

**Module on length and
patterns of working time,
associated to the
Community Labour Force
Survey for the 2nd quarter
of 2004**

Second quarter 2004

Madrid, May 2005

1. Background

The Community Labour Force Survey (LFS) is performed coordinately throughout the scope of the European Union, in accordance with the terms envisaged in Council Regulation 577/98 concerning the organisation of a sample survey on economically active population in the Community (Official Journal of the European Communities L-77, of March 14th).

As regards Spain, the LFS is included in the Economically Active Population Survey (EAPS). EAPS data has been adapted to the aforementioned regulation as from the first quarter of 1999.

This regulation states that in the second quarters of each year, the LFS should include a series of questions on specific issues linked to the labour market.

In the second quarter of 2004, the issue researched has been the *length and patterns of working time*, in line with the terms envisaged in Commission Regulation 247/2003 of February 10 2003. Questions are aimed at persons who are employed, except unpaid family work and other situations, working full time.

2. Design of the survey and fieldwork.

The ad hoc module on length and patterns of working time has been carried out alongside the EAPS for the second quarter of the year 2004, thus its sample design coincides with that of the EAPS. The most important characteristics of the document are described below (for further details, see the National Statistics Institute Publications *EAPS. Technical Manual* and *EAPS. Description of the survey, definitions and instructions to complete the questionnaire*).

The EAPS is a continuous sample survey with a quarterly periodicity, dealing with the whole of the country. It is aimed at the population residing in main family dwellings, in other words, those used as the regular, permanent dwelling during most of the year. Group dwellings (hospitals, nursing homes, barracks, convents...) and secondary or seasonal dwellings are not considered in the survey.

This is a stratified survey carried out in two stages; census sections are considered in the first stage and family dwellings in the second. All persons living in the selected dwellings are included in the survey.

The sample size is 3,497 sections; an average 18 dwellings are interviewed by section, thus implying 65,000 dwellings per quarter.

The sample has been distributed spatially following a compromise allocation between the uniform and proportional allocation, in order to provide provincial estimates (NUTS 3) and estimates by autonomous communities (NUTS 2).

Conversely, the sample is distributed uniformly over the thirteen weeks that compose each quarter, interviewing approximately 5,000 dwellings a week.

The section sample is divided into 6 subsamples called rotation shifts and the households in a certain rotation shift are replaced each quarter. This means each household is interviewed during six consecutive quarters and is replaced by another household from the same section at the end of those six quarters.

The fieldwork is performed by the interviewers the National Statistics Institute has in each of the 52 delegations. The first interview is personal, whilst the second and following interviews are performed by telephone, unless the household does not have a telephone or prefers personal interviews. All interviews are performed using a laptop or PC. The delegation's work system is based on a weekly sequence that, basically, has the following sequence:

- Week for interview
- Week for revision and refinement
- Week for sending questionnaires to the Central Services (by teleprocessing)

Each of the 52 Provincial Delegations was sent the electronic questionnaire application including the questions for the module in December 2003.

The Internet link enabling delegations to check the instructions needed to complete the module was set up in January 2004.

Fieldwork was performed between April 5th and July 3rd 2004, with the reference period being between March 29th and June 27th of that same year.

The sample size and the lack of response are presented in table 1.

Table 1. Sample size and lack of response by order of interview

	Total		First interview		Second to sixth Interview	
	Absolute value	Percentage	Absolute value	Percentage	Absolute value	Percentage
Initial sample	64,722	100.00	10,878	100.00	53,844	100.00
Refusals	2,350	3.63	1,030	9.47	1,320	2.45
Absences	2,918	4.51	649	5.97	2,269	4.21
Unavailable	180	0.28	15	0.14	165	0.31
Total lack of Response	5,448	8.42	1,694	15.57	3,754	6.97
Original sample Interviewed	59,274	91.58	9,184	84.43	50,090	93.03

In line with the processing of events during fieldwork applied in the EAPS, the 1,030 households who refused to answer during the first interview were replaced by other households, who were selected randomly from the same sections. The final sample of interviewees amounted to 60,304 dwellings (59,274 original dwellings and 1,030 substituted households who refused to participate in the first interview). The composition is depicted in table 2.

Table 2. Sample interviewed by order of interview

	Total		First interview		Second to sixth Interview	
	Absolute value	Percentage	Absolute value	Percentage	Absolute value	Percentage
Sample interviewed	60,304	100.00	10,214	100.00	51,483	100.00
Original sample	59,274	98.29	9,184	89.92	51,483	100.00
Substituted refusals	1,030	1.71	1,030	10.08	0.00	0.00

On the other hand, the final sample, used to obtain estimates, is greater than the 60,304 dwellings appearing in table 2. This is due to the fact that during the automatic processing of information, the system copies the data from the previous quarter (in this case the first quarter of 2004) on households who were absent, refused or were inaccessible during the second quarter and were interviewed during the first quarter. This process aims to reduce the difference that could appear due to lack of response in the estimates. Table 3 presents the final sample by number of interview.

Table 3. Final sample by number of interview

	Total		First interview		Second to sixth Interview	
	Absolute value	Percentage	Absolute value	Percentage	Absolute value	Percentage
Final sample	61,697	100.00	10,214	100.00	51,483	100.00
Sample interviewed	60,304	97.74	10,214	100.00	50,090	97.29
Duplicated households	1,393	2.26	0.00	0.00	1,393	2.71

3. Questionnaire

Questionnaire for the Module for the 2nd Quarter of 2004

Filter of the module: the module will be answered by persons aged 16 and over, who are employed, whose professional situation does not involve family assistance or another situation, with full-time working days.

M. Length and patterns of working time

If you are an employee (D3 = 7,8): go to the box above 3.

If D3 = 6,9: go to the box above 12.

1.- Do you determine your work methods and schedule?

Determines work methods but not schedule	1
Determines schedule but not work methods	2
Determines both	3
Determines neither work methods nor schedule	4

If you work in an establishment with ten or more employees (D14 > = 10): go to box above 12.

2.- In your main employment, do you work for a single firm or customer?

Yes, usually works for a single firm or customer	1
No, usually works for several firms or customers	6

If you are an employer, entrepreneur without employees or member of a cooperative (D3 = 1-5): go to box above 12.

If you are an employee (D3 = 7,8) and the number of effective hours is zero (D17 = 0): go to box above 7.

If you are an employee (D3 = 7,8) and the number of regular hours is less than the number of effective hours because you worked overtime hours (D16 > D17 and D18 = 17), go to 4.

3. Did you work overtime hours during the reference week?

- Yes 1
- No 6 *Go to note above 7*

4. How many overtime hours did you work during the reference week?

No. overtime hours.....

5. We you paid for those overtime hours?

- No, for none 1 *Go to note above 7*
- Yes, for all 2 *Go to note above 7*
- Yes, for some 3

6. How many overtime hours are you paid?

Nº paid overtime hours paid

If you do not work on team with shift work patterns (D25 = 1): go to 8.

If you work on a team with shift work patterns (D25 < > 1): attribute values for D25 to M7.

7. Which type of shift work pattern applies?

- Fixed shift 2
- Works shifts mornings, afternoons and evenings, 7 days a week 3
- Works shifts mornings, afternoons and evenings, from Monday to Friday 4
- Works shifts mornings and afternoons, from Monday to Friday 5
- Works shifts mornings and evenings, from Monday to Friday (clear separation between both type of shifts) 6
- Other types of shifts 7

8.- Who determines your work schedule?

- Entrepreneur 1
- The interested party by mutual agreement with the entrepreneur 2 *Go to 10*
- The interested party 3 *Go to note above 11*

9.- What type of schedule applies?

Fixed start and end of working day	1
Fixed number of hours a day with flexible start and end of working day	2
Flexible start and end of working day, with compensation of credit hours to accumulate or make up hours from one day to the next	3
Flexible start and end of working day with compensation of credit hours to accumulate or make up whole days	4
Other	5

10.- Does your type of contract establish a fixed number of hours a year, considering flexibility as regards weeks and/or months worked?

Yes	1
No	6

If you work on a team with shift work patterns (D25 < > 1): go to box above 12.

11. Do you have an agreement with a company by which you work on-call?

Yes	1
No	6

If you work full time and are an employer, entrepreneur without employees or member of a cooperative (D15 = 1 and D3 = 1-5): End of module

If you work full time and are an employee (D15 = 1 and D3 = 7,8): go to box above 13.

12.- How long is your working day compared to a full time working day in a position similar to you own? ('Similar work' means work performed in the same work place. If in doubt, full time will correspond to working 8 hours a day 5 days a week).

Works less hours a day	1
Works half the number of hours one day a week	2
Works less days a week	3
Works less hours every day and less days a week	4
Works every other week	5

Other

6

If you are a non wage earner (D3 < > 7,8): End of module

If you did not work during the reference week ((C1 < > 1 and C2 < > 1) or D17=0) or usually work at home (D19=2) or (M8=2,3 or (M8=1 and M9=5)) or the work schedule is determined by the interested party by mutual agreement with the entrepreneur (M8=3) or by the actual interested party (M8=3) or by the entrepreneur without fixed start and end of working day, without fixed number of hours worked a day with flexible start and end of working day, without flexible start and end of working day with the possibility of accumulating or making up hours or whole days (M8=1 and M9=5): go to box above 15.

13.- Did you take time off during the reference week of your own initiative?

- | | |
|--|---|
| Yes, took time off | 1 |
| Yes, took half, one or more days off | 2 |
| Yes, took some hours off or at least half a day off | 3 |
| Took time off, but not of his/her own initiative
(labour conflict, employment regulation,...) | 4 |
| Did not take time off because he/she did not need to | 5 |
| Was not able to take time off, although it would be made up
subsequently | 6 |
| Was not able to take time off (hours and/or days) even without having to
make them up | 7 |

If you did not take time off of your own initiative during the reference week (M13=4-7): go to box above M15.

14.- Do you have to make up the time off?

- | | |
|-----------------|---|
| Yes, all of it | 1 |
| Yes, some of it | 2 |
| No, not at all | 3 |

If you are not working on-call (M11 = 6), not working in a team with shift work patterns (D25 = 1) and do not work Saturdays or Sundays, or evenings (D21 < > 1,2 and D22 < > 1,2 and D23 < > 1,2 and D24 < > 1,2): End of module.

15.- Does your working day allow you to reconcile work and family life?

Yes	1
No	6

4. Instructions to complete the questionnaire

Module on Length and patterns of working time (Economically active population survey for the second quarter of 2004)

A INTRODUCTION

The second quarters of each year, the Economically Active Population Survey sees the introduction of a series of questions on specific issues linked to the labour market. These questions are included in the so-called *Ad hoc Module*, which is performed in coordination with the Labour Force Surveys from other European Union countries, in line with the terms envisaged in Council Regulation 577/98 on the organisation of a Community survey on the economically active population (Official Journal of the European Communities L-77, of March 14th).

The second quarter of the year 2004 analysed the issue of the *Length and patterns of working time*, completing the Module dedicated to special labour relationships and work conditions and schedule performed in the second quarter of 2001.

The main goal of this study is to analyse the level to which companies are adapted to their employees and vice versa.

The measures required to modernise the organisation of the labour market must be negotiated and applied, with the final objective of obtaining productive and competitive companies that are able to adapt to the new industrial changes of the times. Consequently, there is a need to implement new technologies, as well as new work methods and schedules.

As regards this last aspect, *new work schedules*, it is important to note the introduction of a schedule with fixed annualised hours with flexibility as regards monthly and weekly schedules, as well as the reduction of the working day and the development of the part time working day. This will allow an improved reconciliation of work and family life, studies or other activities.

B POPULATION SCOPE

The module considers **all** employed persons, **except** those whose professional situation is unpaid family work or other situation, both full-time positions.

C INSTRUCTIONS TO COMPLETE THE QUESTIONNAIRE

Annex I includes the paper version of the questionnaire. The instructions to be followed when completing it are included hereunder.

Annex II proposes several suppositions to clarify the content of some of the questions. If in doubt, check with the department promoting the survey.

All questions refer to the **main employment**, meaning the job described in questions D1 to D25 of the Economically Active Population Survey basic questionnaire.

If you are an employee (D3 = 7,8): go to the box above 3.

If your professional situation is unpaid family work or other (D3 = 6,9): go to box above 12.

1.- Do you determine your work methods and/or schedule?

Determines own work methods but not schedule	1
Determines schedule but not work methods	2
Determines both	3
Determines neither work methods nor schedule	4

This question is aimed at employed persons whose professional situation is that of an employer, entrepreneur without employees or independent workers, or members of a cooperative. Most employers or members of cooperatives respond to code 3.

Nevertheless, entrepreneurs without employees or independent workers will, in principle, choose whichever code and said selection will determine their proximity or remoteness from the behaviour of an employee. This is precisely one of the goals of this question, to analyse the border between employees and independent workers whose behaviour is similar to the former. This would be the case of a freelancer working for a company he/she does not own, since to all effects he/she works like an employee but has a freelancer contract and is considered an independent worker.

The intermediate case would be a translator working at home, who should select code 2, since he/she determines his/her schedule but not how his/her work methods, since the latter are imposed.

Employers, entrepreneurs without employees or independent workers, or members of a cooperative working in establishments with 10 or more employees will go to the box above question 12.

If working in an establishment with ten or more workers (D14 >= 10): go to the box above 12.

2.- In you main employment, do you usually work for a single firm or customer?

Yes, usually works for a single firm or customer	1
No, usually works for several firms or customers	6

People answering code 6 will be mainly entrepreneurs without employees, employers or members of cooperatives that work in companies that have to pursue clients and which, therefore, usually work for several firms or customers. Some examples of these groups are a lot of the so-called liberal professions (journalists, photographers, architects,...), as well as most of the independent workers (builders, plumbers, carpenters,...).

As occurs in the previous example, the main goal of this question is to establish the border between employees and independent works with similar behaviours.

Employers, entrepreneurs without employees or members of a cooperative, will go to box above question 12.

All employees should move on to the following question, except for those who did not work during the reference week (due to illness, holidays,...), who will go to the box above question 7, and those who, as stated in the EAPS, worked more hours than usual during the reference week due to working overtime hours ($D16 < D17$ and $D18 = 17$), who will move on to question 4.

If you are an employer, entrepreneur without employees or member of a cooperative ($D3 = 1-5$): go to box above 12.

If you are an employee ($D3 = 7,8$) and the number of effective hours is zero ($D17 = 0$): go to box above 7.

If you are an employee ($D3 = 7,8$) and the number of regular hours is less than the number of effective hours because you worked overtime hours ($D16 < D17$ and $D18 = 17$), go to 4.

3. Did you work overtime hours during the reference week?

- Yes 1
- No 6 *Go to note above 7*

Overtime hours refer to all hours that exceed the regular working day, either agreed or not and due to circumstances beyond the worker's control or voluntary. Said hours may or may not be paid (in money or kind).

Overtime hours will not include hours worked to make up free time taken off previously, in the case of having a compensation of credit hours system.

4.- How many overtime hours did you work during the reference week?

No. overtime hours.....

The number of overtime hours entered in this question must be below or equal to the number of effective hours worked in the main employment during the reference week. A warning message will appear if the figures do not comply with this structure.

5. We you paid for those overtime hours?

- No, for none 1 *Go to note above 7*
- Yes, for all 2 *Go to note above 7*
- Yes, for some 3

Only people who stated they were paid for working overtime (code 3) in question 5 will answer the following question.

6. How many overtime hours are you paid?

N° paid overtime hours

The number of paid overtime hours must be below or equal to the number of the overtime hours worked minus 1. A warning message will appear if the figures do not match and the answered will be erased.

Employees working on a team with shift work patterns will move on to the next question.

If you do not work on team with shift work patterns (D25 = 1): go to 8.

If you work on a team with shift work patterns (D25 < > 1): attribute values for D25 to M7.

7. What type of shift-system do you work on?

- Fixed shift 2
- Works shifts mornings, afternoons and evenings, 7 days a week 3
- Works shifts mornings, afternoons and evenings, from Monday to Friday 4
- Works shifts mornings and afternoons, from Monday to Friday 5
- Works shifts mornings and evenings, from Monday to Friday (clear separation between both type of shifts) 6
- Other types of shifts 7

Values from question D25 of the EAPS questionnaire will be attributed in this question. All employees will move on to the following question.

8.- Who determines your working times?

Entrepreneur	1
The interested party by mutual agreement with the entrepreneur	2 Go to 10
The interested party	3 Go to note above 11

In cases when the entrepreneur (or employer) determines the employee's working time, without them being able to take part in the determination of said hours, question 8 will be coded with a 1. Code 2 will be used when the worker has reached an **individual** agreement with the employer to perform a certain type of schedule. If the worker can establish his/her schedule freely, use code 3.

Employees whose schedule is determined by the entrepreneur will move on to question 9.

9.- What type of schedule applies?

Fixed start and end of working day	1
Fixed number of hours a day with flexible start and end of working day	2
Flexible start and end of working day, able to accumulate or make up hours from one day to the next	3
Flexible start and end of working day, able to accumulate or make up whole days	4
Other	5

An example of an employment with fixed start and end of working day (code 1) is a teacher whose schedule adapts to the first and last class taught.

Code 2 refers to flexible start and end of working day, as long as workers perform a fixed number of hours a day. There is usually a time range during which employees must be at work. An example of this are the civil servants working at the Public Administration who are expected to be at their work post during certain hours (for example, from 9:00 to 14:30) and have flexible working hours, having to carry out a fixed number of hours a day (normally eight).

Employees who can accumulate working hours by weeks or months will answer codes 3 and 4. This option should not be taken as a system that allows total autonomy as regards the start and end of working day.

If you answer you have a schedule with flexible start and end of working day with the possibility of accumulating and or making up hours and/or days, overtime hours should not have been paid during the reference week. If this is not the case, a warning message will appear.

A frequent case, which will be coded with a 5, refers to schedules with fixed start of the working day, but when workers cannot leave until the work is completed.

10.- Does your type of contract determine a set number of hours a year, with flexibility as regards the hours worked every week/month?

Yes	1
No	6

Employees who do not determine their own schedule and have an annualised hours contract, with flexibility as regards the number of hours worked a month or a week will answer Yes (code 1). That number of hours a week will be determined by the entrepreneur in terms of the needs of production or service.

Employees who do not work in a team with shift work patterns will move on to question 11.

If you work in a team with shift work patterns (D25 < > 1): go to box above question 12.

11. Do you have an agreement with a company that requires you work on-call?

Yes	1
No	6

Those who answer Yes (code 1) will be workers who work when needed. Their schedule will depend on the needs of production or the service to be rendered. In terms of the agreement reached with the entrepreneur, these workers can: perform their tasks on-call, find a substitute to perform it or, finally, choose not to answer. This type of work contract is usually called *zero hours contract*, since the minimum number of hours they

have to work is zero, although sometimes the entrepreneur may establish a minimum number of hours above zero, although he/she is not obliged to.

Non wage-earners working full-time end the module here.

Only employees working part-time should move on to the next question.

If you work full-time and are an employer, entrepreneur without employees or member of a cooperative (D15 = 1 and D3 = 1-5): End of module.

If you work full time and are an employee (D15 = 1 and D3 = 7,8): go to box above question 13.

12.- How long is your working day compared to a full time position in a job similar to you own? (*'Similar work' means work performed in the same work place. If in doubt, full time will correspond to working 8 hours a day 5 days a week*).

- | | | |
|---|---|----------------------|
| Works less hours a day | 1 | <input type="text"/> |
| Works half the number of hours one day a week | 2 | |
| Works less days a week | 3 | |
| Works less hours every day and less days a week | 4 | |
| Works every other week | 5 | |
| Other | 6 | |

This question aims to compare the hours worked during a part time working day and a full time working day, both performed in the same workplace. If the person surveyed is unaware of the duration of the full time working day at his/her work place or if full time is not applicable, he/she will compare his/her working hours with an 8 hour working day performed 5 days a week, which is the regular combination in Spain.

Important: *The pollsters have to read all the options of each question before selecting the one that adapts best to the interviewee's working day. If several options apply, select the one corresponding to the lowest code.*

Employed persons working part time for less hours a day than those envisaged in a full time position will select code 1. For example, if comparing an 8 hour day worked 5 days

a week, this code will include all employees working part time 5 days a week for less than 8 hours a day.

Employed persons working part time during the same number of hours as those working full time at their work place (if in doubt, compare to an 8 hour day, 5 days a week), but for one day a week when they work half the number of hours, will select code 2. For example, if compared to a 8-hour day 5 days a week, this section will include employed persons working 4 days a week for 8 hours and one day a week for 4 hours.

All employed persons working part time who work the same number of hours as those working full time (whom they are compared to), but work less days a week, will select code 3.

Employed persons working less days a week and less hours a day than those in full time employment will select 4. For example, if we compare an 8 hour day 5 days a week, this group will include all persons who work less than 5 days a week for less than 8 hours a day.

All employed persons who work every other week will select 5.

Non wage earners who have answered this question have now completed the module.

Employees who worked during the reference week, who do not work regularly at home and whose schedule is determined by the entrepreneur (or employer), with fixed start and end of the working day, or with flexitime with a set number of hours a day, or with flexitime with the possibility of accumulating hours and/or whole days will move on to the following question.

If you are a non wage earner (D3 < > 7,8): End of module

If you did not work during the reference week ((C1 < > 1 and C2 < > 1) or D17 = 0) or usually work at home (D19 = 2) or if the schedule is determined by mutual agreement with the entrepreneur (M8 = 2) or by the actual interested party (M8 = 3) or by the entrepreneur without fixed start and end of working day, without a fixed number of working hours a day with flexible start and end of working day, without flexible start and end of working day with the possibility of accumulating or making up hours or whole days (M8 = 1 and M9 = 5): go to box above question 15.

13.- Did you take time off during the reference week of your own initiative?

Yes, took time off	1
Yes, took half, one or more days off	2
Yes, took some hours off or at least half a day off	3
Took time off, but not of his/her own initiative (labour Conflict, employment regulation,...)	4
Did not take time off because he/she did not need to	5
Was not able to take time off (hours) although it was necessary and would be made up subsequently	6
Was not able to take time off although it was necessary (hours and/or days) without having to make them up	7

Employees who took time off (hours or days) during the reference week will be coded 1, 2 or 3.

Code 4 will be used for employees who took time off (hours) during the reference week but not of their own initiative. This includes situations such as labour conflicts, employment regulation, bad weather, partial unemployment due to technical or economic reasons, commencement or change of employment during the reference week...

Code 6 will include all employees who wanted to take time off during the reference week aiming to make them up subsequently (their work system allows compensation of credit hours and/or days) but were not able to for work-related reasons.

On the other hand, code 7 includes employees who do not have flexitime and wanted to take time off (hours/days) without needing to make them up (to go to the doctor, family issues,...), but were not able to for work-related reasons.

Persons who did not require time off will be coded with a 5.

Only those persons who have selected code 1, 2 or 3 in this question will move on to the following one.

If you did not take time off during the reference week of your own initiative (M13 = 4-7): go to the box above question 15.

14.- Do you have to make up the time off?

Yes, all of it	1
Yes, some of it	2
No, none of it	3

Persons who have selected codes 1 or 2, i.e. you have to make up some or all of the time off taken during the reference week, usually have flexitime. If this is the case, a warning message will appear and the survey can continue.

Employees working on-call, or on a shift work pattern or who usually work Saturdays, Sundays, in the afternoons or at night will move on to the following question.

If you do not work on-call (M11 = 6), do not work on a team with a shift work pattern (D25 = 1) and do not work Saturdays, Sundays, in the afternoons or at night (D21 < > 1,2 and D22 < > 1,2 and D23 < > 1,2 and D24 < > 1,2): End of module.

15.- Does your working day allow you to reconcile work and family life?

Yes	1
No	6

5. Processing the information

Once the Central Services receive the questionnaires with the survey information (both the main questionnaire and the ad hoc module), they are processed to obtain the final file and the estimates.

The information from the module is processed following a structure similar to the basic questionnaire in line with the following principles (for further information, check the *EAPS publication. Processing the Information*):

- It should not interfere in the processing of the basic questionnaire.
- It should follow a general structure, so that the least possible changes are made from one year to the next.
- It should be simultaneous or subsequent to the processing of the basic questionnaire.

In accordance with these principles, the processing stages applicable to the module are as follows:

1.- Monthly processing

The identification variables of the basic EAPS survey are filtered by automatic detection and manual correction monthly. This filtering has been modified for the second quarters of each year to ensure it can be used for the ad hoc module.

Thus, the filtering of module's identification variables (quarter, province, section, dwelling and number of persons) is performed alongside that of the basic questionnaire.

2.- Quarterly processing

After receiving the thirteen weeks that compose the second quarter of 2004 the regular treatment has been applied to the EAPS basic questionnaire. After completing this process, the module's variables have been processed using the software developed by the General Management for Statistical Information, known as DIA (Automatic Detection and Imputation). This software is also applied during the filtering of the basic questionnaire for the survey.

The EAPS file for the second quarter of 2004 contains 67,350 records of employed persons, with the exception of unpaid family workers or other situations, both in full time employment, with all of them having to answer the module. Furthermore, there are 1,364 records copied during the quarterly filtering stage from the basic EAPS questionnaire who should have answered the module and which are, logically, blank. Thus the real sample, excluding copied records, amounts to 65,996.

After filtering the variables, we obtain the final file for the ad hoc module containing the identification variables, the raising factor, some important variables from the basic file and all the variables from the module. This resulting file is given equivalence and merged with the basic file for the Labour Force Survey (LFS) for the second quarter to generate the complete LFS file: basic LFS variables plus the module variables.

The design of part of the LFS register corresponding to the module is adapted to that specified in the aforementioned Commission Regulation 247/2003 of February 10th.