practices require the interviewer to have a flexible way of working and the ability to adapt to each situation. However, it is advisable to follow the same ways of working as far as possible, and it is very important to start contacting respondents immediately at the beginning of the fieldwork period to save time for interviewing people who have moved or are difficult to reach.

No limit is placed on the number of attempts that can be made to trace or contact a subject. The telephone number may not be an unlisted number. If the respondent’s answering machine is reached, the interviewer should leave a request to return the call (the recommended maximum is two messages during separate weeks). The interviewee may also be approached via text message (the recommended maximum is two messages on separate weeks). E-mail may also be used, if the address is known. No telephone calls are to be made abroad.

If the respondent cannot be reached after calling at different times, the interviewer should verify the telephone and address details. Reference persons may be used for help in contacting respondents, as well as the employer, if the information is on the subject form.

If the telephone number cannot be found even after checking, a personal visit will be made. At least one and no fewer than three attempts should be made to visit the subject in each round of interviews (the number of personal visits is reset if the interviewer has changed due to change of address). Additional visits can be made, e.g. in connection with other interviews, provided that they do not entail appreciable additional expense. If the subject cannot be contacted on the first visit, the interviewer will leave his or her visiting card with a request to contact the interviewer.

The interviewer can also pay a ’surprise visit’ to a person to be interviewed by telephone if, even after phoning actively, contact has not been established (calling both mobile and landline).

If the subject has moved, efforts should always be made to determine the new address. This is the responsibility of the interviewer to whom the subject form was originally sent. Queries for the new address can be made at the postage department of the Central Unit at Statistics Finland, which has a terminal link to the Population Information System, or at the Post Office address service (see Interviewer’s handbook). The address at which the person is registered as being resident is available from the Population Information System, and the address where the respondent wants mail to be delivered is available from the Post Office address service. An order of non-disclosure of address made to the Post Office address
service does not apply to Statistics Finland (see Interviewer’s handbook), and it is likely that an address will be found for the respondent in the Population Information System.

During personal visits, the interviewer can inquire about the new address from the new residents or neighbours at the subject’s last known address.

### 7.6 Motivating subjects

If a subject is reluctant, he or she should be encouraged to participate. The following additional information on the study may be provided, for example:

**Purpose of the survey:** The purpose of the Labour Force Survey is to keep the labour market authorities abreast of the situation in Finland. This monthly survey provides a quick statistical check on the numbers of people who are employed and unemployed and the numbers of hours worked, distributed by sex, age, region and industry. The survey is also used as a measure of economic fluctuations (periods of growth and recession) and as a source of information on structural changes in the labour market. The results are used for planning and forecasting purposes, and to monitor the impact of earlier decisions and measures on the employment situation. The results are also used in international comparisons.

**Sample:** Sampling takes place in a random manner using the Statistics Finland population database, so that the persons selected can be taken as representative of the 15 to 74-year-old population of Finland. In this sense each subject ‘represents’ about 300 persons of the same age and same sex living in the same region. A separate sample of persons aged 75 years or over is also selected, but these people are not interviewed.

In order to ensure that the results can be interpreted unambiguously, it is essential for the interviews to apply to specific weeks in the year. In order to ensure the reliability of the results, all the subjects should answer the questions. Each loss of a data unit introduces a certain measure of error into the results.

‘No change’: A respondent being interviewed for a second or subsequent time may reply that ‘nothing has changed from the last time’. It is necessary in such a case to emphasize that even minimally small changes in circumstances can be of significance in a survey such as this, e.g. a change of one hour in the length of time worked must in theory be attributed to the working lives of 300 other people. If a respondent maintains that no changes are likely to happen and that another interview would be futile, it must be pointed out that small changes can nevertheless occur very easily. The respondent may happen to be off work during the week in question, for instance, on account of holidays, illness etc., the nature of the person’s work may have changed, or even the employer, a person who is at home or studying may have a temporary job at that time, or the working hours may be different from usual for some unexpected reason.

‘Not working’: Persons remaining outside the labour force may feel that they do not belong in the study’s target group. Information is collected in the survey on matters other than employment, as well, such as education. Pensioners are in the habit of saying that their life’s work is done. In early 2005, the so-called flexible old age pension age was introduced in Finland. In most sectors, it is possible to retire flexibly between the ages of 63 and 68. Pension is also accrued on work carried out during retirement. Along with the pension reform, people aged 60 and over are becoming increasingly keen on participating in work and training.
There were about 16,000 entrepreneurs or family workers and some 10,000 wage and salary employers in Finland in 2006 who were over 65 years of age, and of these, 8,000 people were over 70 years of age. If these people had been ignored, the survey would have given quite the wrong impression of certain aspects of the economic situation, e.g. the labour input in agriculture. Similarly, the total numbers of hours worked would have been seriously underestimated if those attributable to persons over 65 years of age had been omitted.

**Confidentiality of information:** The results of the survey are published in the form of tables and figures, in which it is impossible to detect the answers given by any individual respondents. Statistics Finland does not release any personally identifiable data to anyone, and the organisation’s own employees, including the interviewers, are bound by law to observe strict principles of confidentiality.

Further details are available on the Internet at [www.stat.fi](http://www.stat.fi).

7.7 Beginning the interview

The aim is to conduct the interview during the first contact.

Before the interview begins, the interviewer should check by means of the address or date of birth, for example, that the person concerned is really the intended subject. In the case of a proxy respondent, the suitability of the proxy should be ascertained at this point.

The interviewer should only move on from the subject’s contact information to the interview form when it is clear that the interview can be carried out and the entire interview can be stored on the computer correctly. Since the most important questions are at the beginning of the interview form, it is important, in the case of a subject being interviewed for the first time, for the interviewer to explain carefully what the interview is all about, so as to ensure that the answers to these first questions are as reliable as possible.

The interview form opens with an introductory screen containing:

- subject code
- interviewer’s identification number
- date
- time
- year and month of interview
- week of interview
- interview round
- respondent’s forenames
- surname
- sex
- date of birth
- nationality
- municipality of birth.

If the respondent’s surname has changed, the information can be updated here. The supplier of the information is marked on the introductory screen, as well as residence abroad or in an institution, if applicable. People living in institutions are included in the sample, and will be interviewed normally, if possible. The information can often be provided by a proxy respondent, e.g. by a staff member. If it is evident that a person requiring institutional care will never be employed again, a proposal that the subject be rejected will be made.
In questions H3–H4 an institution refers to a place of residence that cannot be considered to be a private household. This includes old people’s homes, hospitals, youth homes, children’s homes, shared group retirement facilities and prisons. However, sheltered homes are not institutions, as residents live in their own one or two person households.

Moreover, when it comes to young adults aged 17 to 30, the respondent is asked whether he or she was undergoing military or non-military service during the week concerned (H7). If the answer to this question is yes, then the interview must end and no further questions regarding employment or seeking employment will be asked this time.

The form guides the ‘skips’ and ensures that answers falling outside the approved parameters cannot be given. The Blaise ‘don’t know’ key combination (CTRL+S) may be used if respondent is unable to answer or does not understand the question. The Blaise question-specific refusal (CTRL+K) may be used in certain questions. The Blaise comment is not used on the Labour Force Survey form.

7.8 Concluding the interview and recording contact information

After the interview has ended, the respondent is told about the next interview. The interviewer can also agree to send a text message reminder to the interviewee before the next interview. Address and telephone number information is verified again and entered or corrected in the Haasteli contact information form.

The name, address and telephone number of the interviewee can be updated by accessing ‘Modify contact information’ on the contact details screen. Addresses are recorded in full, including postal codes, and telephone numbers together with their dialling codes. The interviewee will also be asked if it is possible to carry out the interview using a work telephone number. Up to four telephone numbers may be recorded. A description such as ‘home’, ‘work’, etc. may be written next to the numbers.

The ‘Observations’ space can be accessed by selecting ‘Open observations’ on the contact information screen. The space is intended for information that needs to be taken into account in particular in the next round of interviews in order to be able to contact or interview the subject. This may consist of a future change of address, the most suitable time for holding an interview, the correct way of addressing the subject, etc. The most important information is written at the beginning of the observation, in which case it will also be visible on the subject form on the next occasion.

The contact and observation information is carried forward to the next round of interviews in Haasteli. Interviewers must remember to remove any outdated or unnecessary information.

If the interview form status is incomplete or indicates loss of the subject, it is possible to return to the form in the normal way, but a completed interview can be accessed again only via a ‘journal number’, which can be obtained from the Director of Interviews. However, the contact information and observations space can always be accessed.

7.9 Returning the material

The Labour Force Survey has a very tight production timetable, as the further processing of the interview material commences immediately after the end of the
fieldwork period and the first results for each month have to be available about ten
days after the fieldwork period has ended. It is therefore highly important to begin
the interviews at the beginning of the fieldwork period, and to carry them out sooner
rather than later.

The completed interviews are sent to Statistics Finland daily. Within the actual
fieldwork period, there are quantitative interim objectives for returning results: after
the first week of fieldwork, 60 per cent of the results are to be returned, and after the
second week, 80 per cent. The amount of returned results is checked at 9.00 a.m. on
the Tuesday following the fieldwork week.

There are various reasons for not meeting the objective for returning results.
Acceptable reasons include: the interviewer is on leave for part of the fieldwork
period, falls ill during the fieldwork period, is transferred during the fieldwork
period, telecommunications problems prevent the return of results or ‘lose’ these
results, etc. It may sometimes be the case that the interviewees simply cannot be
reached. In the event of such a delay, the interviewer should contact the Interview
Supervisor.

However, if the amount of returned results remains below the objective twice in the
same year for reasons other than those described above, the Interview Supervisor will
contact the interviewer to determine the reason for the delay.

The final dates and times for sending in the data on given weeks are stated in the
cover letter accompanying each month’s subject forms, and the ‘State of project’ file
should be consulted before the last batch of results has been sent off to make sure
that no interviews have been omitted or left incomplete, i.e. there should be no data
under the headings ‘Transfers from others’, ‘Not yet interviewed’ or ‘In progress’.

The production schedule calls for strict adherence to submission times.

The subject forms are returned to the Central Unit immediately after the fieldwork
period of the month’s last weekly sample has ended. Loss of subject forms are
returned in their own envelope directly to the Interview Supervisor with the subject
forms of respondents in the first round and in the second to fifth round of interviews
stacked together.
8 Household section

8.1 General information on the household section

The purpose of the household section is to establish the structure of the household and obtain information regarding the employment and working life of both the subject and his or her family members. The questions are mostly the same as in the basic section of the Labour Force Survey. However, the content is narrower, and some minor modifications have been made on the form to account for possible proxy respondents. The information in the household section can be used to study the relationship between family life and work.

The household section has been included in the Labour Force Survey to try and maximise the comparability of the produced information in all the EU Member States. The Labour Force Survey’s statistical unit is the household in all Member States excluding the Nordic countries.

The household sample of the Labour Force Survey comprises the interviewees that are in the fifth round of interviews and all the members of their household. The code for the household section is KOkk (kk= number of the month).

8.2 Contacting interviewees and the household section interview

The cover letter (KO1 for telephone interviewees and KO2 for interviewees that are to be visited) is addressed to the interviewee participating in the basic part of the survey. If the interviewee is a minor, i.e. aged under 18, the cover letter is also addressed to all the adult members of the household. An individual interview is carried out for all the members of the household aged 15–74. The fieldwork period is the same as the fieldwork period of the basic section’s corresponding sampling week.

If some of the members of the household are not available for interview, a proxy respondent may be used. The interviewee for the basic section may often act as a proxy respondent. The aim is to carry out the interviews of all the members of a household in one go. If a member of the household refuses to be interviewed, a proxy respondent may not be used to obtain his or her details.

In the beginning of the interview, the structure of the household of the interviewee participating in the basic part of the survey is established by asking who the members of the household are at the time of the interview. The people who live and eat together or who otherwise have shared finances are members of a household. Chapter 14 contains more detailed instructions on the course of the interview and how to collect the necessary information regarding the household.

8.3 Recording non-response

If a non-response is recorded for the basic section, it is also recorded for the household section with the same non-response code, unless the interviewee of the basic section is undergoing military or non-military service, in which case code 59 is recorded.

The non-response of an entire household is normally indicated by opening the form and entering the non-response code. A partial non-response (a non-response is recorded for the interview of a member of the household) is entered before the
beginning of the individual interview in the question ‘Does xx answer?’ by selecting option 3: ‘Loss’ and entering the code.

A partial non-response must not be entered by a proposal that the subject should be rejected because then the entire household is entered as a non-response.
The project number of the Labour Force Survey is TY81H. It is used for invoicing the monthly Labour Force Survey, the household section and all additional studies.

In fieldwork-related questions, please contact:
The Interview Supervisor for your own area or
Osmo Peltola, tel. +358 9 1734 2255.

Questions regarding data content and the instructions for individual questions may be addressed to:
Mirja Tiisanoja
mirja.tiisanoja@stat.fi or tel. +358 9 1734 3226
Laura Hulkko
laura.hulkko@stat.fi or tel. +358 9 1734 2611
Heidi Melasniemi-Uutela
heidi.melasniemi-uutela@stat.fi or tel. +358 9 1734 2523

Questions regarding the household section may be directed to:
Laura Hulkko
laura.hulkko@stat.fi or tel. +358 9 1734 2611
Olga Kambur
olga.kambur@stat.fi or tel. +358 9 1734 3565
10 Key definitions and data content

10.1 Key definitions

The population aged 15 to 74 is divided into the following groups in the Labour Force Survey:

- **Population aged 15 - 74**
  - Labour force
    - Employed
    - Unemployed
  - Population outside the labour force

An **employed** person is a person who:
- did at least one hour of paid work during the survey week

OR
- has been temporarily absent from work, e.g. on vacation or ill.

If the person has been absent from work during the survey week, he or she is classified as employed if:
- the reason for the absence is the person’s own illness or maternity or paternity leave **or**
- the absence has lasted for less than three months **or**
- the person is still being paid wages, salary or other income-related compensation corresponding to at least half of what he or she receives while normally employed.

An **unemployed** person is a person who:
- is without work **and**
- has taken specific steps during the last four weeks to seek employment **and**
- is available to start work within two weeks

OR
- is waiting for an agreed job to begin within three months **and**
- would still be available to start work within two weeks.

People classified as being outside the labour force are those who are neither employed nor unemployed. Information on their activities can be obtained through various questions. Persons outside the labour force include people undergoing compulsory military service, students, pensioners, disabled people and people taking care of their own children. However, it is important to remember that people belonging in these groups are not automatically classified as persons outside the labour force. For example, a full-time student may be classified as an employed or unemployed person in the Labour Force Survey if he or she fulfils the above-mentioned criteria for employed and unemployed persons.
10.2 Information content of the Labour Force Survey

1. Labour market status and other activity
   - Labour Force
   - Employed persons and employment rate
   - Unemployed persons and unemployment rate
   - Activity of persons outside the labour force
   - Principal economic activity (respondents’ own opinions)
   - Acting as a family carer

2. Data on workplaces and occupations (regarding the main job and secondary job)
   - Number of jobs
   - Size of workplace
   - Industry
   - Employer sector (private, local authority, central government)
   - Location of workplace (municipality, country)
   - Occupation
   - Position (employee, entrepreneur, family worker)
   - Socioeconomic status (employee, clerical worker)
   - Number of employees (for entrepreneurs)
   - Employee engaging in supervisory duties
   - Employees’ monthly salary

3. Data on employment contract
   - Permanent/fixed-term employment and reason for fixed-term employment
   - Duration of employment
   - Part-time/full-time job and reason for part-time job
   - Temporary employment agency work

4. Data on working hours and working hour arrangements
   - Shift work
   - Period-based work
   - Normal or customary weekly working hours
   - Number of hours worked in main job and secondary job
   - Number of days worked
   - Overtime (paid / unpaid)
   - On call at workplace
   - Evening, night and weekend work
   - Working at home
   - Absence during survey week: primary reason and duration of absence
   - Sick leave and family leave

5. Unemployment, underemployment, searching for work
   - Laid off for fixed period / indefinitely
   - Duration of unemployment
   - Methods of searching for work
   - Obstacles to searching for work
   - Nature of work sought (full-time or part-time work, employee or entrepreneur work)
   - Valid work-search application at employment office and unemployment benefit
   - Underemployment: would the employee like to increase the current working hours
   - Desired weekly working hours of employed persons
   - Disguised unemployment

6. Education and retraining during the past 4 weeks
10 Principal definitions and data content

10.9.2008

- Basic general education
- Final educational qualification (Statistics Finland’s Register of Completed Education and Degrees)
- Level and subject of qualification
- Participation in training leading to a qualification
- Participation in courses
- Did the subject participate in courses related to his or her work or occupation
- Did the subject participate in courses during paid working hours
- Total number of teaching hours during four weeks

7. Earlier economic activity
- Situation a year ago and information regarding the workplace one year ago (not asked in the interview)
- Previous paid employment within the last eight years (for the unemployed) and information regarding the previous workplace

8. Household information
- Size of household
- Type of household
- Activity of members of a household, aged 15–74
- Employment and working hours of employed members of the household, aged 15–74

9. Main background variables for indicators of employment and unemployment
- Sex
- Age
- Education
- Region
- Industry
- Sector of the economy (private, local authority, central government)
- Occupation
- Position
- Socioeconomic status
The majority of the questions are focused on a specific week, which is known and indicated on both the subject form and the interview form. This week must be referred to in the interview by means of the relevant dates, days of the week and its number within the year. In some of the questions, the four previous weeks are used as the reference period (e.g. questions on evening, night and weekend work, and retraining). This is mentioned in connection with the question. The questions are formulated so that they contain expressions such as ‘last week’ or ‘the week before last’ depending on when the interview takes place.

The form contains only factual questions. This means that questions are read out from the form, word for word, but if no answer is given at the first attempt, use can be made of the definitions contained in the working instructions. However, be careful not to prejudge the issue by offering the respondent a ready-made answer. Each response option must be presented with equal emphasis, and the respondent’s own understanding is key. Definitions and instructions are provided to help the respondent in cases of uncertainty. The instructions shown on the screen may be read out to the respondent, if necessary.

Although the phrasing of the questions is programmed to suit various cases, it is not possible to take every special situation into account. In such cases, the phrasing can be modified to suit earlier answers.

Every question should be read out right up to the question mark. It is possible to select ‘does not know’ or ‘refuses’ for each question. However, the use of these replies should be avoided wherever possible, and every attempt should be made to select the most suitable of the given options. The refusal code should be used selectively and only when the respondent actually refuses to reply to a question.

Dates should be recorded in the form ddmmyyyy, so that the day, month and year are clearly visible. If the respondent does not remember something very accurately, the interviewer can ask for an estimate or guess. ‘Don’t know’ should be used as a reply only in very uncertain cases. The interviewer may also make an educated guess on the basis of information given by the respondent. Filling in the date, even if it is an estimate, is important especially in questions regarding the duration of unemployment (TE2) and the duration of employment (TS1). Often, the respondent may remember the season and year, even if he or she cannot remember the specific day. The following can be used as equivalents for such expressions:

<table>
<thead>
<tr>
<th>Winter</th>
<th>Spring</th>
<th>Summer</th>
<th>Autumn</th>
</tr>
</thead>
<tbody>
<tr>
<td>At the beginning of the year = 2.1.</td>
<td>In early spring = 1.3.</td>
<td>In early summer = 1.6.</td>
<td>In early autumn = 1.9.</td>
</tr>
<tr>
<td>In winter = 15.1.</td>
<td>In spring = 15.4.</td>
<td>In summer = 15.7.</td>
<td>In autumn = 15.10.</td>
</tr>
<tr>
<td>In the middle of winter = 15.1.</td>
<td>In the middle of spring = 15.4.</td>
<td>Around mid-summer = 15.7.</td>
<td>In mid-autumn = 15.10.</td>
</tr>
<tr>
<td>In late winter = 15.2.</td>
<td>In late spring = 15.5.</td>
<td>In late summer = 15.8.</td>
<td>In late autumn = 15.11.</td>
</tr>
</tbody>
</table>

The answers should direct the course of the interview. The main division in the interview is between employed and unemployed persons. In the questions for employed persons, different phrasings and routes have been made depending on
whether the respondent is an employee or an entrepreneur and how many jobs he or she has.

Preliminary answers to some of the questions are provided on the forms for rounds 2–5 of the survey on the basis of information recorded in the first round, e.g. concerning the subject’s workplace, occupation, position and hours of work. All the interviewer needs to do is to check that the answers are still valid. If the details have changed, then the interviewer may ask the whole question in its basic form and record the answer in the usual way.
12 The form in different interview rounds

The Labour Force Survey interview varies from round to round. The interview is the longest in the fifth round and shortest in the second, third and fourth rounds.

In the first round, much information is collected that only needs to be verified in subsequent rounds. This type of information might be, for example, information on the workplace, including the name, address and municipality, and the industry and occupation. Therefore, it is worth ensuring that the information has been recorded correctly in the first round, and asking the respondent to spell out names letter by letter, if necessary, as incorrectly entered information will easily cause confusion in subsequent rounds.

The second, third and fourth Labour Force Survey interviews are often very short if the interviewee’s situation has not changed. For many questions, the information is simply checked from the answer given the previous time, which is visible on the screen. If the information is still valid, the = sign is entered, to copy the answer from the previous round on the form. If the information has changed, the new information is entered.

The fifth round interview is the longest, as it contains several questions that are only asked during this round. Moreover, the household section’s interview is carried out on fifth-round respondents, as is the additional ‘ad hoc’ survey, with a different subject every year.

12.1 Questions asked only in the fifth round of interviews

The following questions are only asked in the fifth round of interviews:

- **T12P**: Wage and salary earners engaging in supervisory duties
- **T13**: Size of workplace
- **TS2**: Did the respondent hear about the current job through the employment office
- **TS4**: Reason for fixed-term work
- **TA3**: Reason for part-time work
- **TA4, TA5**: Lack of suitable care services as an obstacle to full-time work
- **TEP1–TEP4**: Evening, night and weekend work during four weeks
- **TEP5**: Doing paid work at home
- **TE6**: Employees’ annual income
- **AT2**: How would the respondent like to increase his or her current working hours
- **AT4**: Obstacle to accepting work
- **TE6**: Why is an employed person seeking new work
- **R1TY–R2TY, R2ETY–R2ETY**: Valid work-search application and unemployment benefit
- **EE3A**: Reason why the respondent did not seek work despite wanting to work
- **EE5, EE6**: Lack of suitable care services as an obstacle to paid work
- **EE14**: Reason why respondent cannot commence work within two weeks
- **EE16**: Is the respondent seeking employment for the first time, or is he or she returning to working life
- **KR3**: Did the respondent participate in courses related to the work
- **KR4**: Did the subject participate in courses during paid working hours or during his or her own free time
13 Instructions for individual questions

13.1 Defining activity and labour market status

The first questions on the form are intended to assess the respondent’s activity during the survey week. This information is used to determine the respondent’s labour market status, i.e. whether he or she is employed, unemployed or outside the labour force.

The respondent’s labour market status will be assessed from the answers to a number of questions. A person has to fulfil certain conditions before being placed in a particular category. Also, the interviewer will not always be able to predict how the respondent will be classified in the final statistics. Thus classification as unemployed, for instance, will take place according to rules of deduction derived from the definition of unemployment and will be based on the answers to various questions: is the respondent without work, has he or she been seeking work for the past four weeks and would he or she be available for work within two weeks. The definitions comply with the recommendations of the International Labour Organization (ILO) and Eurostat, the statistical office of the European Commission. The main definitions used are set out in section 10.1.

The respondent’s labour market status may differ from the respondent’s own ideas regarding his or her principal form of economic activity involved. The main priority is to determine the respondent’s relationship with the labour market, and the main activity is essentially extra information. If the respondent were asked about his or her main activity right at the beginning of the interview, this could easily steer the course of the interview later. This is why all the questions regarding carrying out and seeking paid work are asked first, and the main activity is only asked towards the end of the interview. This procedure is also in line with Eurostat’s recommendations.

13.1.1 Paid work during the survey week (KA1)

The interview begins with question KA1, the purpose of which is to determine whether the respondent has engaged in paid work during the survey week. This is the most significant piece of information in the entire survey. The one-hour limit, which is the international standard, applies to the question. Therefore, even small amounts of work are taken into account. If the respondent has a job but has not been at work all week, mark ‘no’ for KA1.

PLEASE NOTE! If the respondent has several jobs, the answer to the question is ‘yes’ if he or she has worked at any of the jobs during the survey week. There is a separate question, T3U, asking whether the respondent was working in his or her main job or secondary job. Therefore, the answer to question KA1 is ‘no’ only when the respondent has been absent from all his or her jobs during the survey week.

Paid employment refers to work for which the respondent received a wage or salary, or entrepreneurial or sales income. This may have been work done as a wage or salary earner in a company or organisation or as a self-employed employer, a sole entrepreneur, an own-account worker, a freelancer or a member of a family running a company or farm, provided that the respondent receives remuneration for the work done and produces marketable goods or services. An
entrepreneur’s work is paid employment even if sales income, profit or remuneration has not yet been received if this is nevertheless the aim of the activity. Public activity (in central or local government service) and non-profit activity (including representative sports) are also classified as paid employment.

Although it is not necessary for an own-account worker to be running a firm as such (e.g. research workers, artists, musicians, etc.), paid employment is typically linked to some formal organisation, such as a company, farm, corporate body or co-operative.

However, not all work can be regarded as paid employment. Work done looking after the home, taking care of own children or acting as a family carer, repairs to the house, building a house for the family to live in, tending the garden, unpaid voluntary work and other unpaid activities are not recognised as paid employment for the purposes of the Labour Force Survey. Schoolchildren’s unpaid on-the-job training is also not paid employment.

Examples:

**Paid employment includes:**
- On-the-job training, if a wage is paid
- Looking after a relative’s or someone else’s child for payment
- Acting as a foster parent, if the respondent regards it as a form of employment
- In-service training, if the employer pays a salary for that period
- Building or renovating a house or holiday cottage for sale or rental purposes
- Gathering wild berries or mushrooms for sale
- Making handicrafts for sale
- Cooking for farm employees

**Paid employment does not include:**
- Looking after one’s own children, even when receiving child home care allowance
- Working as a family carer, even when receiving local council support for this (a certain group is asked separately about this)
- Unpaid on-the-job training
- Schoolchildren’s voluntary work for fundraising purposes
- Unpaid help provided to a family business or a farm if the person does not live in the same household
- Collective voluntary work
- Work for a charitable organisation for which no payment is received
- Religious work for which no payment is received
- Positions of trust, even though payments may be made for services rendered (excl. working full-time as a shop steward, which is considered paid employment)
- Building or renovating a house or holiday cottage for own use
- Growing of vegetables or other useful plants for own use

13.1.2 Exceptional cases

**Participants in traineeships and work experience** arranged under labour market policy measures receive a labour market subsidy commensurate to the daily unemployment benefit. The recipients of such support are mainly young people, and the training is aimed at improving the individual’s chances on the labour market. Trainees do not have a conventional employment contract, but are employed under an agreement concluded between the local employment office and the employer. Such traineeships and work experience programmes are not considered paid employment. In subsequent questions, work experience is equated with unpaid in-service training as part of studies.
Persons eligible for labour market subsidy include individuals who have received the daily unemployment benefit for the maximum permissible period (500 days), and also those who do not fulfil the condition for receiving unemployment benefit, i.e. a minimum of 10 months’ employment before being unemployed. Recipients of the subsidy may be carrying out in-service training, unemployed or outside the labour force. The Labour Force Survey is not concerned with what support the person is receiving, but with the question of whether or not he or she has engaged in or sought paid employment.

Rehabilitative work: Rehabilitative work can be arranged for the long-term unemployed in order to improve their possibilities of finding employment on the open labour market. Municipalities are responsible for arranging rehabilitative work. Participants receive labour market subsidy or income support, as well as other benefits. Individuals participating in rehabilitative work are not in an actual employment or service relationship with the provider of the work, and the activity is not regarded as paid employment. However, some of these people do feel that they are genuinely employed, and the employer may also pay some extra on top of the other payments. Such people may be considered as being employed.

Persons employed through the employment subsidy are regarded as being employed. The subsidy is paid to employers when they hire an unemployed person. The recipients of the subsidy are provided with remuneration in accordance with the industry’s collective labour agreement, in which case the subsidy forms part of the remuneration.

Sheltered work: A handicapped person engaged in sheltered work, receiving only a nominal wage that can be interpreted as pocket money, is not regarded as being employed, even though the hours of work may be substantial. This work is regarded as a hobby or a form of therapy. An exception may be made if the respondent feels as though he or she is working and wants the work to be recognised. There are also some people engaged in sheltered work who receive a normal or almost normal negotiated wage. This is counted as paid employment.

Sporadic work: Sporadic work not falling under a long-term contract or repeated arrangement, should not be recorded as paid employment. For example, a pupil at school who delivers advertisements for an hour or so on a one-off basis or a pensioner who has looked after the neighbour’s child on one occasion should not be entered as employed if it is a question of a one-off arrangement.

Confirmation school group leaders: The time spent at the confirmation school camp and at meetings held prior to the camp are counted as paid employment, as the group leaders are present as camp directors and receive remuneration for their work.

Recipients of grants, such as writers, artists and researchers, are normally classified as engaging in paid work. A student working on a thesis who has received a small grant or scholarship in recognition of this will not, however, be classified as employed.

Prisoners transferred to a work site, or other prisoners who work and receive a normal negotiated wage for this, should be classified as employed. Prisoners who only receive a daily allowance for their work are not regarded as employed.

A person who is normally employed but is on refresher training with the army reserve during the week in question should be regarded as being absent from work for the duration of the training. In case the person is unemployed and is on
training with the army reserve during the survey week, the exercises should not be
deemed to constitute employment.

A person living on redundancy payments or a ‘golden handshake’ has by
definition had his or her employment contract terminated and is no longer at
work, even though the employer continues to make payments equivalent to a
salary during the next year, for instance. Such a person cannot be recorded as
absent from regular work, and the employment relationship is deemed to be
terminated. The person may qualify as unemployed in the Labour Force Survey if
the conditions for seeking work and availability are met.

13.1.3 Work of a family worker (KA2)

If the answer to question KA1 is ‘no’, the next question will concern unpaid work
in a business or on a farm owned by a family member. Such unpaid work counts
as paid employment, as its purpose is to supply products or services for the
markets. A family worker may also be recorded as being employed through KA1.

Persons classified as unpaid family workers in a family enterprise or on a family
farm must be living in the same household as the owner of the enterprise or farm
or, in a slightly broader interpretation, in a dwelling located on the same plot of
land and with common household interests. These are normally children of
entrepreneur parents.

However, students living in their own household who, during the holidays,
travel to help their parents at the family farm are not considered as family
workers. Similarly, work carried out by them is not counted as paid employment,
if no remuneration is paid for it. For the purposes of the Labour Force Survey,
such work is deemed as voluntary work.

Change of generation: Often, farmers relinquish business operations to the next
generation while continuing to help with the farm work without remuneration. If
these people do not live in the same household or even on the same plot of
land, this is not counted as the work of a family worker, but as unpaid volunteer work.
An exception may be made if the work is essentially carried out on a full-time
basis.

13.1.4 Temporary absence from work (KA3)

If the respondent did not engage in any work during the survey week, the
interviewer should ask the respondent if he or she nevertheless had a job from
which he or she was absent. A family member who is helping out can also be
temporarily absent from work. The most common reasons for absence are
holidays or sickness. The absence can last from a week to several months or
years, even.

PLEASE NOTE! Long-term absences: always write ‘yes’ here if the
respondent has a job to which he or she intends to return, even if an unpaid or
long-term absence, such as child care leave or job alternation leave, is in question.
Separate questions KA8–KA12 address the duration of the absence and
continuation of salary payment, and the employment status is finalised through
these replies. If the person has a job, he or she will be asked the questions
regarding the workplace and the employment even if he or she is eventually
classified as being outside the labour force. This is a way of obtaining information
on the nature of the employment relationship of persons on child care leave, for example.

Exceptional cases: If the respondent is on long-term sick leave and likely to continue directly to a disability pension (even if the pension decision has not yet been given), this person will be interpreted as no longer having a job in practice. Similarly for persons living on redundancy payments, who no longer have a job but who will still be receiving wages or salary for, say, six months, the employment is considered to be over. To say that a person is temporarily absent would be misleading in these cases, as the person in question no longer has the job in practice.

Part-time work: Many people who work part-time work every other week or less often, which means that periods of absence are at least a week long. Such arrangements are common among part-time pensioners, in particular. The person is marked as being temporarily absent from work if the survey week falls on a free week. The reason for the absence will be determined in question KA4.

People who work when they are needed: If the respondent works on a project basis, the employment contract is not considered to be in force at times when the respondent is not working. In such cases, a separate employment contract is considered to be established for each project. This also applies for temporary employment agency workers working for various employer companies.

13.1.5 Number of jobs (T1–T3U)

If the first questions reveal that the respondent has a job, the interviewer should inquire about the number of jobs. Here, all the jobs in which the respondent either worked during the survey week or from which he or she was temporarily absent while continuing to be employed are taken into account.

The employee has one job if there is one employer or paymaster. Entrepreneurs and own-account workers have one job if there is one company or farm, or if the occupation is the same although there are several employers or customers (e.g. consultant, trainer). Freelancers are own-account workers and directed to the entrepreneurs’ questions. If an own-account worker or a freelancer regularly works for certain employers, he or she may be deemed to have several jobs.

An example: A musician who plays in several orchestras or a journalist who writes regularly for one newspaper and occasionally for another may have several jobs. Here, it is best to consult the interviewee for his or her understanding of the number of jobs held.

If the respondent has several jobs, the interviewer will ask the respondent to select the workplace he or she regards as most important, and this will be recorded as the main job, with the second most important one as the secondary job. In addition to the main job, information will only be collected on one secondary job. The main job is selected based on the respondent’s answer, and various criteria may be used in its selection. The main job may be the job that takes up the most time, that produces the greatest income, or that best corresponds with the person’s education or interests. In some cases, the respondent may have several jobs which are genuinely equivalent in importance. Even in this case, one of the jobs has to be selected as the main one in order to proceed with the interview.

An example: A doctor’s hospital job may be recorded as the main job even though his or her income from private practice may be greater.
PLEASE NOTE! In principle, the main job is only selected once, and the main and secondary jobs must not be switched in each round of interviews depending on the situation on the survey week. The positions of the main and secondary jobs should only be switched if the situation changes permanently.

An example: The respondent has a gardening company that operates from spring until autumn but, due to a lack of work outside the gardening season, he supports himself during the winter season as an employee packing vegetables. In this case, the gardening company is the main job from which the respondent is temporarily absent for the winter season, and the employee work is a secondary job even during the winter.

If the respondent is expected to work in various locations owned by the same employer, e.g. a teacher who holds classes in a number of schools run by the same local authority, ‘one job’ should be recorded. In this case, the local education department is entered as the employer. Similar peripatetic positions may exist in other occupations, too.

If the respondent has several jobs and was at work during the survey week, he or she will be asked whether he or she worked in both the main and secondary jobs, or whether he or she was absent from one of them (T3U). This information ensures that the right questions are visible in the section concerning the number of hours worked during the survey week, for example.

13.1.6 Reason for absence (KA4–KA5)

Respondents who stated in reply to KA3 that they had been absent from work for the whole week are asked question KA4. This question deals with the main reason for absence. Therefore, if the respondent has been absent from work for numerous reasons during the survey week, the reason responsible for the most hours of absence from work is selected. If there really are several reasons for several absences lasting the same number of hours, the first suitable reason in numerical sequence will be selected.

2. Shortage of work or orders due to production-related reasons: For example, the temporary shutting down of a factory due to machine malfunction or shortage of materials, or the temporary interruption of an entrepreneur’s business activity due to a lack of orders.

4. Study leave: Only cases in which the respondent has taken leave from work to pursue studies are recorded here. In the case of students working part-time during their studies, the reason for absence during free weeks is entered as ‘free day or week’ (code 8).

5. Own illness or accident: This option is used specifically in absences related to the respondent’s own illness or accident. For example, absences due to a child’s illness are not recorded here, but with code 6. If it becomes apparent in this context that the respondent is on a long-term sick leave and will continue directly to a disability pension and that he or she does not intend to return to work, this is not deemed a temporary absence. In this case, the interviewer should correct the answer to question KA3 as ‘no’ (see section 13.1.4).

6. Caring for own children or a relative: All absences related to the responsibility to care while the person has a valid employment contract are taken into account here. The following are examples of such absences for the purpose of the full-time care of infants: maternity leave (including the period before
childbirth), paternity leave, parental leave and child care leave, and temporary child care leave (right of parents of children under the age of 10 to be absent in the event of the child’s sudden illness). Other, less formal absence arrangements related to the care of children or other relatives are also taken into account in the case of entrepreneurs, for example.

8. **Free day or week**: This option is primarily used when the respondent engages in part-time work and the free days fall in such a way that he or she was not at work during the survey week. This is common among part-time pensioners and students. Another case in which this option is used is when the respondent’s working hour arrangement includes longer-term absences. For example, people engaging in period-based work may work the hours corresponding to four weeks’ work in a period of two weeks, after which they will have two weeks free. Moreover, free days gained from overtime work or negotiated under a collective bargaining agreement fall under this category.

10. **Military service, non-military service**: This option is included ‘just in case’, as persons engaging in military or non-military service are identified already in question H7 in connection with the information checked at the beginning of the interview, and the interviewer should return to question H7 if this option is selected in question KA4. ‘Other’ (code 11) should be marked for persons absent due to refresher training with the army reserve.

If caring for one’s own children or other relative (code 6) is selected as the reason for the absence, the interviewer should ask for more details about what kind of absence was in question (KA5). The most important matter at this point is to determine whether the respondent was on a particular statutory family leave, or otherwise caring for his or her children or other relative. Part-time child care leave and parental leave are recoded with code 5 (in principle, such cases should not arise, as the arrangements in question do not include absences lasting a whole week, but in certain exceptional cases, this may come up if several absences for different reasons fall for the survey week).
13.1.7 Definitions of family leave

In colloquial language, various kinds of family leave are often referred to in ways that do not correspond to the official nomenclature. Respondents may claim to be on ‘maternity leave’ or ‘paternity leave’ when referring to one of the many kinds of leave available for mothers or fathers. However, for the purposes of collecting statistics on employed persons, it is important to determine exactly what kind of leave is in question – for example, people on maternity and paternity leave are directly classified as being employed, while others are defined based on the duration of the absence and the remuneration to be paid.

The figure below shows when the family leaves may be taken and which of the parents may take them. Below the figure is a brief description of what is meant by the various forms of family leave. These definitions apply to the general cases, and alternative rules apply for adopted children, for example.

**Maternity leave**: The mother’s statutory leave is taken around the time of childbirth, usually commencing one month before the birth and ending when the child is just over three months old. The Social Insurance Institution of Finland (Kela) pays maternity allowance for the duration of the leave, but the employer may also pay salary or wages for at least part of the time.

**Paternity leave**: Leave with a duration of no more than 18 working days that the father takes during the mother’s maternity leave or parental leave. Either this is paid leave or Kela pays a paternity allowance for its duration.

**Parental leave**: Either parent may take parental leave. The leave is usually taken immediately after maternity leave, typically when the child is three to nine months old. Adoptive parents are also entitled to parental leave, even if the child is older than this. The parent taking care of the child receives an earnings-related parental allowance from Kela.

**Father’s month**: A 12-day extension to the parental leave is used to encourage fathers to take parental leave. If the father takes at least two weeks of parental leave at the end of the six-month parental leave period, he will receive two weeks of additional leave, i.e. the ‘father’s month’. In this case, the mother’s parental
allowance term will end two weeks earlier and this leave will be transferred to the father. The father’s month may also be postponed and held within approximately six months of the end of the parental leave. In the Labour Force Survey the father’s month is considered equal to parental leave.

**Full-time child care leave:** After the parental leave, when the child is approximately nine months old, a parent may continue to care for the child at home with full-time child care leave until the child’s third birthday. Kela will pay a child home care allowance for this period, a related supplement, and some local authorities will also provide a ‘local authority supplement’. In certain exceptional cases, such as in the case of parents with adopted children, the right to full-time child care leave continues after the child’s third birthday.

**Temporary child care leave:** The statutory right for a parent to be absent from work in order to care for a sick child under the age of 10. The duration of the leave is a maximum of four working days, and it is up to the employer to decide whether to pay wages or salary for the period.

### 13.1.8 Absences due to illness (KA6-KA7, TA23-TA24)

Questions regarding absences from the main job due to the respondent’s own illness or accident are asked separately both from those who were absent for the whole week and from other employed respondents. Persons who were at work for the usual number of hours or more are also asked about absences due to illness, as the respondent may have made up for the lost hours on some other day. The aim is to collect the most comprehensive data possible on the number of days of absence due to illness in various employee groups.

Only working days lost due to the respondent’s own illness or accident, i.e. days on which the person should have been at work, are counted as days of absence due to illness. Therefore, weekends are excluded unless the respondent should have been at work on Saturday and/or Sunday, as are the free days of people engaged in part-time or shift work.

Only full days of absence are taken into account, so if the respondent has been absent only for part of a day or days, the answer to question KA6 or TA23 is ‘no’.

### 13.1.9 Duration of absence and continuation of payment of wages or salary (KA8A–KA12)

Those respondents who have been absent from work for the entire survey week are asked about the overall duration of the absence, either with question KA8A (for persons with one job) or KA8B (for persons with several jobs). People who have been absent for over three months are asked if they still receive wages, salary or other income-related compensation corresponding to at least half their normal basic pay (questions KA11–KA12). Information regarding the duration of the absence and continuation of payment of wages or salary is highly relevant with respect to the definition of an employed person, and therefore even an estimate is better than a ‘Don’t know’ response.

Here, duration of absence means the entire continuous period that the respondent has been absent from work by the Sunday of the survey week. A person may have been absent for several different reasons during a given period.

**An example:** A year ago, the respondent first went on maternity leave, which changed to parental leave after a few months. After the parental leave period, she
took annual leave, and is on child care leave at the time of the interview. The duration of absence is calculated from when the respondent originally went on maternity leave. In this case, the length would be one year, i.e. 52 weeks.

In accordance with Eurostat’s instructions, people who are absent from work for long periods are considered to have a job if the absence has lasted for less than three months or if they continue to receive at least half of their basic pay in wages or other income-related compensation. Therefore, people who are on child care leave, job alternation leave or study leave are no longer automatically classified as being outside the labour force, but are classified based on these criteria.

Thus, the most important piece of information to collect is whether, by the end of the survey week, the absence has lasted for less than or more than three months. The second objective is to determine whether the respondent has been at work during the last four weeks. This affects the questions regarding working hours, as respondents who have been absent from work for that entire period are not asked the questions on any evening, night and weekend work carried out during the last four weeks.

In questions KA11 and KA12, income-related compensation refers to compensation that is dependent on the respondent being at work and his or her income level. For example, for the duration of the job alternation leave, 70 or 80 per cent of the (earnings-related) daily unemployment benefit that the person would be entitled to will be paid as compensation, meaning that the job alternation leave compensation is earnings-related compensation. Similarly, for the duration of parental leave, an employee is paid earnings-related parental allowance if he or she is employed.

However, child home care allowance is paid to everyone who cares for their child under the age of three at home. Its amount is not affected in any way by the person’s employment status or income level, but by the municipality of residence and number of children. Therefore, the child home care allowance is not earnings-related compensation.
13.2 Questions regarding the workplace and employment

Questions on employed persons’ professional status and employer are asked with respect to both the main and secondary jobs, while questions related to the employment contract are only asked with respect to the main job. Unemployed people are asked these questions with respect to their last job, if less than eight years have passed since the employment ended.

PLEASE NOTE! Temporary employment agency workers: A wage or salary earner’s employer is usually the entity with which the wage or salary earner has an employment contract and who pays the wage or salary. Temporary employment agency workers are an exception. If the person is engaged as a temporary employment agency worker by a temporary employment agency or recruitment agency, the name, address, industry and size of the employer is entered based on the employer for the survey week and not based on the agency.

If the respondent worked at several jobs during the survey week, either the most recent job or the job in which most work is carried out is selected. However, the questions that a temporary employment agency worker is asked regarding the duration and permanence of the employment relationship apply to the staffing agency that employs the respondent and pays the wages.

13.2.1 Professional status (T4–T5P, S1–S2P, M6–M7P)

Professional status should generally be recorded based on what the respondent says. Avoid using the answer ‘other’ and try to select one of options 1–6 together with the respondent. The answer will affect the way in which the subsequent questions are arranged, as some of the questions intended for employed persons are only asked of wage and salary earners. Moreover, some questions are worded differently for entrepreneurs and employees.

Definitions and examples of professional status:

A wage or salary earner is a person who receives remuneration for his or her work in the form of a wage, salary or fee. Wage and salary earners usually work for an outside employer, but a son or daughter, for example, who is working in a parent’s firm and receives regular monetary remuneration is also classified as a wage or salary earner. An owner of a limited company who works in the company and owns less than half of its shares alone or with other members of the family is classified as a wage or salary earner. A childminder is classified as a wage or salary earner if she is paid to do so by the local authority, and as an entrepreneur if she does so privately.

An entrepreneur or farmer is a person who runs a self-owned business, or a self-owned or rented farm alone or together with his or her spouse. An entrepreneur may either be a sole entrepreneur or have paid employees. A woman who runs a farm either together with her husband or alone should, as a rule, be regarded as a farmer, regardless of the precise ownership of the farm.

The owner of a partnership company or limited partnership company who works in that company himself or herself is an entrepreneur. A private childminder who looks after one or more children that are not her own is an entrepreneur. An owner of a limited company who works in the company and owns at least half of its shares alone or with other members of the family is classified as an
entrepreneur, even if receiving a regular wage or salary for this work. It may be necessary to explain this distinction to the respondent in order to form a true picture of the situation, although it is highly probable that such people will declare themselves to be entrepreneurs.

An own-account worker is someone who engages in a solitary occupation. He or she may have a business name, but this is not obligatory. A freelancer should also usually be classified as an own-account worker, although a person who has been regularly retained by a single employer for some time may also be classified as a wage or salary earner.

It can be difficult to distinguish between an entrepreneur and a wage or salary earner if the person is in principle officially an entrepreneur but works regularly for a single employer. The distinction can be made as follows, for example: if being self-employed entails a substantial commitment of the respondent’s own assets, the person should be classified as an entrepreneur (for example a driver who uses his own vehicle to engage in his trade, or a carpenter who is building a house for sale using materials that he has acquired himself).

If being self-employed does not entail the substantial commitment of the respondent’s own assets and the person is working for somebody else, he or she should be classified as a wage or salary earner. For example, in the municipal sector, the outsourcing of certain functions has led to a situation in which the only way that a person who has previously worked as a physiotherapist in an old people’s home, for instance, could continue to work is if he or she applies for a business name and the municipality would then purchase services from this business. The work of such a person resembles that of a wage or salary earner more than that of an entrepreneur, and the subsequent questions for employees will be more suitable for him or her.

Family workers must be living in the same household as the owner of the business or farm or, in a slightly broader interpretation, in a house located on the same plot of land. Family workers must have common household interests, and must not receive any actual monetary remuneration. Such people are frequently recompensed in the form of fringe benefits and payments in kind. Family workers are usually the daughter, son or spouse of the owner.

Entrepreneurs should also be asked whether they have any paid employees (T5, S2, M7), in order to identify the self-employed employers. A family member working without pay is not counted as a wage or salary earner in this sense.

Employees are asked if they are temporary employment agency workers, i.e. engaged by a company that hires labour for third parties (T5P, S2P, M7P). Employees should be asked about agency work separately, as the information cannot be obtained through the questions on industry (see section 13.2.3). Temporary employment agency work is defined as follows:

Temporary employment agency work means that recruitment agency employees are assigned to carry out work for customer companies. The work is carried out with the customer company’s equipment and in its premises, and the customer company monitors the work. The recruitment agency is responsible for the employee’s wages, social security costs and statutory insurance.

The definition can be read out to the respondent, if necessary. In the future, temporary employment agency workers’ responses to questions regarding the
workplace and the employment will be guided on the form with additional narrations.

13.2.2 Name and address of employer (T6–T9, S3–S6, M8–M11)

Employer refers to the independent establishment in which the person works. Establishment is defined as follows:

An establishment is a unit that is owned by a single company or public corporation, has a single location and mainly produces a single type of goods or services.

An example: A nurse’s establishment is considered to be the entire hospital and not the ward in which he or she works within the hospital. If a broader hospital area comprises several hospitals, the establishment is the hospital in which the person works.

The name and address of the employer is requested in order to determine the industry in which the person works. The industry is coded afterwards at Statistics Finland using the business register service database, and this task is made much easier if the details of the employer have been recorded accurately and correctly. Most importantly, the establishment at which the respondent works must be apparent from the name.

Regarding local authority establishments, it is sufficient to mention the establishment (e.g. primary school, old people’s home) for the question on industry. For the question regarding the name of the employer, the City of Rovaniemi, for example, is sufficient.

In addition to the name of the employer, also record the abbreviation for the form of company (Ltd, LP, Plc). For own-account workers and freelancers, the person’s own name can be recorded as the employer. If the respondent is engaged by a private household (e.g. as a nanny), it is sufficient to enter ‘private household’ as the employer’s details.

In projects financed with separate funding, the employer and financier may be two different things. For example, the project may be financed by EU funding granted by the local Employment and Economic Development Centre (T&E Centre), while the independent establishment in which the work is being carried out will be recorded as the employer. On the other hand, if a project is being carried out with a T&E Centre, the employer is the relevant centre.

If the person refuses to reveal the name of the employer, write ‘REFUSES’ or ‘DOES NOT WANT TO ANSWER’ where the name should be written, in which case this is automatically entered in the following interview round where the name of the employer should be. ‘Unknown’ is used if a proxy respondent does not know the name of the employer, for example.

The employer’s name can be used in certain subsequent questions and in subsequent rounds of interviews to specify which of the jobs mentioned is being referred to. If the respondent works in more than one place, it is very important to know which one is being spoken about at each stage if the employer is the same but the establishment varies (e.g. Ulvila District Council, Ulvila Secondary School or Ulvila District Council, Health Centre).
There is a menu for selecting the **municipality in which the person works**. Do not use abbreviations, but write the name of the municipality in full, after which, by pressing the space bar, a menu of municipalities will appear from which the correct municipality may be selected. If the respondent works in the **area of several municipalities**, the municipality from which he or she receives work instructions is selected. The option ‘in more than one municipality’ no longer exists. In the case of persons working on construction sites, the municipality and address of (the head office of) the company responsible for paying the worker’s wages should be recorded. If the establishment is abroad, select ‘abroad’, code 200. This will lead to a further question asking in which country the establishment is located (T9, S6, M11).

The questions on establishment include a question on its **address**, i.e. the street address or other more accurate designation. The postal address may also be used. The address need not be complete, e.g. the street name or the name of the district may suffice. This information is particularly important if the same employer has more than one establishment within the same municipality. The address is used to ensure that the industry is coded correctly. A precise address makes it possible to form a direct link within the coding system to the corresponding establishment in the business register, so that the industry code can be obtained automatically.

**In cases where the respondent has changed jobs**, the details of the new employer should be collected. Problems may sometimes occur in the case of teachers, for example, who have transferred to another school within the same municipality. Although the wages are still paid from the same place, a change of jobs has, nevertheless, taken place, and the details of the new job should be recorded. However, if a kindergarten teacher transfers to another unit for the summer, for example, the employer is considered to remain the same.

From the beginning of 2008, the questions on the employer of **temporary employment agency workers** concern the job they had during the survey week, and not the work of the temporary employment agency acting as the employer. This is connected to the new practice with respect to industry classification, according to which temporary employment agency workers are classified as working in the industry in which they are employed.

### 13.2.3 Industry (T10–T11, S7–S8, M12–M13)

The industry describes the principal economic activity practised by the employer or at the establishment. This information is needed as extra information for coding alongside the name and address of the employer. Accurate information regarding the industry is particularly important when the respondent does not want to reveal or cannot remember information regarding the employer’s name and address.

If the industry is difficult to determine, the interviewer may help by asking what is produced, done, sold or cared for at the workplace, for example.

**Examples of industries**: production of metal tubes, road construction, sale of women’s clothes, personnel canteen, old people’s home, hospital, primary school. Ancillary establishments of companies, such as head offices and central warehouses, should be classified according to the company’s principal industry. **In the case of an own-account worker or freelancer** it may be sufficient to mention the occupation in order to identify the industry in which the individual works: e.g. (home) dressmaker, (home) hairdresser, television reporter, portrait painter, actor, musician.
The main rule is that the details of the employer’s name and industry should be recorded as stated by the respondent. In defining the industry, Statistics Finland’s standard industrial classification, which is an attachment of this handbook, can be used for help. The classification can be used to find out the level of detail at which the industry is finally coded. A more detailed account may also be provided. Therefore, the list does not need to be adhered to strictly, but if the interviewer and respondent are unsure of the necessary level of detail, the list can be a direct source of help, and the entry can be made based on the list’s content. If, on the other hand, the respondent is too vague about the industry, e.g. manufacturing, trade or social work, it is necessary to ask for more details as to what industry or trade the respondent’s employer or establishment represents.

If the person refuses to reveal the industry of the employer, write ‘REFUSES’ or ‘DOES NOT WANT TO ANSWER’, where the industry should be written, in which case this is entered automatically in the following interview round. ‘Unknown’ is used if a proxy respondent does not know the name of the employer’s industry, for example.

At times, the person’s occupation may refer to an entirely different industry to the one which he or she actually works for. For example, the industry for a security guard working for a manufacturing company is determined according to the type of manufacturing carried out by the company they are a security guard for, rather than according to the fact that he or she is a security guard.

Farmers and persons working on a farm owned by a family member should be asked what the main line of production on the farm is. If the farm has more than one substantial line of production, the one that provides the greatest proportion of the farm’s income should be chosen. The secondary occupation of persons working on a farm (e.g. travel or work carried out outside the farm) falls under the questions on secondary jobs.

From the beginning of 2008, the industry of temporary employment agency workers is determined according to the industry they were working for during the survey week. The employment agency and personnel recruitment industry is only used for those employees of agencies who work in actual recruitment duties.

13.2.4 Occupation (T12, M14)

An occupational code should be assigned in connection with the interview. The name of the occupation is first written in the open field after which, by pressing the space bar, a menu will appear from which the correct occupational code may be selected. The occupational codes are based on the Statistics Finland Classification of Occupations, which in turn is based on the International Standard Classification of Occupations (ISCO).

The occupational classification calls for a fairly accurate description of the occupation in order to find the correct code. The more accurately the occupation is entered in the open field, the more quickly the correct code will be found from the menu.

Examples:
- ‘Shop assistant’ is not enough; indicate ‘shoe shop assistant’ ‘clothes shop assistant’ ‘food shop assistant’, etc.
- ‘Teacher’ is not enough if it is possible to specify ‘comprehensive school teacher’, ‘secondary school teacher’, ‘mathematics teacher’, ‘university lecturer’, etc.
• ‘Freelancer’ should be specified, e.g. ‘(freelance) journalist’ (freelance)
graphic designer (enter the occupation in which the person is a freelancer)
• ‘Entrepreneur’ should be specified, e.g. ‘hairdressing entrepreneur’ (enter the
occupation in which the person is an entrepreneur)
• ‘Farmer’ should be classified as ‘arable farmer’, ‘livestock rearer’, etc.
• ‘Trainee’ should be specified as ‘hairdressing trainee’ or ‘day-care centre
trainee’

When looking for an occupational code based on a written description, it is
important to ensure that the wrong code is not selected by mistake. The beginning
of the description in the list may be the same, but the ending may be different, in
which case a completely different occupation and a different code may often be in
question. **Do not be too hasty when accepting the code** – if necessary, ask for
more details to make sure you select the correct code.

Uncertain cases should be coded as ‘unknown’, to be gone over later at Statistics
Finland in connection with the coding operations regarding the industry. If you
are in doubt as to whether the code is correct, **it is better to indicate ‘unknown’
than to risk assigning the wrong code.** In this case, a follow-up question opens
up, which asks about the respondent’s main duties. This information can be used
for reference when looking for the correct occupational code later at Statistics
Finland.

Entrepreneurs may often classify their occupation as ‘director’ or ‘managing
director’. However, if a very small company (less than five people) is in question,
or if the entrepreneur has no paid employees, the entrepreneur’s occupation
should nevertheless correspond to what work he or she engages in at the company
(e.g. software designer, coffee shop salesperson, hairdresser). In practice, in very
small companies, the entrepreneur must participate in the business operations, and
only in larger corporations is it possible to work uniquely in managerial duties.

13.2.5 Size of establishment (T13)

An establishment is a site located in a particular municipality, owned by a
particular enterprise at which one specific type of economic activity takes place.
If one enterprise has several units in the same region operating in different
industries, each of these is a separate establishment. A main or central office will
similarly qualify as an independent establishment if it is located separately from
the enterprise’s other activities.

Government departments with different functions should always be regarded as
separate establishments, as should units with separate locations but the same
function, e.g. the regional offices of some branch of administration. Similarly,
institutions located in separate places in a municipality but engaging in the same
activity, such as schools and hospitals, should also be regarded as separate
establishments.

A person working at the Statistics Finland’s Regional Service Office should
provide the information based on his or her own office and not the whole of
Statistics Finland. However, the work of a statistical interviewer for a statistical
office can be seen as mobile work, in which case information on the size of the
establishment and other information on the establishment should be given based
on the whole of Statistics Finland. The same applies to teleworkers. However,
childminders are an exception, as their establishment comprises one person, even
if they are on the local council’s payroll. Determining the size of the
establishment in any other way in this case would be very difficult in practice.
The establishment of a person working from home is the home or the commercial or business premises connected to the home. Mobile operations are considered to belong to the unit from which the operations are principally directed. Ships are an exception to this, as they are considered to be establishments in their own right. If determining the establishment proves difficult, the questions should be focused on the unit with which the respondent is most familiar.

When calculating the size of an establishment, its permanent staff, temporarily absent staff, staff who have been laid off for a fixed duration and the subject should be included. Temporary employees can be included if the number of employees is known. Family members under the age of 15 should not be included in the case of a family business or farm. Patients in hospitals or pupils in schools should also be excluded; only the staff working at the establishment should be included.

13.2.6 Commencement of employment contract (TS1)

The purpose of this question is to determine the date when the respondent commenced continuous employment with his or her current employer. The date should be indicated to the nearest year and month. If the respondent cannot remember the exact date, the interviewer should enter a rough estimate rather than ‘don’t know’.

Temporary absences such as family leaves (including child care leave), sick leave and temporary layoff are not considered to end an employment contract. These absences may often last for a long time, sometimes even several years, but the right to return to the same job remains.

A workplace is regarded to remain the same, even if a merger with another company has taken place and the name has changed, e.g. SYP → KOP → Merita → Merita Nordbanken → Nordea. The situation is the same if the owner or the name of the firm and industry in which it operates has changed, provided that the subject has remained in the same job.

However, if the subject has moved from one school to another within the same municipality, or from one branch to another within the same bank, this should be regarded as a new workplace even though the payer of the wages or salary is still the same. If a transfer to another unit with the same employer is in question, e.g. due to holiday season arrangements, the job is not marked as having changed. Such temporary transfers are common in municipal day care, for example, when certain day care centres in a given day care area are open also during holiday periods.

If the subject has worked continuously as a substitute for different persons within the same organization, the interviewer should record the employment as having started at the time when the subject first moved to this workplace, but if there have been breaks in between, during which time the subject was unemployed or outside the labour force, the beginning of the employment contract is recorded according to the most recent continuous period. Similarly, if the person is employed on the understanding that he or she can be summoned to work when needed, the start of the last such period of work should be recorded under this heading. Hospitals, restaurants and shops, for example, frequently have employees of this kind.
If the subject began work on a fixed-term contract and became a permanent member of staff later, the date when the fixed-term period commenced should be recorded as the date of commencement of the employment contract.

A temporary employment agency worker’s employment contract refers to the contract concluded with the employment agency (in contrast to the situation when asking about the details of the workplace). An employment contract is considered to be continuous if the person has worked continuously and regularly, e.g. on a weekly basis. If the stints have been more sporadic, the date of commencement of the employment contract is entered according to the most recent period of work.

The employment contract of an entrepreneur is considered to have begun when the entrepreneur established his or her company or when the ownership of the company was transferred to him or her. For example, before becoming an entrepreneur, an entrepreneur working in a family company or a farmer may have been an employee at the same company or farm. This is nevertheless interpreted as being a separate work contract, with the previous one being employee work and the current one entrepreneur work.

### 13.2.7 Permanent and fixed-term employment (TS3–TS6)

A person is recorded as being in permanent employment:

- if that person is employed by a private employer, the government or a local authority under a verbal or written employment contract that is valid indefinitely, i.e. no agreement has been made as to when this employment will come to an end.
- if that person is a government or local authority employee who has been appointed to a specific post.
- if that person is currently in a fixed-term job or working on a project but has a permanent post to return to.
- if that person is temporarily absent from work (on study leave, family leave) but is entitled to return to his or her previous position.

In unclear cases a position may be regarded as permanent if it lasts for at least a year.

A person is recorded as having a fixed-term position:

- if that person has a contract of employment that is valid for a specific time, for a trial period or for the time required to complete a certain piece of work.
- if the employee is summoned to work when needed.
- if the person is a teacher who is taken on in the autumn and dismissed in the spring on the understanding that he or she will be hired again the following autumn.
- if the person is occupying a position or working on a project for a fixed period without any permanent position to fall back on.

Entrepreneurs who engage in short-term or temporary work are mainly own-account workers. Entrepreneurs may also opt to engage in seasonal work.

Temporary employment agency workers are considered to be permanently employed if the respondent continuously and regularly works for the customers of a particular employment agency. If occasional work carried out from time to time is in question, the employment should be classified as fixed-term, and the duration of the fixed-term position should be recorded based on the duration of the most recent job.
People who have a fixed-term position are asked why they are in a fixed-term position and its duration. The options for the fixed-term nature of the employment given in question TS4 may be difficult to apply to all situations, but the options have been defined in accordance with Eurostat’s requirements. On-the-job training and trial periods are special situations that are naturally subject to a fixed-term employment contract. If neither training nor a trial period is in question, the most suitable option is chosen from options 3 and 4, depending on whether the person engages in fixed-term work voluntarily, or if he or she has this job because no permanent work is available.

Some positions are always fixed-term. These include high government positions, members of parliament, and assistants in university or college departments. This is also the case in the local authority sector in the healthcare industry, for example, as many employers only offer fixed-term contracts. **If the job is of a fixed duration due to the nature of the work** and the person would prefer to switch to permanent work, option 3, ‘permanent work was not available’ is the most suitable.

The end of a fixed-term contract should primarily be determined to the nearest day, if the start date of the employment contract is known from question TS1. An estimate may also be entered if the respondent does not remember the exact date. If the start date is not known or the person does not know the end date, the duration of employment is asked with question TS6 using its categories.
13.3 Questions on working hours

The questions on working hours are arranged so that the questions on the general working hour arrangements (part-time work, shift work, period-based work) for the respondent’s main job and the regular or normal weekly working hours are asked first. After this, the focus turns to the survey week, the number of days worked during the week and whether there have been any exceptional situations resulting in an extension of the working hours through overtime or being on call at the workplace.

Only after this can the interviewer ask about the number of hours worked during the survey week, as the intention is for the respondent to take into account any exceptional circumstances that may have occurred when calculating the working hours, rather than automatically stating his or her regular working hours as the number of hours carried out during the week.

13.3.1 Part-time work (TA1)

The respondent’s answer is decisive here. Here, the respondent’s normal weekly working hours are compared with the normal working hours in the occupation or business in question rather than the general working hours. If, due to the nature of the work, the working hours are shorter than the normal working hours of other businesses, the work is not always interpreted as being part-time.

Teachers, for example, should only be regarded as working part-time if their total number of regular teaching hours is lower than what is normal for a teaching position in their field, in which case their salary is also lower than normal.

Part-time pensioners are considered to be working on a part-time basis even when they save up their free time and take longer continuous periods of time off and engage in full-time work on other weeks.

A general guideline that may be used in doubtful cases is that working for 1 to 30 hours a week will normally imply a part-time position and working for 35 hours or more a full-time position. If a person is working 31 to 34 hours a week and is unable to say whether this implies a full-time or part-time contract, it is safest to record ‘don’t know’.

The main purpose of the question is to determine the nature of the subject’s employment contract, which is usually different for full-time and part-time employees.

13.3.2 Part-time pension (TA2)

Employed persons aged 58 to 74 who stated in reply to the previous question that they engage in part-time work are asked the question on being on a part-time pension.

Part-time pension is a way of transferring from full-time work to part-time work. It is currently a valid option for employed persons and entrepreneurs aged 58 to 74. Part-time pension compensates part of the income lost as a result of transferring to part-time work. An employee’s transfer to part-time work and part-time pension are subject an agreement that must be negotiated with the employer. Employers are not obliged to arrange part-time work.
The employer and employee will jointly agree on how the working hours will be shortened. The allocation of the part-time work may be agreed upon rather freely, as long as work is not interrupted for more than six weeks (annual leave and sick leave do not count as interruptions). For example, the employee may reduce his or her daily working hours, work three days per week and have two days off, work every other week and have every other week off, or work for a month and then have a month off.

13.3.3 Reason for part-time work (TA3–TA5)

When inquiring about the reason for working part-time, the most important thing to find out is whether the person is working shorter hours out of necessity or voluntarily. If it is the first option, code 1 (full-time work was not available) should be selected. Otherwise, the most suitable of codes 2–5 should be selected.

If the reason for working part-time is caring for a child or a relative (TA3=3), the follow-up question TA4 and, depending on the answer, possibly also TA5 should be asked. The aim of these questions is to determine whether deficiencies in the provision of care services present an obstacle for engaging in full-time work. In Finland, these questions may seem strange, as reducing working hours due to the responsibility to care is usually a voluntary solution (e.g. partial child care leave). But in many European countries, this can present a very significant obstacle for women, in particular, participating in (full-time) work.

Part-time pensioners are also asked the reason why they engage in part-time work. The part-time pension itself is not interpreted as a reason for engaging in part-time work, but as a way of shortening working hours. Reasons for transferring to a part-time pension may include health-related reasons or caring for a relative. If the reasons outlined in the response options have not influenced the decision to take part-time pension and the person has opted to take a part-time pension to make more time for hobbies, answer 5 should be entered for question TA3 (wants to engage in part-time work for some other reason).

13.3.4 Period-based work, shift work (TA6–TA8)

Under the Working Hours Act, regular working hours shall not exceed eight hours a day or 40 hours a week. However, it is possible to diverge from this by arranging the working hours so that they do not exceed 120 hours over a three-week period or 80 hours over a two-week period. Thus, the working hours are balanced at an average of no more then 40 hours per week. Such an arrangement is called **period-based work.**

The Working Hours Act defines the jobs and duties in which period-based work may be applied. These include:
- Police and customs
- Post and telecommunication services
- Hospitals, health centres
- Prisons
- Transportation, loading and unloading
- Forestry work
- Work carried out by security guards
- Accommodation and catering establishments.
Period-based work may be an unfamiliar term to many respondents, but people who carry out period-based work usually know exactly what kind of arrangement is in question. People engaging in period-based work are not asked about regular or normal weekly working hours, as this is calculated on the basis of the given weeks and hours.

The principal purpose of the question on period-based work is to find out the preliminary information about regular working hours. People engaging in period-based work are asked questions TA7A (number of working hours in a period) and TA7B (duration of period in weeks) instead of question TA9. The programme uses this information to calculate the weekly working hours, which makes it easier for the respondent. If the respondent is unable to say the number of hours and weeks, it is probable that his or her work is not genuinely period-based work. In this case, the interviewer should return to question TA6, correct the answer to ‘no’ and then proceed normally to the question on regular working hours.

**Shift work** is work carried out according to a rota of shifts that have been agreed upon in advance. Various forms of shift work include:

- three or five uninterrupted shifts with morning, evening and night shifts also on weekends
- interrupted triple-shift work with morning, evening and night shifts only on weekdays
- double-shift work with night shifts
- double-shift work without night shifts (morning and evening work).

Shift work often includes ‘atypical’ working hours, i.e. work carried out early in the morning, during the evenings or at night.

**PLEASE NOTE!** If the person only works a particular shift permanently, he or she is not counted as a shift worker even if the work is arranged according to a shift rota. Therefore, a nurse who only works the day shift at a hospital does not engage in shift work, but in regular day work.

**13.3.5 Regular or normal weekly working hours (TA9, TA11)**

Both employed persons (excluding people engaging in period-based work) and entrepreneurs are asked about their regular weekly working hours. The regular or normal working hours refer to the weekly working hours that a person normally works at his or her main job during a normal week of work. This is not necessarily the same as the working hours stated on the contract of employment, as regular working hours can also include paid or unpaid overtime, which has become routine.

If the working hours vary and the respondent is unable to say what his or her regular working hours are, question TA9 should be marked ‘0’, and an estimate of the average weekly working hours for the past four weeks should be requested (TA11). Some managers and clerical staff, for instance, have no fixed or agreed working times, and reference is made to ‘overall working hours’. Entrepreneurs may also have difficulty in calculating their regular working hours.

**Special cases:**

The number of hours per week carried out by a **shift worker** is the average calculated over a whole shift cycle. A shortened working week resulting from reasons of overproduction or cutting labour costs will not affect the figure indicated for the normal hours worked. Shift workers may find it difficult to
calculate the number of weekly working hours. For example, in uninterrupted triple-shift, the respondent may claim that the working time is 40 hours, when it is really only 34.5 hours. It is difficult to provide universally applicable instructions on working hours, as the current Working Hours Act allows local agreements. Information on the working hour practices of large employers in one’s own field may be used, if available.

‘Round-the-clock working hours’: Entrepreneurs, people engaging in creative work or researchers, for example, may sometimes claim to work all hours. However, even in these cases, at least the time spent sleeping, eating and taking care of personal hygiene should be subtracted.

When it comes to teachers, one should take particular care in ensuring that, in addition to teaching hours, the time spent preparing lessons at home and correcting tests is taken into account in the weekly working hours.

The normal working hours of a person transferring to part-time work, for example under a part-time pension, will be reduced even if he or she works full-time in those weeks that are spent working. Part-time pensioners often work two weeks full-time (40 hours per week) followed by two weeks off. In this case, the regular working hours are 20 hours per week.

People who are temporarily absent from work are also asked about their regular working hours. If a longer-term absence is in question (the person is on maternity leave, for example), the question refers to the job and the time before the maternity leave started.

13.3.6 Number of days worked during survey week (TA12–TA14)

This number should include all the days on which the subject did at least some work. If a person worked for two hours on one day before going home because of ill health, this day should be counted as a working day. However, teachers’ weekend work at home, for example, is not counted, as it is an integral part of the work of a teacher, and it is normally up to the teacher when this is carried out. In such cases, weekend work is recognised in the length of time worked.

For shift workers, one work shift is normally regarded as one day of work, even if the shift is spread over two days. For example, a nurse who has worked from 9 p.m. on a Tuesday evening until 7 a.m. on Wednesday morning has done one day of work. If the subject was on a night shift for two nights in a row, and this extended over three days, e.g. from Sunday evening to Tuesday morning, this should be recorded as two working days. However, if the subject’s working hours are split into several short stretches during a day, these are not all counted as working days. In such cases, the number of working days is calculated according to the number of days that the subject has done these short stretches.

People working at their main job during the survey week are also asked if they worked on the Saturday or Sunday of the week in question. Information on the number of working days is used to calculate annual labour input data.

13.3.7 Overtime and being on call at the workplace (TA15–TA16, P8)

Question TA15 aims to determine whether the respondent did overtime work or if he or she was on call at the workplace during the survey week. For the purposes of the survey, all extra work that is done beyond the actual working hours,
regardless of whether or not the respondent receives additional remuneration for the work, is counted as overtime. The subject is also asked whether he or she was on call at the workplace because this lengthens the hours worked during the survey week. No questions are asked about being on call at home, as this is not taken into account in the working hours (see section 13.3.6).

Questions TA16 and P8 are aimed at people who engaged in overtime work, to determine whether the overtime work was paid or unpaid and how many hours of overtime work were done. **Paid overtime is overtime** for which employees get a higher wage or salary or an equivalent or proportionally greater amount of time off. **Unpaid overtime** is work that the person does in addition to the agreed working hours but without any additional payment, rights to time off or any other form of compensation.

Unpaid overtime may be difficult to quantify in cases in which the subject’s normal working hours are long and include overtime which has become routine. Various flexible working hour arrangements, such as flexitime, obscure the line between the actual working hours and overtime. If a respondent works longer hours during a certain week with **flexitime**, this should not usually be recorded as overtime if the respondent does not feel that it should be. In such cases, the respondent normally knows that he or she can correspondingly reduce his or her working hours some other week.

**An example:** Due to regular overtime work, a subject has become accustomed to working for 45 hours per week instead of the normal 38 hours, and worked for 50 hours during the survey week. In this case, part of the time the subject works normally – in this case 12 hours – may also be included as unpaid overtime.

**An example:** The subject has flexitime working hours, i.e. the right to work either slightly longer or shorter days, but not to take entire days off. However, due to a large amount of work, the subject has recently accumulated a total of 40 hours of overtime, and these extra hours can not be used up just by shortening the working day. The employee can agree with the employer on either a week-long overtime leave or monetary remuneration. In this case, the hours that were worked in addition to the regular or agreed working hours during the survey week should be recorded as paid overtime.

Unpaid overtime is not included if the subject originally agreed with the employer that taking the job would require working longer-than-usual hours. A subject in a managerial position may have agreed to work on an ‘overall working hours’ basis, meaning that working hours are not monitored and overtime is not counted.

Even paid overtime or flexible working hour arrangements may in practice turn into unpaid overtime. This can happen if an employee is in principle entitled to convert the hours corresponding to the overtime into free time, but in practice there is no time to take leave. In such cases, the overtime may be recorded as being unpaid if the respondent feels that this is the situation.

In some industries in which **period-based work takes** place, the number of hours of **overtime** worked can be calculated only when the full period or cycle has come to an end. In this case, at the time of the interview, the respondent may not yet know if the additional hours worked during the survey week end up being recorded as overtime. However, the work may be recorded as overtime on the form, if the respondent has worked more hours than normal during the survey week and expects these to be recorded as overtime.
13.3.8 Hours worked during the survey week (TA12–TA14, TA17–TA23)

The hours worked include:
- number of hours worked during normal working hours
- paid and unpaid overtime
- short breaks such as coffee breaks
- being on call at the workplace (in the case of doctors, for example, time spent sleeping at work is also included)
- time spent in personnel training.

**PLEASE NOTE! Being on call at home** or being in reserve is not included in the number of hours of work carried out, unless the person was called to work during this time. Being on call outside the actual workplace should be included in the hours of work carried out if it significantly limits the subject’s actions (e.g. if the subject must wear a uniform or spend the night in specific premises and not at home).

The following factors shorten the number of hours of work carried out:
- full days of absence due to holidays or illness, for example
- partial days of absence
- midweek holidays falling on the survey week
- lunch breaks, if they are not included in the official working hours.

In addition, time spent travelling between the home and work is not included in the number of hours of work carried out.

If the respondent worked at more than one secondary job during the week in question, the sum of the times spent on these should be indicated, even though the other information on secondary jobs concerns only the most important one.

**Rounding working hours up or down:**
Since only whole hours can be entered on the form regarding working hours, minutes must be rounded up or down. Half-hours are rounded **upwards, if they are preceded by an odd number** (e.g. 37.5 hours = 38 hours). If the preceding figure is an even number, the hour is rounded down (e.g. 38.5 hours = 38 hours). If the number of minutes is less than half an hour, the time is rounded down. If the number of minutes exceeds half an hour, the time is rounded up to the following full hour.

13.3.9 Why did the subject work fewer hours than normal? (TA20–TA24)

These questions are designed to determine why the number of hours that the subject worked during the survey week was lower than the number of hours in a normal working week.

Firstly, question TA20 is used to pick out the respondents whose shorter working hours are due to variations in working hours with no other particular reason. If, in addition to variations in working hours, other absences such as sick leave or annual leave have fallen on the survey week, option 2 ‘some other reason’ should be selected. In this case, question TA21 is used to find out the primary reason for the absences.

Please consult section 13.1.6, regarding questions KA3-KA5, for more detailed instructions on reasons for absence.
13.3.10 Evening, night and weekend work (TEP0-TEP4)

For questions regarding evening, night and weekend work, and working at home, the four previous weeks are used as the reference period. The period is calculated backwards from the Sunday of the survey week, and the dates are visible on the screen. The questions concern working time arrangements regarding the main job.

Firstly, the respondent is asked whether he or she has engaged in her main job during the period in question. For the majority of respondents, this information has already been obtained in questions T3U and KA8, which concern presence at work and the length of absence. Respondents with several jobs and who have been away from work for a total of less than four weeks by the time of the survey week are asked question TEP0.

Evening, night and weekend work, i.e. ‘work carried out at atypical hours’ is always taken into account in these questions, even if this happened on a voluntary basis and not at the employer’s request. Work carried out at home, such as reading papers and preparing for the next workday is also taken into account.

If the respondent has difficulty selecting between ‘regularly’ and ‘once in a while’ with respect to evening and night work, the following rules may be used for help:

‘Regularly’: The respondent has worked evenings / nights on at least half of the four-week period’s workdays. In principle, all those whose working hour arrangements include repeated and continuous evening, night or weekend work (such as most shift workers) fall under this category.

‘Once in a while’: The respondent has worked evenings / nights on less than half of the four-week period’s workdays. Typically, people whose working hour arrangements do not involve evening, night or weekend work as such, but who have had exceptional situations during the four weeks due to overtime, for example, fall under this category.

13.3.11 Working at home (TEP5)

Working at home comprises all the work related to the subject’s main job that he or she has carried out at home, either under obligation by the employer or otherwise voluntarily. The information is used to evaluate the flexibility of the work on the one hand and the factors related to making arrangements for the family on the other. Working at home may be telework, in which case the person works outside his or her workplace, either always or occasionally, using data connections, for example. On the other hand, the work may also be carried out at home by default, in the case of entrepreneurs, for example.

Examples of people working from home:
• childminders
• artists whose work premises are at home
• clerical workers who finish off work left over from the day at home on a laptop, for instance
• hairdressers who serve customers at home
• travelling salesmen who make preparations for customer visits from home
• freelance journalists.

Here, working from home is defined rather strictly as work that is carried out in the same premises in which the person lives. If the work premises are near the home or in an annexe, but in separate premises with a separate entrance, this does...
not count as working at home. Therefore, neither an entrepreneur whose work
premises are in an adjacent apartment, nor an artist whose studio is in a backyard
building works at home.

Work carried out in fields, forests or separate farm buildings is not regarded as
taking place at home, even if the house is located on the same plot of land.
However, doing paperwork related to running a business at the kitchen table, for
instance, counts as work carried out at home.

The respondent is also asked how regularly they have been working from home
during the four weeks. If necessary, the same rule that is used for atypical
working hours may be applied: working at home can be said to be regular if it
takes place on at least half of the work days in the past four weeks.
13.4 Monthly income from main job (TEP6)

Respondents are asked about the monthly income from the main job in the fifth round of interviews. One of the uses for the information is to compare the monthly incomes of men and women. As the information will finally be expressed as a range, the exact figure does not necessarily need to be recorded. The easiest would be if the respondent could check the gross pay from his or her payslip. An estimate to the nearest hundred or even thousand euros is also acceptable.

The question is concerned with the earnings of the month preceding the survey week. If the person has switched jobs, the earnings for the current month should be asked. However, the monthly income should refer to the main job of the survey week.

Here, regularly paid overtime and shift work bonuses, age bonuses, daily allowances, benefits in kind (such as car benefit, lunch benefit) and merit pay are included in monthly income. For example, if the respondent receives merit pay or a bonus once a year in addition to the salary, its amount should be taken into account in the monthly income by dividing the estimated annual extra pay by 12. However, sporadic and one-off emoluments need not be taken into account.

If occasional and short-term work is in question, monthly income should be estimated as the total earnings from all the similar jobs worked during the month in question.
13.5 Underemployment and seeking employment (AT1–AT5)

Being underemployed means that a person would like to put in more working hours than is currently possible. If the respondent has several jobs, the sum of the hours of work in all the jobs is referred to. The criteria for underemployment are largely the same as for unemployment: the subject must have been actively looking for employment, and be willing to accept additional work within the next two weeks.

Question AT1 concerns the customer’s willingness to put in more working hours than is currently possible. This question is also posed to people who have been laid off for less than three months or who are still receiving remuneration. Since people who have been laid off are unable to work, the logical answer to this question would be ‘yes’ in order for them to be classified as underemployed.

All employed persons are also asked what their ideal working hours would be (AT5), and a desire to reduce the current working hours can be voiced here. In ideal working hours, the respondent’s current life situation and realistically maintaining the living standard should be taken into account. The assumption is that shortening or lengthening working hours will be reflected in the income. In practice, this is not always the case, for example if the respondent’s current working hours have become longer due to unpaid overtime and he or she would like to stop working overtime.

All employees, including those who were absent from work during the survey week due to maternity leave, for example, are asked the question on ideal working hours. In this case, the aim is to determine the most suitable working hours for a person who is returning to work.

The questions on actively looking for employment are aimed at keeping track of how many employed persons are changing jobs, the reason for doing so and how actively various job-seeking methods have been used. The main point of interest is determining the number of people whose employment contract is in danger of ending. Secondly, the number of people who are looking for another job because they would like to work longer or shorter hours than is possible in their current job(s) is studied.

1. Current job is uncertain or will end: The subject has a fixed-term job, and the contract will not be extended. The contract may also be due for extension but the subject is looking for permanent work elsewhere. This group also includes cases in which the subject’s employment contract will end or it can be assumed that it will end due to employee negotiations or cessation of company operations.

2. The current job is an interim job: The subject is seeking employment in another job that would correspond better with his or her training, for example.

3 and 4. Wants longer / shorter working hours than in the current job: The subject is not satisfied with the current working hours, but it is not possible to lengthen or shorten the working hours in the current job.

5. Wants better working conditions: The subject is looking for a new job because he or she wants a higher salary, a shorter journey to work, work that is physically lighter, or more flexible working hour arrangements because the pace of work is too fast at the current job. In general, all external factors related to the job belong to this group.
6. **Other reason**: If none of the other options are suitable and the subject wants to change jobs on his or her own initiative due to moving away to another location, seeking better career prospects, wanting more interesting work or simply a desire for change, ‘other reason’ should be selected. However, it should be made clear that this does not include reasons listed in option 5, as drawing the line between these two questions can sometimes be difficult.

Please consult section 13.7.3 for more detailed instructions on the methods of job seeking.
13.6 Unemployed person’s most recent job

If the person does not engage in paid work or does not have a valid employment contract, he or she will be asked for information on the most recent job. All those who have previously been employed are asked for the year in which the most recent employment contract ended, and those whose employment contract ended less than eight years ago are asked for more detailed information. In question M1, very short-term engagements, such as schoolchildren’s short summer jobs, should not be taken into account. However, if the summer job of a person over the age of 15 has lasted for longer, i.e. several months, it should be taken into account.

Temporary employment agency work is also asked about with respect to the most recent job. The reason for this is that the industry of the most recent job has to be coded according to the same logic as the industry of an employed person’s current job. Therefore, with respect to people who engaged in temporary employment agency work, the details of the workplace relate to the workplace in which the subject worked most recently. If the subject worked in several jobs while engaging in temporary employment agency work, it may be difficult for him or her to remember which one was most recent. In this case, the details are asked regarding the workplace that the subject remembers best or in which he or she worked most.

13.6.1 Termination of most recent employment contract (M2, M5U)

The date when the most recent job ended is asked when the subject has engaged in paid work some time in the past. Here, paid work is defined in accordance with the definition in section 13.1.

From the point of view of subsequent questions, it is important to know whether or not the subject has engaged in paid work during the last eight years. Therefore, an estimate is acceptable for question M2 if the respondent does not know or remember the exact year. If the reply to M2 is ‘don't know’, the interviewer should ask the subject separately about paid work carried out during the past eight years.

If the subject engaged in paid work previously and the work ended less than eight years ago, the reason why the work ended should be asked.

1. Dismissed or laid off: dismissal or termination of an employment contract at the initiative of the employer, when the reason for this was not a fixed-term employment contract coming to an end. It may be difficult for some people to state outright that they were dismissed or laid off, but all cases in which employment was terminated because the company concerned went out of business or ceased operations should be placed in this category.

2. Expiry of fixed term of employment: the period covered by the contract of employment came to an end or the contract covered the execution of a certain task, which was duly completed.

10. Other reason: the person resigned for some other reason than those stated in options 1–9. Entrepreneurs who shut down their business for reasons other than those mentioned above belong in this group.
13.7 Unemployed persons looking for work (EE1–EE16)

Questions regarding unemployed persons’ efforts to look for work are particularly important when determining whether they are to be classified as unemployed or outside the labour force. The preparation of entrepreneur operations is also considered looking for work.

Question EE1 or EE1B is used to determine whether the respondent has looked for work during the previous four years. People who have been absent from work for a long time but whose employment contract is still valid (e.g. people on child care leave) are also asked about looking for work. The question is relevant for these people because they may not necessarily return to the same job from which they took leave. For example, if a person on child care leave has been looking for a new job during the leave and would be available to start at the new job within two weeks, this person would be classified as unemployed in the statistics. If, after the leave, the respondent intends to return to the same job, the answer to question EE1B is ‘no’.

If the respondent has already found a job and the work is due to start within three months, question EE1 should be answered ‘did not look for work during the four weeks because the subject was waiting for a previously agreed job to begin’. After this, respondents should be asked when they will start at the new job and whether they would be available to start the new job within two weeks (EE13). Of those who are waiting to start working, those who would be available for work within two weeks are classified as unemployed.

In some cases, the subject may already have commenced a previously agreed job between the survey week and the time of the interview. If this is the case, some of the next questions may seem inappropriate and may give the wrong impression about what job is being referred to. In these situations, the questions refer to the job that the subject has now taken up and, and should be answered with this job and the preceding job seeking period in mind.

For example, question EE7 ‘When did you start looking for work?’ is concerned with the date on which the respondent commenced the job just taken up, and the answer to question EE13 is obviously ‘yes’ because the respondent has already started at the new job.

13.7.1 Obstacles to seeking paid work (EE2, EE3A, EE3B, EE5, EE6)

The questions have to do with identifying disguised unemployed persons, i.e. persons who would be ready and able to accept work if anything suitable were available but have not been actively looking for it.

If the respondent wants to work but has not been looking for any, the interviewer should ask if there was an obstacle to looking for work (EE3A). Correspondingly, question EE3B asks why the respondent did not want to work. If the respondent declares the responsibility to care (EE3A=3 or EE3B=3) as an obstacle to looking for work or wanting to work, the interviewer should inquire whether the lack of care services was a reason (EE5, EE6). The purpose of these questions is to determine what obstacles to seeking work exist and why the ‘labour reserves’ do not seek to enter the labour market. Labour reserves refer to groups outside the labour force, such as students and housewives, that could transfer into the labour...
force. As the workforce ages, the question of labour reserves is becoming increasingly relevant.

To some respondents, the questions may come across as nagging. For example, pensioners may feel that since they are retired, it is obvious that they do not want to work. This is not always true, however, as retiring from work does not necessarily mean that the person has definitively cut himself or herself off the labour market, as a pensioner may also be part of the labour reserve.

13.7.2 Date of starting to look for work (EE7)

The purpose of the question is to determine the duration of the current period of unemployment. The precise date should be recorded or selected from the calendar menu. If the respondent cannot remember the exact date, ask for an estimate and consult the instructions on entering dates. The information is used for determining the duration of unemployment when investigating the number of long-term unemployed persons, for example, so even a rough estimate is better than ‘don’t know’.

If a person has been unemployed for a long time but has had some work or been outside the labour force in the meantime, the date entered here should be that on which the most recent period of unemployment began. A very short period of occasional work should be ignored, however.

In some cases, the respondent may not have had a chance to even look for work before being offered it. For example, a student may have received a summer job offer during the academic term. In this case, the date when the job was offered can be recorded as the date of commencement of looking for work.

The subject may also have resigned from his or her previous job due to agreeing to start a new job, but a gap may have been left between the two jobs. In this case, the date on which the previous job ended can be recorded as the date of commencement of looking for work.

13.7.3 Job seeking methods used during the last four weeks (EE901–EE912)

The purpose of the question is to determine whether the subject has sought work actively by using at least one of the described methods. However, the job seeking does not necessarily have to be continuous, and occasional attempts are also taken into account.

All means of finding work should be taken into account, including the reading of employment advertisements in newspapers or on the internet, inquiries among friends and acquaintances, consulting an employment office or direct inquiries made to potential employers.

Contact with an employment office (EE901) may be initiated by either the jobseeker or the employment office, and the employment office contacting the subject also counts as job seeking. However, a condition for answering ‘yes’ to this question is that the employment agency must have been contacted for a reason related to finding work. If the office was contacted for some other reason, the answer is ‘no’.

Questions EE908 and EE909 will only appear if the subject has stated that he or she is primarily looking for work other than wage and salary earner work (EE8 =
13.7.4 Would the subject be available to start work within two weeks? (EE13, EE14)

This question is relevant to the definition of an unemployed person. If the respondent would not be able to start work within two weeks, he or she will be asked about it in question EE14.

Examples of EE14 classes:

1. **Study**: schoolchildren and students who are looking for summer work and can only start work once the academic year is finished

2. **Period of notice in current job**: includes cases in which resignation is followed by a ‘qualifying period’ during which the person is not allowed to begin working for a competitor

3. **Family reasons**: Arranging childcare will probably take longer than two weeks or the subject is pregnant or taking care of a small child at home.

13.7.5 Activity before looking for work (EE15)

Unemployment is not listed as an option here, as a person is considered to be unemployed only from the time of starting to look for work. If the respondent started looking for work less than a month after his or her previous job came to an end, the answer should be 1 - ‘in a permanent job’, or 2 - ‘in a fixed-term job’, as appropriate. If the interval between the end of the job and the commencement of looking for work was longer and the subject claims to have been unemployed, it is necessary to ask what he or she was doing in the meantime, e.g. looking after children or studying.

In any case, the date of finishing the last job and the date of commencement of looking for work need not be the same. An unemployed person may simply ‘stop to think’ before setting about looking for work, although people entitled to unemployment benefit will rarely do this.

13.7.6 Job search currently valid at employment agency (R1TY-R3TY, R1ETY-R3ETY)

Everyone should be asked about valid job searches, as employed persons can also sign up as jobseekers. In some cases, employed persons may be paid unemployment benefits, if a very small amount of paid work is in question.

A job search is valid if the respondent has reported in with the employment agent within the agreed time and has not suspended his or her job search by notifying the employment agency. If the respondent is under a qualifying period or is participating in a retraining scheme, the job search is considered to be valid.
13.8 Main activity (KA14T, KA15T, KA15E)

This question on the nature of main activity is asked of both employed and unemployed subjects. Employed persons are first asked question KA14T (is paid work the main activity?). The response should be recorded according to the respondent’s own choice. The subject’s understanding of his or her main activity is important background information that can be used to study pensioners’ work habits, for instance. However, this is not a decisive piece of information in determining labour market status, and these two pieces of information may differ from each other. For example, a person may feel unemployed even if he or she does not fulfil all the conditions of the official definition for ‘unemployed’, or the person may be, in her main activity, a housewife who works on a project basis and is consequently defined as employed.

The main activity is only asked towards the end of the interview after the questions on paid work and job seeking. The question may seem like repetition, as most respondents’ activity will have become clear during the interview through conversation. However, the placement of the question has been intentionally thought out like this so that asking about the main activity would not influence the answers to questions on work and job seeking in any way. This is also the procedure in line with international recommendations. If the respondent’s activity has already become clear, the question may be reworded to sound more like a confirmation, and the options do not necessarily need to be read out loud. The following question could be posed to an unemployed pensioner, for example: ‘Just to make sure, is it correct that being retired is your main activity?’

The interviewee should reply to the question on main activity mainly based on the situation at the time of the interview, which is usually the same as the situation during the survey week. If the situation has changed between the survey week and the time of the interview, the situation during the survey week should be asked about.

People who are on maternity leave, parental leave or child care leave, or who are otherwise caring for their children and who do not have a valid employment contract belong in category 5. Most people who are on family leave from work will probably feel that they also belong in category 5, although some may feel that their main activity is engaging in paid work. Similarly people who have gone on maternity leave and who have not yet given birth belong in category 5, if they do not consider paid work to be their main activity. If a respondent takes care of his or her disabled child as the child’s family carer, for example, code 5 should be selected if a child under the age of 15 is in question and code 6 for any other case.

Students and schoolchildren who work during the holidays but study the rest of the time are usually recorded as students (category 2) by main activity during the vacation work.

All those who are retired based on age or years in employment are counted as old-age pensioners, if they do not consider something else to be their main activity. In accordance with the current pension system, people normally take their old-age pension between the ages of 63 and 68, although different sectors and occupations may have highly diverse practices. Old-age pensioners include those receiving a state pension (based on age), occupational pension, entrepreneur’s pension, early old-age pension, change of generation pension, farm closure pension or subsidy, or unemployment pension. A person who has become a pensioner based on
voluntary pension insurance is also considered to be an old-age pensioner. Nevertheless, it is good to remember that pensioners can also answer that their main activity is something else, such as caring for a relative.

Disability pensions (category 4) are assumed to include all forms of pension that are dependent on a decline in working capacity, i.e. individual early retirement pension, front veterans’ supplement and annuities paid to those injured in the war, as well as actual disability pensions. A state pension paid by the Social Insurance Institution of Finland (Kela) may also be a pension issued on the basis of incapacity to work. The pension may be awarded for a specified period, as incapacity to work may also be temporary. By definition, a person classified as unable to work must be under the age of 63 because disability pensions turn into old age pensions at the age of 63. In addition to disability pensioners, category 4 includes all those who declare themselves unable to work or who are chronically ill.

Questions on acting as a family carer are posed to all those who have declared caring for a relative to be their main activity, as well as to all unemployed persons aged 50 to 74. The aim is to gather information on the development of the number of family carers, as acting as a family carer is no longer defined as paid work. Family carer refers to a person who has concluded a family care agreement with the local authority regarding the care of a relative, and receives remuneration for this work. The person receiving care may be a spouse, parent or disabled child, for example. If the respondent looks after a relative but has not concluded an agreement on it with the local authority, the answer is ‘no’.
13.9 Questions on education

Questions are asked separately on
- completed general education (R12)
- education leading to a polytechnic or university degree (KL1, KL4)
- participation in courses (KR1 – KR5)

Any individual form of education can be notified only once: it is either education leading to a polytechnic or university degree or a course, but not both at once. For example, education leading to a polytechnic or university degree is only notified in questions KL1 and KL4, and is not notified again when asking about courses (KR1 – KR5), even if the course consists of modules on different subjects.

13.9.1 General education completed (R12)

The question concerns general educational qualifications completed up to the time of answering. The criterion for completion of a qualification is the receipt of a school leaving certificate or student matriculation certificate. There are no questions in the interview on vocational qualifications or university degrees completed after general education, as information on these can be obtained directly from Statistics Finland registers.

Respondents who are still attending grades 7–9 of comprehensive school should be placed in category 3 (part of comprehensive school), and those attending upper secondary school in category 2 (comprehensive school). Note that pupils in grade 10 of comprehensive school have completed their compulsory education and should thus be placed in category 2.

General education completed abroad is placed in the same category as corresponding education completed in Finland. The duration of education may be used for help when evaluating the level of the education. In Finland, it takes nine years (nine grades) to complete comprehensive education. After comprehensive school three to four years are spent in upper secondary school, which means that it takes a total of around 12 years to complete the student matriculation.

PLEASE NOTE! Persons taking the student matriculation examinations in the spring or autumn of the interview year should be recorded as having completed these examinations only after they have received their certificate.

If the person has completed fewer than six years of comprehensive school or primary school, he or she can still be placed in category 3 (primary school, senior primary school or part of middle school or part of comprehensive school).

13.9.2 Education leading to a polytechnic or university degree during four weeks (KL1–KL4)

These days studying normally consists of several different elements including lectures, group work, examinations, writing essays, dissertations and theses, and possible on-the-job training. Classroom lectures may be complemented by other forms of teaching (such as teaching over the Internet). Especially for more advanced students, studying mainly involves solitary toil, studying for examinations, and writing dissertations or theses or participating in on-the-job training. Nevertheless, study is guided and follows a syllabus, and learning results
are monitored by the educational establishment, meaning that it is not a question of purely independent study, either.

The Labour Force Survey does not contain questions on purely independent study. Independent study is the accumulation of information and skills without adhering to an externally provided syllabus, which does not involve any tuition provided by a teacher, and whose learning results are not tested by any third party. However, if a person reads textbooks based on a syllabus and takes part in examinations or a competence-based examination, then the person is either studying for a polytechnic or university degree (KL1) or is participating in other training (KR1).

Education leading to a diploma under the school system includes education aiming for a comprehensive school and upper secondary school leaving certificate, education producing a basic vocational qualification in either an educational establishment or as an apprenticeship, study in a polytechnic and studies aiming for university degrees of various levels and postgraduate degrees. Studies leading to a vocational qualification can also be arranged in folk high schools and physical training centres.

Joint upper secondary school and vocational qualification education is counted as vocational education. Therefore, the answer to question KL1 is option 3: ‘studied for a vocational qualification’. People participating in matriculation examinations in the spring or autumn of the survey are students until the end of the semester.

Open university and summer university studies are only counted as diploma education if they are part of diploma education (to which the student has a right to study granted by the university). Job courses may lead to a diploma if they result in a vocational qualification. Some retraining schemes that lead to a diploma are also arranged.

Interviewers should keep in mind that comprehensive schools, upper secondary schools, polytechnics and universities arrange course education in addition to degree education, and that the type of educational establishment does not in itself indicate whether diploma education or course training is in question. The Institute of Marketing is an example of an educational establishment that arranges both education leading to a diploma and courses. The following are examples of education leading to a diploma arranged at the Institute of Marketing:

• Vocational Qualification in Business and Administration; basic qualification and college-level qualification
• Vocational Qualification in Marketing Communications
• Special Vocational Qualification in Management.

Examples of education leading to a diploma arranged at folk high schools:

• basic qualification for youth leader and leisure activities instructor work
• children’s instructor
• special needs assistant’s vocational qualification
• vocational qualification in construction
• artisan
• vocational qualification in massage.

A student is a student also when ill and during holidays. On-the-job training and independent study as part of studies are also considered to be studying, even if there were no lectures during the four weeks. If a student participates in the Labour Force Survey during the summer and is transferring to another educational establishment (for example from comprehensive school to upper secondary school), the establishment in which the person studied during the spring is
The level of education should be determined for education leading to a diploma. Since the level of the university degree being studied is not revealed in question KL1, it is determined separately with question KL4.

13.9.3 Other education during four weeks (KR1A–KR5)

Questions KR1A and KR1B are worded slightly differently, taking into account whether the respondent answered positively or negatively to participating in diploma education, above.

The question refers to any training other than the kind of education leading to a diploma already discussed. The main characteristics of the training referred to here are the presence of a teacher or trainer (at least sometimes during the course) and pre-planned study content. Thus, occasionally receiving advice at work does not constitute training. The questions do not require the person to have received tuition given by a teacher during the last four weeks.

Courses include:

- hobby and language courses offered by workers’ institutes and folk high schools
- vocational further education courses
- staff training arranged or financed by the employer
- training arranged under labour market support (that does not lead to a diploma)
- private lessons with a teacher (e.g. music lessons)
- driving lessons and confirmation school
- preparatory courses for university entry examinations (independent preparation for entry examinations is not considered to be a course)
- courses related to self-development, manual skills and social awareness
- training not leading to a diploma arranged by folk high schools
- individual modules at open university
- individual modules arranged by the summer university are also acknowledged as course training when they are not part of diploma education (to which the respondent has a right to study)
- military refresher training.

An active person may be attending several courses, but more detailed information is only asked for one course. The questions concern the course or training most recently attended by the respondent or that will continue after the survey week.

Training related to a current or future occupation or job (KR3): the respondent participated in the training in order to obtain information or skills necessary in his or her current or future profession or work, to augment his or her income, or to improve his or her possibilities on the job market.

Non-work-related reason: the respondent participates in training for personal, social, societal, relationship-related, homemaking, hobby or leisure-related reasons. The respondent’s own evaluation is decisive.

Did the person participate in training during paid working hours or during own time (KR4): The purpose of this question is to monitor to what extent employers support participation in training. If the respondent has participated in training outside working hours but the employer compensates this somehow with pay or as free time, options 1, 2 or 3 should be used, depending on the amount of
compensation. Option 4 is only used if the employer has not supported participation in the training in any way. Option 4 is also used if the respondent was not employed when participating in the training.

**Entrepreneurs**, in particular, have difficulty in deciding whether training takes place during their own time or during paid working hours, as all time is, in principle, free for entrepreneurs. If the training is related to the entrepreneur’s occupation or the management of the company, option 1 (only during regular working hours) is probably the most suitable, as the training takes away from the time available for work. Entrepreneurs taking part in hobby courses normally do so during their own free time.

As **work-related training for teachers** is normally arranged on weekends, many perceive it as taking place during their free time. However, under the collective bargaining agreement, training time counts as paid working hours, and therefore option 1 is suitable also in this case.

Training of confirmation school group leaders, military refresher training and other similar courses for which remuneration or a daily allowance is paid can be included as paid working hours. However, since participants in retraining schemes (including the on-the-job training period) receive unemployment support rather than wages during the training period, these people are considered to be using their own free time.

**Total teaching hours during four weeks** (**KR5.1, KR5.2**): The training or course may have commenced before the four-week reference period, and may continue after it. Only the hours of training received during the four-week period are recorded here.

If the respondent has participated in several courses or training events during the four weeks, the hours of teaching from the different courses are added up. Time spent travelling to the training site, in on-the-job training, working independently, reading textbooks or doing homework are not included in the hours of teaching. Time spent on education leading to a diploma discussed in questions **KL1** and **KL4** is not included either.

The number of hours of teaching may also be zero if no teaching was given during the reference period. The respondent may have been studying independently, participating in on-the-job training related to a course, on vacation or ill throughout the four-week period.
14 Instructions for individual questions: household section

The interview for the household section consists of two parts: the section on forming a household and questions on the activities of members of the household aged 15 to 74. The questions on activity mainly have the same content as those in the interview carried out on the subject, but with a significantly narrower scope. The same instructions as those used for corresponding questions posed to the subject apply to these questions.

14.1 Section on forming a household

In the section on forming a household, all members of the household are taken into consideration, and their relationship to the subject is determined. This information is used to classify households into household types such as families with children, one-person households or single-parent households.

14.1.1 Persons to be recorded

When the members of the household under the register have been recorded, any other people belonging to the household are also added according to the instructions on the screen. If the person to be added is a child who is yet to be named, the first name may be entered as ‘baby girl’.

The date of birth of a person registered as a member of the household must be entered so that the actual questions regarding employment will come to him or her. ‘Don’t know’ may only be entered if a proxy respondent does not know the year of birth of a person. In this case, a clarifying question on whether the person is aged 15 to 74 is asked to find out whether this person should be asked the questions on employment. If the respondent knows the year of birth but not the month or day, these are marked as 01. In this case, the last part of the personal identity code may be marked ‘don't know’.

An example: only the person’s year of birth, 1978, is known, so 01.01.1978 is entered.

The last part of the personal identity code is requested because it can be used to directly connect information from registers regarding the person’s domicile and completed degrees in the same way as with the subject (the subject’s full personal identity code is already known, though, so this is not asked in the interview).

Statistics Finland does not reveal the personal identity codes of either the subject or members of the household to third parties. If the last part of the personal identity code is not marked, attempts should be made to find the full personal identity code afterwards, using the name and year of birth. However, this requires extensive manual searching through registers, and is not always successful.

14.1.2 Marital status (A1K)

All members of the household aged 15 and over should be asked their marital status. This is the only question in the household section that the subject is also asked. However, the interviewer need not ask the question as it is formulated on the form; the status may also be determined in a free manner.
Same-sex relationships are recognised by law in Finland. In the case of registered relationships, option 1, ‘married’, should be selected. When posing the question, the interviewer need not read out the mention of registered relationships in parentheses to the respondent unless it becomes evident otherwise.

**The marital status should be recorded as stated by the respondent.** The principal consideration is the actual situation prevailing in the household rather than the official status. Thus a person cohabiting with someone else should be indicated as option 2, ‘cohabiting’, regardless of whether they are technically unmarried, still married to a former spouse, divorced or widowed. The official marital status can, in most cases, be obtained from existing registers.

Cohabiting status is particularly important as it enables true cases of single parents to be determined, i.e. persons with children under 18 years of age but neither married nor cohabiting.

### 14.2 Individual interview

After forming a household, the list ‘Adults in the household’ will appear on the screen. The list contains the members of the household aged 15 and above who will be included in the individual interview. Individual interviews are saved in ‘parallel fields’. This solution enables moving between the forms for individual members of a household without mixing up the information on the members.

When you are on the screen showing the list ‘Adults in the household’, the answer column on the right-hand side will show the members of the household aged 15 to 74 who are to be interviewed. If you want to interview the people in the order presented, continue by pressing ENTER. Otherwise, you may **select the person to be interviewed** either by selecting the correct tab from the buttons on the top of the form or by pressing CTRL + ENTER and selecting the right interview from the parallel field window that opens up.

The parallel field window contains the forms for individual members of the households, i.e. the parallel fields, in the form Interview [1], Interview [2], etc. These are in the same order as the household members in the list ‘Adults in the household’, meaning that the form for the subject is called Interview [1]. The desired form is selected by moving the bar on top of the field and pressing ENTER. If the correct interviewee comes up, continue as normal.

**The interviewee can be switched also during an interview.** This is also done by either pressing CTRL + ENTER or using the buttons at the top of the form. It may be necessary to switch during an interview if the individual interview of a member is suspended, for example.

**The first names** of the person whose form you are working on **will always be visible on the screen**. If the selected interviewee is not the right one, return to the parallel field window by pressing CTRL + ENTER, after which another interviewee can be selected again by moving the bar on top of the field and pressing ENTER or by using the tab buttons at the top.

The normal way to suspend the entire interview is by going to the parallel field window and selecting ‘suspend’. Likewise, the loss of the entire household is recorded by going to the parallel field window and selecting ‘loss of subject’. A partial loss is recorded on the form of the member of the household in question. The entire household is not recorded as a loss even if none of the other members
of the household can be interviewed, as long as the subject has provided the information on the people belonging in the household.

The situation of each member is visible on the list ‘adults in the household’. The names of those who have already been interviewed are preceded by ‘***’, those whose interview is ongoing by ‘>>’, and partial losses by ‘%%’. When all the respondents have ‘***’ marked next to them, you will get to the last question on the form, ‘what was the interview method?’ by pressing the END key.

14.2.1 Activity during the survey week

All members of the household aged 15 to 74 are asked if they engaged in paid work during the survey week. In order to identify employed persons, absence from work is also asked about, and those who are absent from work are asked for the duration of this absence. However, the household section does not have a question on the continuation of payment of salary or wages after an absence of more than three months, as this would usually be too difficult a question for proxy respondents to answer.

14.2.2 Questions for employed persons

The household section’s questions on employment concern the main job. If the respondent has several jobs, he or she should select the most important one as the main job. After this, questions on attendance at the main and secondary jobs during the survey week and the reason for a week-long absence from the main job are asked in the same way as in the interview of the subject.

Employed persons are also asked the questions regarding their position in the main job, the permanence of the employment contract, shift work and part-time work, and details of evening, night and weekend work carried out during four weeks are collected. The instructions presented in chapter 13 apply to these.

14.2.3 Questions for unemployed persons

The questions regarding an unemployed person’s job seeking are also asked in the household section so the group of unemployed persons can be defined in the same way as for the subjects. Proxy respondents may have difficulty in answering certain questions regarding job seeking, such as those on individual job seeking methods. The most important things to find out are has the person been looking for work, has he or she been using at least one of the job seeking methods mentioned and would he or she be available to start work within two weeks.