

Instruction to the Annex “LENGTH AND PATTERNS OF WORKING TIME”

The Annex “Length and patterns of working time” is filled in by persons having been in work relationship or employees in the reference week. The questions to be answered concern the main job only.

We request to take into account that the answer variants for (.2) and (.3) are similar with the questions C05, C13 and C14 of the main form but the answer variants are put into different sequence or are supplemented.

For **Question 1** you have to select those people who had a job in the reference week what he either did or did not do in fact in that week (was temporary absent). “Temporary absence” means that there was a formal link with the working place or an agreement about returning back to work or about the time of recommencing work.

For **Question 2** you have to mark the reason why the respondent did not work in fact during the reference week (was temporary absent from job) though he had the job. We request to pay attention to the fact that the sequence and the contents of answers in the Annex (if compared with the main inquiry) are changed.

2. Due to technical or economical circumstances there is a stoppage at work: damage of the machine or equipment, lack of job material, slow-down working process due to technical or economical reasons but the respondent still has a formal link with his/her job.

3. Labour disputes – it concerns only those persons directly involved in the disputes. The cases when the person is absent from job due to arguments in some other working place (thus the problems of sorting supplied materials, for example, are coded as “There was a stoppage due to technical or economical circumstances”.

5. Own illness, injury or temporary job disablement. Respondents taking care of sick family members mark answer 9 – “others” and specify the reason.

6. Pregnancy, maternity or child-care leave: interruption of job in case of child birth or for child-care (up to 3 years of age). Pregnancy and maternity leaves are only for women but the child-care leave till the child is 3 years old – either for mother or father (if the woman cannot take care of the child herself). Child-care leave must coincide with the period for which parents receive the benefit for child-care.

In case of child's sickness the taken holidays (for employed person) must be marked in answer 9 – “Other reasons”.

7. National holidays, days off, annual vacations, forced paid and unpaid holidays, additional holidays, unpaid leave, leave of personal wish and leave due to the initiative of administration.

Question 3 explains whether the respondent considers that he is working full time or not full time as stated by the spontaneous answer of the respondent.

For **Question 4** the respondent must indicate his employment status in the main job for the reference week. This question and the answers are analogous to question C06 of the main form.

THE END OF INTERVIEW FOR UNPAID FAMILY MEMBERS, OTHER STATUS EMPLOYED AND THOSE
WHO DO NOT KNOW WHAT STATUS THEY BELONG TO

THE INTERVIEW IS CONTINUED FOR EMPLOYEES, EMPLOYERS, SELF-EMPLOYED

For **Question 5** the respondent should mark what determines his job schedule and methods:

In Alternative 1 of the answer the labour contract only specifies the anticipated job result or service but the respondent himself determines methods and schedule.

In Alternative 2 the labour contract or collective agreement determines only the working time and the owner, manager etc. in any time may determine what, when and how to do it (subordinate relationship).

For **Question 6** it must be marked whether the job is being done/ the service being rendered for one or for several customers.

For **Question 7** the conditions of the labour contract must be marked:

1. Job or the assignment is fulfilled after the hand-over of the product or after the service is rendered.
2. Temporary job with the labour contract for determined period (including probationary period or the end of seasonal job).
3. Job or the assignment is continued also after the supply of the product or when the service is rendered.

THE END OF INTERVIEW FOR EMPLOYERS, SELF-EMPLOYED EMPLOYEES CONTINUE THE INTERVIEW

For **Questions 8 - 8a; 9 - 9a** OVERTIME means all additional hours (both paid and unpaid) above the normal work time (usually normal work time is 40h/week but for separate groups of employees 35 h/week) or above the work time set by the labour contract.

Additional hours are considered as overtime in two cases:

- (i) if the both employer and employee understand that a certain amount of job must be done in addition to the hours set by the contract;
- (ii) when additional hours are needed to fully complete the production.

As overtime is considered as additional hours, the hours compensated during a longer period of time are not included.

For **Questions 10, 11** SHIFT WORK is the job when the employees exchange each other in the same working place and are doing the same operations in order to provide uninterrupted process of production or service rendering. Starting the shift work the work and the working place is taken over from previous shift and at the end of the shift passed over to the following shift.

Shift work usually includes working early in the morning, at night and on holidays (weekend) and the days of rest not always coincide with the usual days off. The shift work cannot exceed 40 h/week because the hours above 40 per week are considered as overtime.

For **Question 10a** the actual PATTERNS OF THE SHIFT WORK is marked.

1. Continuous shift work, usually 4 shift system: the employee does the shift work according to the rotation principle – in the morning, in the afternoon, at night and on holidays (weekend).
2. Semi-continuous shift work, usually 3 shift system – the employee does the shift work according to the rotation principle - in the morning, in the afternoon, at night but not in the weekend (holidays).
3. Two shift system: double shift – the employee does the shift work according to the rotation principle early in the morning and late in the afternoon (two daytime shifts).
4. The shift sometimes at daytime sometimes at night – the employee does the shift work according to the rotation principle at daytime and at night. The day shifts and night shifts must be strictly separated and marked in 4.1 (nighttime) or 4.2 (daytime).
5. Fixed assignment to a given shift – the employee is in the crew belonging to a determined shift. These persons always work only at night or in the evening, for example. If the person is working always in the evening or at night mark it in 5.1 (evening) or 5.2 (night).
6. If there is another kind shift work, please specify it and write down. For example, 24-hour shift work must be marked in this alternative of the answer.

Question 12 clarifies the WORKING TIME of the respondent.

1. Fixed start and end of a working day – the beginning and the end of the working time is fixed.
2. Annualized hours contract or the yearly hour contract: fixed total amount of hours per year (or average weekly hours); unequal distribution of working hours for contract days or weeks set by the employer when extending the working time in certain days or weeks depending on production or service needs. Therefore the adjustment of working time cancels the overtime or the shortened working time. Such a labour contract can be concluded also for other period of time (months, years, etc.).
3. Flexible working time – labour contract determines that within the working day the employee must be in a certain working place for a certain time and the rest of the working time the employee and/or the collective body are functioning autonomously arranging and planning with the condition that the demands of the labour contract are fulfilled. Under this labour contract the working hours may be accumulated and recuperated in the period determined under the labour contract (accumulation of working time).

For **Question 13** organization of the working time is marked (type of compensation of the accumulated hours).

1. Flexible start and end of the working time - it is possible to control only the working hours (per day); the employee himself can decide when to start the work in the morning and when to finish in the evening (staggered working hours). The employee may work more working hours (accumulate working hour debit) and then use the free time for his own needs as well as to take hours off and work later (working hour credit).
2. Flexible working time with the possibility to take days off or weeks off (working later) – the employee himself can decide when to start the work in the morning and when to finish in the evening (staggered working hours) and can accumulate hours using credit for free hours or days (weeks).

For **Question 14** the closest work characteristics is marked:

1. The contract determines the minimum working hours but the actual working hours may exceed this minimum and they are not paid according to the overtime rate. There is a guarantee for minimum working hours per week or per month but the actually worked hours may be more than written under the labour contract depending on production and the range of services. When a part-time employee is regularly working more than agreed, he/she may ask that this sum of hours is confirmed as the new minimum of the working hours.
2. On-call work (“zero hour” contract): on-call workers are called into work only when their work is needed. They can work for several days or weeks in turn depending on production or range of the services (working hours are not set) but they have no regular working schedule because uninterrupted work cannot be guaranteed. Depending on the agreement with the employer, the on-call worker is doing his work when called or in case an employee himself cannot/ does not want to do the work he has to find the substitute for doing it.