

Definition of Terminology in the Supplementary Survey

Definitions were assigned by Commission Regulation (EC) No 247/2003 for ad hoc modul on work organisation and working time arrangement provided by Council Regulation (EC) No 577/98.

By **single shift regular day-time schedule** the regular daily 8-hour work (might be less or more in exceptional cases) is meant which usually lasts from morning until afternoon.

Work in **two or three shifts** is performed in either two (early morning and late afternoon) or in three (morning, afternoon and night) well separated periods within the 24 hours of the day. The person working at different times on a rotating basis (for instance in the morning in one week and in the afternoon in the next week) performs shift work.

The two or three shifts have two types:

- a) person doesn't work at weekend;
- b) person works at weekend as well.

Continuous shift work including weekend is performed when production or service at the employer is provided continuously in three shifts. Continuous activity (continuous operation) means that operation does not stop for the weekend and employees succeed each other.

Day and night work: Day-time work involves working between 6 am to 11 pm. outside the regular sleeping time while night-time work is performed in the sleeping time, i.e. between 11 pm and 6 am. This category includes the work schedule in which day and night (well separated) shifts are performed on a rotating basis but not in weekly cycles.

Permanent but not regular (day-time) schedule: All single shift work schedules which are not regular day-time schedule.

On-call work: In this kind of shift, the employee comes to work when called.

Fixed daily working time: Start and end of the working day are fixed. This includes the fixed schedule of classroom hours to be performed by teachers.

Staggered working hours: workers may start earlier and finish later outside a range of hours according to regulation or collective agreement when presence is compulsory. But there is no account systems of credit and debit hours allowing employees to take time off - this being the case of working time banking. The number of hours worked each day is equal to the contractual number.

Working time banking: Usually a core time period is fixed during the day when the employee must attend. Outside this core time (before or after) in a surrounding band the employee may decide when to meet the contractual number of hours. Debit and credit hours are accumulated and settled within a given period (in a month or six months).

Start/end of the working day varying by mutual agreement: the start and end of the working day usually vary daily or weekly and they are individually agreed with the employer.

Determine own work schedule: It is an arrangement of total autonomy when to start and finish work.

Overtime is hours worked in addition to the regular daily working time (usually 8 hours), i.e. time worked outside the working timeframe. Making up for hours taken off with the permission of employer is not regarded as overtime work.

The first part of the Questionnaire refers to "self-employed, members of enterprises". This group involves the members of cooperatives as well. Unpaid family workers don't belong to the survey. The second part of the survey refers only to employees. Beside employees at enterprise, at cooperative, at other enterprise, at self-employed, the casual workers are classed among this group.