

**Module on work
organisation and
working time
arrangements
2019**

Methodology

Madrid, June 2020

1. Background

The Community Labour Force Survey (CLFS) is coordinated throughout the European Union in accordance with Council Regulation 577/98 on the organisation of a labour force sample survey in the Community (Official Journal L 077, 14 March 1998).

In Spain, the Community Labour Force Survey is included in the Spanish Labour Force Survey, which was adjusted to the mentioned regulation since the first quarter of 1999.

This regulation establishes that a series of questions on particular issues related with the labour market must be included in the second quarter of each year. Therefore, until 2005 an ad hoc module was carried out during these quarters in Spain, together with the Spanish Labour Force Survey.

En 2005, Regulation 430/2005 was published. It gave the opportunity to provide a group of variables called *structural variables* for an annual sub-sample which would be representative of the year. In case of using an annual sub-sample, it was determined that the gathering of information corresponding with the modules should be carried out together with the sub-sample variables during the whole year.

Therefore in Spain, starting from 2006, the questionnaire associated with the module is asked during the whole year in the sixth interview and for a sixth of the sample, when the information on the sub-sample variables is gathered.

In 2019 the subject addressed was *Work organization and working time arrangements*. The variables of this module have been established through the implementation regulation 2017/2384 of December 19, 2017 of the European Commission and are intended to provide harmonized information on this subject in the European field. The Commission has co-financed the costs of implementing this module.

The target population in the 2019 AHM is everyone aged 16 or more that are employed.

2. Survey design and field work

The sample design of the ad-hoc module *on Work organisation and working time arrangements* is the same as that of the Spanish Labour Force Survey, since it is carried out together with the survey in a sixth of the quarter sample and during the whole year. The most important characteristics of the simple design are described below. More information is available on the National Statistics Institute publications: *EPA. Manual técnico* (Spanish Labour Force Survey. Technical handbook) and *EPA. Descripción de la encuesta, definiciones e instrucciones para la cumplimentación del cuestionario* (Spanish Labour Force Survey. Survey description, definitions and instructions to complete the questionnaire).

The Spanish Labour Force Survey is a continuous and quarterly survey whose geographical scope is the entire national territory. It is addressed to the population living in the main family dwellings, that is the dwellings used during the whole year or most of the year as a permanent and usual home. Collective households (such as hospitals, old people's homes, barracks, convents...) and secondary or seasonal dwellings are not included in the survey.

The survey has a stratified two-stage sampling. Census sections are the first-stage units and household dwellings are the second-stage units. All persons residing in selected dwellings are interviewed.

The sample size is 3,822 sections and, typically, 65,000 dwellings and 160,000 people.

The sample has been spatially distributed following a compromise allocation between proportional allocation and uniform allocation, aiming at being able to provide province estimates (NUTS 3) and Autonomous Communities estimates (NUTS 2).

On the other hand, the sample is evenly distributed along the thirteen weeks that make each quarter.

The sections sample is divided in 6 sub-samples called *waves* and each quarter the dwellings of a wave are replaced; thanks to this mechanism, each family is interviewed during six consecutive quarters and replaced by another family of the same section at the end of the six quarters period.

The field work is carried out by the interviewers working for the National Statistics Institute in each of its 52 delegations. The first interview is personal, the second and following interviews are carried out by phone, unless the family does not have a phone or if they prefer a personal interview.

Personal interviews are carried out in each one of the 52 delegations while the phone interviews are carried out in 7 delegations, where the CATI centres (centres for the computer-assisted gathering of phone information) are located. All the interviews are carried out with a laptop or a desktop computer. The delegation working system is weekly and basically the sequence is as follows:

– Interview week

- Revision and data editing week
- Questionnaires submission to Central Services (by teleprocessing) week

In December 2017 a intranet web page was created so that the provincial delegations could consult the ad-hoc module questions and the instructions for filling it in.

The fieldwork was carried out between January 7th 2019 and January 4th 2020, corresponding to the reference period between January 1th 2019 and December 30st 2019.

Table 1 shows sample size and non response.

Table 1. Sample size and non response in the sixth interview along the 2019 four quarters

	Total	
	Absolute value	Percentage
Initial sample	48,251	100
Refusals	2,389	4.95
Absences	5,350	11.09
Inaccessible	666	1.38
Total non response	8,411	17.42
Interviewed original sample	39,846	82.58

39.846 dwellings made up the finally interviewed sample. None of them was rejected during the centralized processing.

Table 2. Sample effectively interviewed in the sixth interview

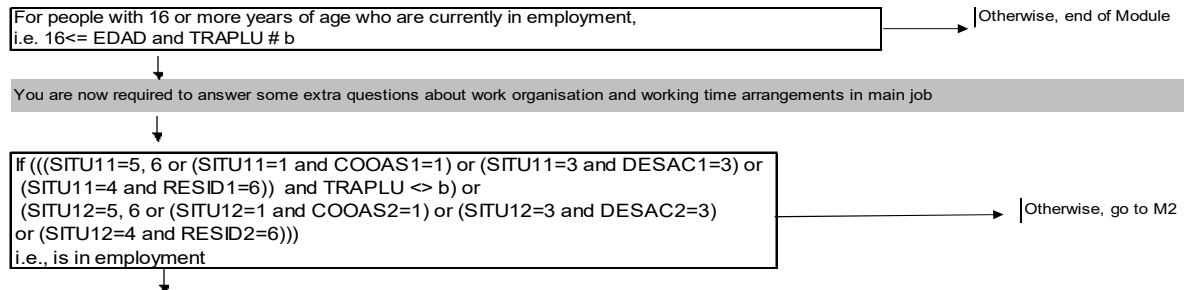
	Total	
	Absolute value	Percentage
Original sample interviewed	39,846	100
Sample loss due to centralized processing	0	0
Sample effectively interviewed	39,846	100

83.207 people were considered candidates for the sixth interviews and 38,134 for the target population of the 2019 ad-hoc module survey. There were one case of non response for the module questions.

3.Questionnaire

Module on work organisation and working time arrangements

(Everybody aged 16 or more who are currently in employment)



1.

If $\text{TRAPLU}=6,0$ and $(\text{SITU11}=5, 6 \text{ or } \text{SITU12}=5, 6)$. **Can you personally decide the start and end of your working time, or does your employer decide?**

If $\text{TRAPLU}=1$ and $(\text{SITU11}=5, 6 \text{ or } \text{SITU12}=5, 6)$. **In your main job, can you personally decide the start and end of your working time, or does your employer decide?**

If $\text{TRAPLU}=6,0$ and $((\text{SITU11}=1 \text{ and } \text{COOAS1}=1) \text{ or } (\text{SITU11}=3 \text{ and } \text{DESAC1}=3) \text{ or } (\text{SITU11}=4 \text{ and } \text{RESID1}=6)) \text{ or } ((\text{SITU12}=1 \text{ and } \text{COOAS2}=1) \text{ or } (\text{SITU12}=3 \text{ and } \text{DESAC2}=3) \text{ or } (\text{SITU12}=4 \text{ and } \text{RESID2}=6))$

Can you personally decide the start and end of your working time?

If $\text{TRAPLU}=1$ and $((\text{SITU11}=1 \text{ and } \text{COOAS1}=1) \text{ or } (\text{SITU11}=3 \text{ and } \text{DESAC1}=3) \text{ or } (\text{SITU11}=4 \text{ and } \text{RESID1}=6)) \text{ or } ((\text{SITU12}=1 \text{ and } \text{COOAS2}=1) \text{ or } (\text{SITU12}=3 \text{ and } \text{DESAC2}=3) \text{ or } (\text{SITU12}=4 \text{ and } \text{RESID2}=6))$

In your main job, can you personally decide the start or end of your working time?

(Interviewer: You must read all answer choices before the respondent answers)

- You can decide it personally without restrictions 1 ☐ | Go to M4
- You can decide it with certain restrictions 2 ☐ | Go to M3
- It is mainly decided by your employer or by the company or business you work for 3 ☐ | Go to M3
- Cannot say 0 ☐ | Go to M3

2.

(If $\text{TRAPLU}=6,0$) **Can you personally decide the start and end of your working time?**

(If $\text{TRAPLU}=1$) **In your main job, can you personally decide the start or end of your working time?**

- You can decide it personally without restrictions 1 ☐ | Go to M4
- You can decide it with certain restrictions 2 ☐
- It is determined mainly by your clients, your work or legal regulations 3 ☐
- (Only appears if $\text{SITU11}=7$ or $\text{SITU12}=7$) It is mainly decided by your employer or by the company or business you work for 4 ☐
- Cannot say 0 ☐

3.

(If $\text{TRAPLU}=6,0$) **In your job, how easy or difficult is it for you to take one or two hours off for personal or family reasons on the same day you need it?**

(If $\text{TRAPLU}=1$) **In your main job, how easy or difficult is it for you to take one or two hours off for personal or family reasons on the same day you need it?**

(It doesn't matter if the hours have to be made up or not)

(Interviewer: You must read all answer choices before the respondent answers)

- Very easy 1 ☐
- Quite easy 2 ☐
- Quite difficult 3 ☐
- Very difficult 4 ☐
- Cannot say 0 ☐

4.

If ((SITU11=5, 6 or (SITU11=1 and COOAS1=1) or (SITU11=3 and DESAC1=3) or (SITU11=4 and RESID1=6)) or (SITU12=5, 6 or (SITU12=1 and COOAS2=1) or (SITU12=3 and DESAC2=3) or (SITU12=4 and RESID2=6)))

And how easy or difficult is it for you to take one or two days off by requesting it three working days or less in advance?

If ((SITU11=1 and COOAS1#1) or (SITU11=3 and DESAC1#3) or (SITU11=4 and RESID1#6) or (SITU11=0, 2, 7) or (SITU12=1 and COOAS2#1) or (SITU12=3 and DESAC2#3) or (SITU12=4 and RESID2#6) or (SITU12= 0, 2, 7))

And how easy or difficult is it for you to take one or two days off knowing it three working days or less in advance?

(Sick days are not taken into account)

(Interviewer: You must read all answer choices before the respondent answers)

- | | |
|------------------|----------------------------|
| - Very easy | 1 <input type="checkbox"/> |
| - Quite easy | 2 <input type="checkbox"/> |
| -Quite difficult | 3 <input type="checkbox"/> |
| - Very difficult | 4 <input type="checkbox"/> |
| - Cannot say | 0 <input type="checkbox"/> |

5.

(If TRAPLU=6,0). **How often do you have to make a change to your working time as required by your tasks, clients or your superiors?**

(If TRAPLU= 1). **In your main job, how often do you have to make a change to your working time as required by your tasks, clients or your superiors?**

(Overtime is taken into account)

(Interviewer: You must read all answer choices before the respondent answers)

- | | |
|----------------------------|----------------------------|
| - At least once a week | 1 <input type="checkbox"/> |
| - At least once a month | 2 <input type="checkbox"/> |
| - Less frequently or never | 3 <input type="checkbox"/> |
| - Cannot say | 0 <input type="checkbox"/> |

6.

(If TRAPLU=6,0). **In the 2 months previous to the Sunday of the reference week, how often were you contacted during your leisure time for work matters?**

(If TRAPLU=1). **In the 2 months previous to the Sunday of the reference week, how often were you contacted during your leisure time for work matters? (Refer to your main job)**

(Interviewer: You must read all answer choices before the respondent answers)

- | | | |
|-----------------|----------------------------|------------------------|
| - Never | 1 <input type="checkbox"/> | Go to the box above M8 |
| - Once or twice | 2 <input type="checkbox"/> | Go to the box above M8 |
| - More often | 3 <input type="checkbox"/> | |
| - Cannot say | 0 <input type="checkbox"/> | Go to the box above M8 |

7.

Was any action expected from you before the next working day?

- | | |
|--------------|----------------------------|
| - Yes | 1 <input type="checkbox"/> |
| - Not | 6 <input type="checkbox"/> |
| - Cannot say | 0 <input type="checkbox"/> |

If (((SITU11=5, 6 or (SITU11=1 and COOAS1=1) or (SITU11=3 and DESAC1=3) or (SITU11=4 and RESID1=6)) and TRAPLU <> b) or (SITU12=5, 6 or (SITU12=1 and COOAS2=1) or (SITU12=3 and DESAC2=3) or (SITU12=4 and RESID2=6)))
i.e. if is employee

Otherwise, go to M10

8.

(If TRAPLU=6,0). **In your job, is your presence or number of working hours recorded?**

(If TRAPLU=1). **In your main job, is your presence or number of working hours recorded?**

(Interviewer: You must read all answer choices before the respondent answers)

- Only your presence is recorded 1 ☐
- The number of hours is recorded 2 ☐
- Nothing is recorded 3 ☐ | Go to M10
- Cannot say 0 ☐ | Go to M10

9.

(If TRAPLU=6, 0 and M8=1). - **How is the presence recorded in your job?**

(If TRAPLU=1 and M8=1). **How is the presence recorded in your main job?**

(If TRAPLU=6,0 and M8=2). **How are working hours recorded?**

(If TRAPLU=1 and M8=2). **How are working hours recorded in your main job?**

(Interviewer: You must read all answer choices before the respondent answers)

- Automatically recorded (clocking system, log-in at computer) 1 ☐
- Manually, by recording oneself 2 ☐
- Manually, through a recorded made by a colleague or supervisor 3 ☐
- By other method 4 ☐
- Cannot say 0 ☐

10.

(If TRAPLU=6,0). **In your job, how often do you work under pressure for lack of time to complete your tasks?**

(If TRAPLU=1). **In your main job, how often do you work under pressure for lack of time to complete your tasks?**

(Interviewer: You must read all answer choices before the respondent answers)

- Always 1 ☐
- Often 2 ☐
- Sometimes 3 ☐
- Never 4 ☐
- Cannot say 0 ☐

11.

(If TRAPLU=6,0). **To what extent can you influence the order of the tasks you perform in your job?**

(If TRAPLU=1). **To what extent can you influence the decision-making on the content of the tasks in your main job?**

(Interviewer: You must read all answer choices before the respondent answers)

- You can greatly influence 1 ☐
- You can moderately influence 2 ☐
- You can influence little 3 ☐
- Cannot say 0 ☐

12.

(If TRAPLU=6,0). **To what extent can you influence the decision-making on the content of the tasks in your job?**

(If TRAPLU=1). **To what extent can you influence the decision-making on the content of the tasks in your main job?**

(Interviewer: You must read all answer choices before the respondent answers)

- You can greatly influence 1 ☐
- You can moderately influence 2 ☐
- You can influence little 3 ☐
- You can't influence anything 4 ☐
- Cannot say 0 ☐

13.

(If TRAPLU=6,0). **What is the place where you mainly work?**

(If TRAPLU=1). **In your main job, what is the place where you mainly work?**

(Interviewer: You must read all answer choices before the respondent answers)

- At the premises of the company for which you work or at the premises of your own company 1 ☐
- At your home 2 ☐ Go to the box above M15
- At the premises or at the clients' homes 3 ☐
- There is no fixed location (e.g. in a vehicle, delivery service, etc.) 4 ☐
- In a place other than the previous ones 5 ☐
- Cannot say 0 ☐

14.

(If TRAPLU=6,0). **How long does it usually take to get from home to work?**

(If TRAPLU=1). **In your main job, how long does it usually take to get from home to work?**

(Please provide the average time of the outward or return journey in minutes, without taking into account occasional diversions)

(Interviewer, if the time declared by the interviewee is not in minutes, convert it to minutes. If you do not know the time, enter 999)

Time in minutes:

If M13 # 0

Otherwise, end of Module

If you work mainly in a place other than the premises or at the clients' homes
i.e. M13 = 1, 2, 4, 5

Otherwise, go to M16

15.

(If TRAPLU=6,0). **In your job, do you sometimes have to work in a different place than usual?**

(If TRAPLU=1). **In your main job, do you sometimes have to work in a different place than usual?**

- Yes 1 ☐
- Not 6 ☐ End of Module
- Cannot say 0 ☐ End of Module

16.

(If TRAPLU=6,0). - **How often do you change your workplace?**

(If TRAPLU=1). **How often do you change your workplace at that job?**

- | | |
|-------------------------|----------------------------|
| - At least once a day | 1 <input type="checkbox"/> |
| - At least once a week | 2 <input type="checkbox"/> |
| - At least once a month | 3 <input type="checkbox"/> |
| - Less frequently | 4 <input type="checkbox"/> |
| - Cannot say | 0 <input type="checkbox"/> |

4. Instructions for completing the questionnaire

Module Work organisation and working time arrangements (Economically Active Population Survey 2019)

A INTRODUCTION

Until 2005, in the second quarter of each year, a series of questions on specific issues related to the labour market are included in the Economically Active Population Survey. Since 2006, these questions have been asked throughout the year, but only to one-sixth of the sample, specifically to the dwellings that are on their sixth interview. These questions are included in the so-called *Ad hoc module*, which is carried out in cooperation with the Labour Force Surveys of other European Union countries, as indicated in Council Regulation (EC) No. 577/98 of 9 March 1998, on the organisation of a labour force sample survey in the Community (Official Journal of the European Communities L 77, of 14 March).

The 2019 module arises from a common agreement between the national statistics institutes and Eurostat based on Article 14 (1) (c) of Regulation (EC) No. 223/2009 of the European Parliament and the European Council on Statistics which allows for the implementation of statistical studies by means of agreements.

According to the mentioned regulation, this type of agreement must be written so as to guarantee a sufficient level of transparency, clarity and certainty in the development, production and dissemination of the European statistics.

Commission Regulation (EU) No. 1851/2016 of 14 June 2016 adopting the programme of ad hoc modules, covering the years 2019 to 2021, for the labour force sample survey provided for in Regulation (EC) No. 577/98 (OJ L 99, 9.4.2013, p. 11) specifies and describes the areas in which it must be provided more detailed information and to be included in the 2019 ad hoc module Work organisation and working time arrangements.

This regulation indicates the need for an exhaustive and comparable set of data on work organisation and working time arrangements, as well as having more detailed data on participation in the labour market, in order to supervise progress towards the common objectives of the Europe 2020 Strategy.

In addition, it also takes into account the need expressed in the strategy to promote flexibility and security in the labour market, for greater adaptability of both companies and workers in Europe, so it is necessary to collect data through a large-scale European survey on the degree of application of the various forms of new practices in relation to work organization and specific working time provisions, as well as the experiences of workers in this regard.

For all these reasons, it approves the creation of an annual module that addresses the different facets related to these topics. In this line, the theme **of the 2019 module** is oriented in three aspects on which more detailed information must be provided and which correspond to the following sub-modules:

Sub-module 1: Flexibility of working times, which aims to provide more details on the way in which workers can decide on their working times and absences, as well as on the frequency with which workers are forced to change their work times.

Submodule 2: Methods at work, in which the objective is to collect information on deadline pressures, direct management and autonomy in the workplace.

Submodule 3: Place of work, the objective of which is to provide more details about the workplace and the commuting time to it, expressed as the time needed to get to work from home.

The Commission Implementation Regulation (EU) n° 2017/2384, of 19 December, 2017, which specifies the technical characteristics of the 2019 ad hoc module on Work organisation and working time arrangements in relation to the Active Population Survey in accordance with Council Regulation (EC) No. 577/98, apart from the aforementioned technical characteristics, describes the filters, the codes and the deadline for transmission by the Member States of data from this module.

B TARGET POPULATION

The module is addressed to people **aged 16 or more that are employed**.

C INSTRUCTIONS FOR COMPLETING THE QUESTIONNAIRE

This section provides the instructions for completing the questionnaire that basically are an adaptation of the explanatory notes developed by Eurostat to the execution of the ad hoc module 2019.

Code 0 (cannot say) should be used **exclusively** if the person is unable to select any of the remaining response codes. **This should not be read** by the interviewer. **This norm is applicable to all questions that allow “cannot say” as a response.**

The questionnaire will be answered by people aged 16 or more that are employed

In addition to this general filter, you will find next to each question the additional specific filters that affect it.

All the questions are related to the main job.

Sub-module 1. 'Flexibility of working times'

1.

If TRAPLU=6,0 and (SITU11=5, 6 or SITU12=5, 6). **Can you personally decide the start and end of your working time, or does your employer decide?**

If TRAPLU=1 and (SITU11=5, 6 or SITU12=5, 6). **In your main job, can you personally decide the start and end of your working time, or does your employer decide?**

If TRAPLU=6,0 and (((SITU11=1 and COOAS1=1) or (SITU11=3 and DESAC1=3) or (SITU11=4 and RESID1=6)) or ((SITU12=1 and COOAS2=1) or (SITU12=3 and DESAC2=3) or (SITU12=4 and RESID2=6)))

Can you personally decide the start and end of your working time?

If TRAPLU=1 and (((SITU11=1 and COOAS1=1) or (SITU11=3 and DESAC1=3) or (SITU11=4 and RESID1=6)) or ((SITU12=1 and COOAS2=1) or (SITU12=3 and DESAC2=3) or (SITU12=4 and RESID2=6)))

In your main job, can you personally decide the start or end of your working time?

(Interviewer: You must read all answer choices before the respondent answers)

- You can decide it personally without restrictions

1 ☐ | Go to M4

- You can decide it with certain restrictions

2 ☐ | Go to M3

- It is mainly decided by your employer or by the company or business you work for

3 ☐ | Go to M3

- Cannot say

0 ☐ | Go to M3

This question is aimed at people aged 16 or more that are employees.

It will be formulated in four different ways depending on the response on the EPA questionnaire to their professional status and if they have more than one job, that is, if they have directly answered that they are employees, if they have been reclassified as such and if they have one or more jobs.

The objective of this question is to know if the person can change his schedule in his main job by himself. In case of *employees*, the variable intends to capture the way in which working time is officially set. If it is set by the employer or by the employee or to varying degrees by both. However, self-employed workers generally have a greater degree of flexibility, although they may be subject to certain restrictions imposed by customers, by legal rules and regulations or opening hours.

The question measures the respondent's situation. It does not aim to capture the general situation of the whole business or organization that he works for. Therefore, the respondent must choose the answer that is most appropriate in his specific case.

Working time is understood as working hours (working days in a week and working hours in one day), and to make the question more specific, it focuses on the start and end times of the workday.

It is intended to know the way in which the working time is officially established, if it is established by the employer, the worker or both.

When employees exceptionally vary their working times beyond the official agreement, it is not of relevance for this variable.

Option 1 should be chosen when the employee has no agreed working time at all, but only objectives or responsibilities (e.g. for directors, high-level experts). Persons with annual working time accounts should rather choose category (1).

Shift-workers, including police forces or nurses, can choose the most appropriate answer, depending on how their shifts are defined (fully determined or with the possibility of being adapted).

Workers with flexible hours are a special case, as they can decide their working time with their employer (so, with certain restrictions). That is why they should choose the code 2.

Teachers usually have some working hours that are fixed and cannot be changed (like lessons), but another part of their working time can be organized freely (like preparation and follow-up). That is why they frequently choose the intermediate category (2).

Working hours determined by clients are less frequent in employees than in self-employed workers. However, customers, and in a broader sense also the orders and deadlines for the delivery of work, can influence their working hours. Despite this, the worker must express his opinion on the way his working hours are established.

2.

(If TRAPLU=6,0) **Can you personally decide the start and end of your working time?**

(If TRAPLU=1) **In your main job, can you personally decide the start or end of your working time?**

- | | | |
|---|----------------------------|----------|
| - You can decide it personally without restrictions | 1 <input type="checkbox"/> | Go to M4 |
| - You can decide it with certain restrictions | 2 <input type="checkbox"/> | |
| - It is determined mainly by your clients, your work or legal regulations | 3 <input type="checkbox"/> | |
| - (Only appears if SITU11= 7 or SITU12=7) It is mainly decided by your employer or by the company or business you work for | 4 <input type="checkbox"/> | |
| - Cannot say | 0 <input type="checkbox"/> | |

This question will be answered by everyone 16 years of age or older who are employers with employees, employers without employees who do not work in or for the company or business of an employer that provides them with work, members of cooperatives who are not employees of the same, family workers that resides with the owner of the business they work for or people who do not know what their professional status is.

It will be formulated in two different ways depending on whether the interviewee has one or more jobs. The answer option 4 should only appear if SITU11 = 7 or SITU12 = 7, that is, if the answer in B6 or C2 (questions about the professional status) is "Another professional status".

Although self-employed workers have a high degree of flexibility in their working hours, the interviewee must choose the most appropriate response in their specific case. If he thinks that clients, or legal regulations, are the ones that mainly determine

their working hours, response categories which identify restrictions (2 and 3), might be the most appropriate.

Customers, and in a broader sense also job orders and deadlines, could influence the working time. Despite this, the interviewee must express their opinion on the way their working hours are established and in any case, the respondents must choose the answer that is most appropriate in their specific case.

3.

(If TRAPLU=6,0) **In your job, how easy or difficult is it for you to take one or two hours off for personal or family reasons on the same day you need it?**

(If TRAPLU=1) **In your main job, how easy or difficult is it for you to take one or two hours off for personal or family reasons on the same day you need it?**

(It doesn't matter if the hours have to be made up or not)

(Interviewer: You must read all answer choices before the respondent answers)

- | | |
|-------------------|----------------------------|
| - Very easy | 1 <input type="checkbox"/> |
| - Quite easy | 2 <input type="checkbox"/> |
| - Quite difficult | 3 <input type="checkbox"/> |
| - Very difficult | 4 <input type="checkbox"/> |
| - Cannot say | 0 <input type="checkbox"/> |

This question will be answered by people aged 16 and over who are in employment and who in the previous questions have stated that they do not have their working hours fully flexible (with M1 = 2, 3, 0 or M2 = 2, 3, 4, 0).

It will be formulated in two different ways depending on whether the interviewee has one or more jobs.

The aim is to evaluate if the employed with working hours that are not totally flexible, can have additional flexibility to reconcile work and family life, asking if in the short term the person has the possibility of taking hours off for personal reasons or relatives. The "same day" time reference is used to cover "short term" situations.

The question refers to the respondent's situation. It does not aim to capture the general situation or rules at the enterprise or organisation in taking hours off. The question measures the respondent's general expectation of the ease or difficulty to take one or two hours off. It does not have to base on personal experiences which will of course influence the expectations accordingly if they exist.

Personal or family matters exclude leisure purposes (e.g. playing tennis). Medical appointments, running important errands, participating at family events are included. In general, these are examples of important personal or family matters, without including the dramatic examples of accidents or emergencies for which the worker often has a clear right to leave work.

It does not matter if the hours taken off have to be compensated or not. What is relevant for this variable is only the possibility of taking hours to increase flexibility and facilitate reconciliation with family or personal matters.

If an employment already offers certain flexibility and there is distinction between core and non-core hours, the question relates to the core hours. If the spontaneous answer for any informant is "Impossible", code 4 should be chosen.

4.

If ((SITU11=5, 6 or (SITU11=1 and COOAS1=1) or (SITU11=3 and DESAC1=3) or (SITU11=4 and RESID1=6)) or (SITU12=5, 6 or (SITU12=1 and COOAS2=1) or (SITU12=3 and DESAC2=3) or (SITU12=4 and RESID2=6)))

And how easy or difficult is it for you to take one or two days off by requesting it three working days or less in advance?

If ((SITU11=1 and COOAS1#1) or (SITU11=3 and DESAC1#3) or (SITU11=4 and RESID1#6) or (SITU11=0, 2, 7) or (SITU12=1 and COOAS2#1) or (SITU12=3 and DESAC2#3) or (SITU12=4 and RESID2#6) or (SITU12= 0, 2, 7))

And how easy or difficult is it for you to take one or two days off knowing it three working days or less in advance?

(Sick days are not taken into account)

(Interviewer: You must read all answer choices before the respondent answers)

- | | |
|------------------|----------------------------|
| - Very easy | 1 <input type="checkbox"/> |
| - Quite easy | 2 <input type="checkbox"/> |
| -Quite difficult | 3 <input type="checkbox"/> |
| - Very difficult | 4 <input type="checkbox"/> |
| - Cannot say | 0 <input type="checkbox"/> |

This question will be answered by people aged 16 and over who are in employment.

It will be formulated in two different ways depending on the response in the EPA questionnaire to their professional status, that is, if they have directly answered that they are employees or have been reclassified as such; or if they are employers, or are in another situation.

In this question, days off are understood as holidays. Days off taken for illness are excluded.

This question tries to measure the possibility to spontaneously take days off. It is independent from the motivation or reason for doing so. It is not supposed to measure if people becoming sick may have problems of staying at home.

The time reference of "three working days" is used to cover the concept of "at short notice".

Long (or planned) leaves are excluded. For the purpose of the variable, it is assumed that the 1-2 days of leave are outside the planned leave (in the cases when part of the annual leave is agreed together with colleagues/superiors), and not during the period in which the business is closed, or production stopped.

The respondent is invited to consider the usual situation. If periods when leave cannot be taken (because of specific rhythms and deadlines) occur regularly or make up a substantive part of the job the answer will reflect this. On the other hand, if such periods are exceptional, then they should not influence the answer to this question.

The question measures the general expectation of the ease or difficulty to take one or two days of leave. If experiences exist, it will of course influence the expectation accordingly.

If the spontaneous answer for any informant is "Impossible", code 4 should be choosed.

5.

(If TRAPLU=6,0). **How often do you have to make a change to your working time as required by your tasks, clients or your superiors?**

(If TRAPLU= 1). **In your main job, how often do you have to make a change to your working time as required by your tasks, clients or your superiors?**

(Overtime is taken into account)

(Interviewer: You must read all answer choices before the respondent answers)

- | | |
|----------------------------|----------------------------|
| - At least once a week | 1 <input type="checkbox"/> |
| - At least once a month | 2 <input type="checkbox"/> |
| - Less frequently or never | 3 <input type="checkbox"/> |
| - Cannot say | 0 <input type="checkbox"/> |

This question is aimed at people aged 16 or more who are employed.

It will be formulated in two different ways depending on whether the interviewee has one or more jobs.

The question does not measure expectations or a perceived pressure at the workplace but concrete behaviour of how often the respondent usually has to adapt his working times to fulfil the work.

If the respondents regularly have to adapt their working schedules it will have a negative impact on the freedom to organise their leisure time or fulfil family responsibilities. Therefore, this question provides additional information to that collected in previous ones, which measure the flexibility given by the company or organization.

Changes in the working time can be the consequence of a self-perceived necessity because of the volume of work or tight or changed deadlines. While this will be often the situation for self-employed, in the case of employees it may also be a consequence of a request from the employer.

Changes made to the working time means mainly starting earlier or later or by working longer. Overtime can be the consequence. It plays no role if eventual overtime is paid or unpaid.

For shift workers that would mean either having to take extra shifts or changing an agreed shift pattern (e.g. changing from the morning to the late shift).

Code 2 "At least once a month" refers to the case that the frequency is at least once a month, but less than once a week.

6.

(If TRAPLU=6,0). **In the 2 months previous to the Sunday of the reference week, how often were you contacted during your leisure time for work matters?**

(If TRAPLU=1). **In the 2 months previous to the Sunday of the reference week, how often were you contacted during your leisure time for work matters?**
(Refer to your main job)

(Interviewer: You must read all answer choices before the respondent answers)

- | | | |
|-----------------|----------------------------|------------------------|
| - Never | 1 <input type="checkbox"/> | Go to the box above M8 |
| - Once or twice | 2 <input type="checkbox"/> | Go to the box above M8 |
| - More often | 3 <input type="checkbox"/> | |
| - Cannot say | 0 <input type="checkbox"/> | Go to the box above M8 |

Like question 5, this question will be answered by all employed persons aged 16 and over and will be formulated in two different ways depending on whether the interviewee has one or more jobs.

This question tries to assess the impact that work can have on the respondent's free time and to what extent this could be a problem for the balance between work and family life. It is about knowing the general availability and the quick reaction to requests from employers and / or clients since they directly interfere in free time.

In this case, the question is not related to expectations, but rather to specific situations that have occurred in the last two months in which the respondent was contacted and he had to react. The two-month period is chosen as a compromise solution, which avoids problems with vacation periods and maintains a short period of time to limit forgetfulness on the part of the interviewee.

The employees can be contacted by their boss, colleagues, business partners, etc., as well as by clients.

The contact can be by phone (or mobile devices), at the private or business e-mail address or in person. E-mails sent to the business e-mail address outside office hours if the worker is normally not expected to read these e-mails before the next working day, are not considered a contact. The checking of e-mails as such is not counted as a contact.

For most employees, 'leisure time' means being contacted in between working days after their regular work hours and before the start of the next working day.

Self-employed and most family workers should choose the most appropriate answer for their leisure time.

Workers who are on "standby" (i.e. who receive some money to be available to go to work in case of emergency) should consider this period as leisure time.

7.

Was any action expected from you before the next working day?

- Yes

1 ☐

- Not

6 ☐

- Cannot say

0 ☐

This question will be answered by people aged 16 and over who are in employment and have been contacted more than twice in their free time in the last two months (M6 = 3).

This question refers to whether is expected (by the employer, company, colleagues, clients) that the person acts quickly after contact, that is, that they have to take action before the next business day.

In the case that only the contact is reacted or the information is received (reading an email, answering a call), for the purposes of this question it will not be considered as taking action. The action must be a productive contribution, such as providing information or making decisions by phone or email.

For the purposes of this question, if it is expected (by the employer, company, colleagues, clients) that the respondent takes any action before the next business day, he or she must answer "yes", even if for any reason they have not taken it.

Sub-module 2. 'Methods at work'

8.

(If TRAPLU=6,0). In your job, is your presence or number of working hours recorded?

(If TRAPLU=1). In your main job, is your presence or number of working hours recorded?

(Interviewer: You must read all answer choices before the respondent answers)

- | | | |
|-----------------------------------|----------------------------|-----------|
| - Only your presence is recorded | 1 <input type="checkbox"/> | |
| - The number of hours is recorded | 2 <input type="checkbox"/> | |
| - Nothing is recorded | 3 <input type="checkbox"/> | Go to M10 |
| - Cannot say | 0 <input type="checkbox"/> | Go to M10 |

This question will be answered by people aged 16 and over who are employees.

Will be formulated in two different ways depending on whether the interviewee has one or more jobs.

The answer categories for this question should be presented to the respondent before answering, therefore they must be read or displayed when the question is asked.

This question intends mainly to assess the degree of autonomy and trust that are given to the employees in their main job.

In the case that only specific working hours are recorded (for example, overtime) and most of the working hours are not recorded, code 1 (Only your presence is recorded) or code 3 (Nothing is recorded) should be chosen.

The recording of presence can be seen as less strict than an exact recording of the hours worked. On the other hand the recording can be a protection of the employee against working frequently more than contractually agreed or a constant availability outside working hours.

9.

(If TRAPLU=6, 0 and M8=1). - **How is the presence recorded in your job?**

(If TRAPLU=1 and M8=1). **How is the presence recorded in your main job?**

(If TRAPLU=6,0 and M8=2). **How are working hours recorded?**

(If TRAPLU=1 and M8=2). **How are working hours recorded in your main job?**

(Interviewer: You must read all answer choices before the respondent answers)

- | | |
|--|----------------------------|
| - Automatically recorded (clocking system, log-in at computer) | 1 <input type="checkbox"/> |
| - Manually, by recording oneself | 2 <input type="checkbox"/> |
| - Manually, through a recorded made by a colleague or supervisor | 3 <input type="checkbox"/> |
| - By other method | 4 <input type="checkbox"/> |
| - Cannot say | 0 <input type="checkbox"/> |

This question will be answered by people aged 16 and over who are employees and usually record the number of hours or their presence at work (M8 = 1, 2).

Similar to the rest of the questions in the module, it is formulated in four different ways depending on whether the interviewee has one or more jobs and whether the number of hours or only the presence at work is recorded.

Respondents must know the four possible categories before answering, therefore they must be read or displayed when the question is asked.

Although this question gives an idea of the recording modes applied, its purpose is not to know the exact frequencies of the systems used or the technical solutions to record working hours. Therefore, the recording frequency (daily, weekly or monthly) is not relevant in this question.

When respondents have different kinds of recording in their main job, they should mention the one that covers most of the working time. For example, an employed craftsman could have his working hours at the workshop supervised by the secretary but notes the working hours by himself, when he is at clients' places. If he mainly works at client's places he should choose his own recording. This also applies when only specific working hours are recorded (e.g. overtime or hours taken off). In this case it must be referred to hours that cover most of the working time.

The code 'Automatically' refers to situations in which working hours or presence are recorded through an automated system, either when the employee enters the company premises, or when they log on to a computer or device, or when you start a machine.

Examples of situations in which this code should be selected:

- . A driver whose working time is measured through the operation of a truck would be counted here.
- . A computer registering log-in at home when used for teleworking.
- . Clocking systems are included here no matter if they work with punch cards or electronically.

However, informal recording is not included in code 1, that is, when information on the presence of the worker is automatically available, but not with the aim of controlling it, but as something secondary, for example, when the presence is

registered by means of an electronic system that grants access to a building or when the presence is obvious, as in the case of teachers or sales personnel.

The code '*Manually by recording oneself*', refers to situations in which it is the employee who registers the times on his own account and at his own discretion, regardless of the technique used which may be: make notes on paper, fill out forms or paper forms, fill in tables made on the computer, whether they are their own or standardized or in any other electronic registration system.

If the interviewee's own time record needs to be validated by a supervisor, they would have to choose between answers 2 and 3, depending on the degree to which the supervisor actually monitors and corrects the employee's recordings.

If time sheets are normally validated without corrections or only when the employee has made an obvious mistake, answer 2 should be chosen.

If the corrections frequently occur or would very likely occur when real and indicated times do not coincide, answer 3 should be chosen.

If a colleague or supervisor directly indicates the working hours, answer 3 should also be chosen. The same will be done when the presence must be signed on some sheets or when the hours of work forms must be completed in front of a colleague or supervisor.

10.

(If TRAPLU=6,0). **In your job, how often do you work under pressure for lack of time to complete your tasks?**

(If TRAPLU=1). **In your main job, how often do you work under pressure for lack of time to complete your tasks?**

(Interviewer: You must read all answer choices before the respondent answers)

- | | |
|--------------|----------------------------|
| - Always | 1 <input type="checkbox"/> |
| - Often | 2 <input type="checkbox"/> |
| - Sometimes | 3 <input type="checkbox"/> |
| - Never | 4 <input type="checkbox"/> |
| - Cannot say | 0 <input type="checkbox"/> |

This question will be answered by people aged 16 and over who are in employment.

Will be formulated in two different ways depending on whether the interviewee has one or more jobs.

This question assesses how common it is for the respondent in the main job to work under time pressure. That means that the time the respondent has to accomplish the work tasks is not sufficient and he/she either has to speed up work and eventually to extend working times, being able to produce feelings of discomfort and stress.

Respondents should know the four possible categories before answering, therefore they must be read or displayed when the question is asked.

This question is subjective, it must include the perception of the respondent who must choose the modality that he considers most appropriate. Even though objective conditions influence the time pressure someone is exposed to, it also depends on individual capacities and the subjective interpretation of the situation, the answer will be a combination of general ideas of a manageable workload and the capacities of the respondents to face it.

11.

(If TRAPLU=6,0). **To what extent can you influence the order of the tasks you perform in your job?**

(If TRAPLU=1). **To what extent can you influence the decision-making on the content of the tasks in your main job?**

(Interviewer: You must read all answer choices before the respondent answers)

- | | |
|--------------------------------|----------------------------|
| - You can greatly influence | 1 <input type="checkbox"/> |
| - You can moderately influence | 2 <input type="checkbox"/> |
| - You can influence little | 3 <input type="checkbox"/> |
| - You can't influence anything | 4 <input type="checkbox"/> |
| - Cannot say | 0 <input type="checkbox"/> |

This question will be answered by people aged 16 and over who are in employment.

Will be formulated in two different ways depending on whether the interviewee has one or more jobs.

Respondents should know the four possible categories before answering, therefore they must be read or displayed when the question is asked.

It's about measuring the degree the autonomy of the respondent in the main job, meaning how far he/she can influence the way work is carried out or that it is less predefined by the company or organisation and more left to the employee. A high job autonomy is also often seen as an indicator for a higher job quality and related to a higher job satisfaction. The questions 11 and 12 cover the two dimensions of influence on the order and the content of the tasks.

This question does not measure the real influence but the subjective perception of it, the interviewee's judgment must be based on his personal experience and therefore, he must choose the modality that he considers most appropriate.

12.

(If TRAPLU=6,0). **To what extent can you influence the decision-making on the content of the tasks in your job?**

(If TRAPLU=1). **To what extent can you influence the decision-making on the content of the tasks in your main job?**

(Interviewer: You must read all answer choices before the respondent answers)

- | | |
|--------------------------------|----------------------------|
| - You can greatly influence | 1 <input type="checkbox"/> |
| - You can moderately influence | 2 <input type="checkbox"/> |
| - You can influence little | 3 <input type="checkbox"/> |
| - You can't influence anything | 4 <input type="checkbox"/> |
| - Cannot say | 0 <input type="checkbox"/> |

This question will be answered by people aged 16 and over who are in employment.

Will be formulated in two different ways depending on whether the interviewee has one or more jobs.

Respondents should know the four possible categories before answering, therefore they must be read or displayed when the question is asked.

It's about measuring the degree the autonomy of the respondent in the main job, meaning how far he/she can influence the way work is carried out or that it is less

predefined by the company or organisation and more left to the employee. A high job autonomy is also often seen as an indicator for a higher job quality and related to a higher job satisfaction. The questions 11 and 12 cover the two dimensions of influence on the order and the content of the tasks.

This question does not measure the real influence but the subjective perception of it, the interviewee's judgment must be based on his personal experience and therefore, he must choose the modality that he considers most appropriate.

Influencing the content of tasks means that respondents have a certain freedom to decide on how to fulfil their tasks: the approaches, methods, tools or used information sources. Respondents may also have freedom to decide about the scope or exact characteristics of the output.

Sub-module 3. 'Place of work'

13.

(If TRAPLU=6,0). **What is the place where you mainly work?**

(If TRAPLU=1). **In your main job, what is the place where you mainly work?**

(Interviewer: You must read all answer choices before the respondent answers)

- | | | |
|--|----------------------------|-------------------------|
| - At the premises of the company for which you work or at the premises of your own company | 1 <input type="checkbox"/> | |
| - At your home | 2 <input type="checkbox"/> | Go to the box above M15 |
| - At the premises or at the clients' homes | 3 <input type="checkbox"/> | |
| - There is no fixed location (e.g. in a vehicle, delivery service, etc.) | 4 <input type="checkbox"/> | |
| - In a place other than the previous ones | 5 <input type="checkbox"/> | |
| - Cannot say | 0 <input type="checkbox"/> | |

This question will be answered by people aged 16 and over who are in employment.

As in previous questions, it will be formulated in two different ways depending on whether the interviewee has one or more jobs.

The question tries to determine the place where the respondent in his/her main job mainly works. It is relevant the professional context in which work is done and not the physical location as such (e. g. if it is in an office building, outside, etc.).

The main place of work is the one where the person spends most of the working time, or works most frequently. If the work is equally split between two places it is up to the respondent to choose the main one among the two.

The work can be done in a professional setting established by the employer.

The work can be done at a home or on the premises or at the homes of clients. In the latter case, a wide variety of situations are possible: from working in clients' private homes to staying at the client's company, or from performing a job in one hour to tasks lasting several weeks.

For people who work in a vehicle doing delivery services, it is more difficult to establish a stable workplace.

Code 1 will be selected, when working mainly in a building or premises owned or rented by the employer or by the interviewee, in the case of self-employed workers and also said building or premises is specially adapted to carry out the work or provide the service. These buildings can be offices, hospitals, shops, schools, farms, company headquarters, rented flats to set up offices in them, etc. Also premises that are rented occasionally, like class rooms by private teachers or sports grounds by sport teachers would be counted as 'own premises'.

Miners normally work at the employer's premises even though working below ground is a specific place. Employees working in a café at an airport or in a shop gallery also normally work at the shop rented or owned by their employer.

For self-employed persons who are engaged in artistic or professional activities, who work wholly or partly at home, often in a part of their home set aside for this purpose, code 2 should be selected.

However, if the place of work comprises a separate unit (for example, a doctor's surgery or tax consultant's practice) which is adjacent to the person's home but contains a separate entrance, then work should be considered as performed at the own premise (code 1).

Code 3 will be selected, in the case of people who work as consultants and do it for several days or even weeks at the enterprise of the client¹. It will also be selected by those for whom their workplace is the clients' home, for example, is the case of social workers who provide home care, as well as home nursing personnel who visit several patients per day. The same treatment for plumbers, electricians or carpenters, except when they work mainly in their own or employer's premises because much of the work is done there or because administrative work dominates, and categories 1 or 2 must then be selected.

Persons who could also work at the location of a third party, such as construction workers who are constructing a building that belongs of the enterprise's client or carers who work at the homes of their companies the clients, must choose category 3.

People who work in a vehicle, for delivery services and such have a less stable workplace, so they must choose category 4. For mobile sales agents, the choice of the appropriate category depends on the relative times they share with customers and in a vehicle. For salespersons working on mobile stands in public spaces may be assigned the category 'There is no fixed location'. If this does not seem appropriate to the interviewee, they can also choose category 5, the same as that chosen by the tradesmen and personnel who work at trade fairs.

14.

(If TRAPLU=6,0). **How long does it usually take to get from home to work?**

(If TRAPLU=1). **In your main job, how long does it usually take to get from home to work?**

(Please provide the average time of the outward or return journey in minutes, without taking into account occasional diversions)

(Interviewer, if the time declared by the interviewee is not in minutes, convert it to minutes. If you do not know the time, enter 999)

Time in minutes:

--	--	--	--

¹ *Clients* is a generic term for customers, clientele, users, respondents, patients

This question will be answered by people aged 16 and over who are in employment and that they do not habitually work in their own home, that is M13 = 1, 3, 4, 5, 0.

As in previous questions, will be formulated in two different ways depending on whether the interviewee has one or more jobs.

The objective of this question is to measure the time that a employed person has to spend commuting to work (from home), apart from the time dedicated to the job. This allows analyzing the possibilities of adapting the work schedule to the specific needs of the employed, as well as making decisions in response to requests from the worker. The question also measures if there are significant differences between people living in urban or rural areas, etc.

The workplace is the main place of work as identified in question 13. The question refers to current affairs, therefore, respondents who recently changed their job or temporary agency workers will refer to the time it takes them to arrive to your current workplace.

Exceptional situations like extreme weather conditions or unusual traffic jams are excluded.

The complete time from "door to door" should be indicated, if the time varies between the outward and return journey, the average of the two times must be estimated.

In the case that some days one mode of transport is used and other days another, the answer should refer to the mode of transport that is used the most. If two modes of transport are used alternately equally (for example, a car on half the days and a bus on the other days), the average of the two times should be estimated.

If several means of transport are combined, the time in each of them must be taken into account. For example, when a person has to walk to and use a bus stop or has to walk to or from a parking, the total time spent traveling should be measured.

Detours or time needed for other purposes like bringing children to school, even if they are done daily have to be excluded. If the respondent never travelled directly to the workplace or does not know the usual time, he/she should make an estimation.

When the person does not work at home but his work begins the moment he leaves the house, the time to register is 0 minutes. In this situation are commercial agents and, in general, those people whose commuting time is part of their work, as can happen with drivers of taxis, buses or other vehicles.

In the event that the person in employment has a temporary residence (often provided by the employer), commuting time is the time to get from that residence to the place of work.

If the place of work comprises a separate unit (for example, a doctor's surgery or tax consultant's practice) which is adjacent to the person's home but contains a separate entrance, question 13 considered that the workplace is in the premises of the company (code 1). In that case the commuting time can also be zero minutes.

15.

(If TRAPLU=6,0). In your job, do you sometimes have to work in a different place than usual?

(If TRAPLU=1). In your main job, do you sometimes have to work in a different place than usual?

- | | | |
|--------------|----------------------------|---------------|
| - Yes | 1 <input type="checkbox"/> | |
| - Not | 6 <input type="checkbox"/> | End of Module |
| - Cannot say | 0 <input type="checkbox"/> | End of Module |

This question will be answered by people aged 16 and over who are in employment except those who work mainly in the premises or at the clients' homes (M13 = 1, 2, 4, 5).

As in previous questions, it will be formulated in two different ways depending on whether the interviewee has one or more jobs.

This question is about measuring the stability of the work place. In general, a more stable work place is more convenient and less stressful as the work environment stays the same and commuting and reconciliation with family life does not have to be reorganized regularly.

For respondents who indicated to work at the companies premises we would like to measure if they really only have this one place of work or sometimes work at alternative places, for instance at home or a different local units of the enterprise.

For the people who stated in question 13 that they do not usually have a fixed workplace, this question tries to identify if they could eventually have one that is.

If respondents check emails from home or answer phone calls, but only occasionally, they must answer 'no'. Only work that is normally done in the workplace or that is counted as work time should be considered. If the respondent doubts, for the answer to this question to be affirmative, the minimum time spent in another workplace must be at least one hour.

In the case of teachers, who prepare their classes and / or correct exams at home, the hours dedicated to these tasks count as work, since this does not only cover teaching hours. Therefore they will answer "yes" to this question.

Trucks drivers who have to work for a while at their headquarters for some time, do logistical planning in an office or return to a depot for maintenance, must answer "yes" to this question because sometimes they work in a fixed place (which they usually do not do). Conversely, if they went to a distribution center just to load, they should answer "no" in this question.

Occasional business trips are excluded. If they make up a substantial part of the regular work (more than 50%) this should already be indicated in question 13 because the respondent then probably often travels to clients or could be understood as having no fixed place.

If the respondent frequently changes between local units of the employer, this should be indicated as change. In contrast, changes of the location at the premises are excluded like errands or going to meetings. Similarly, training activities at other locations are excluded. If the situation of business trips is variable over time the respondent should relate to the last two months. The variable does also not cover a recent move of the office.

16.

(If TRAPLU=6,0). - **How often do you change your workplace?**

(If TRAPLU=1). **How often do you change your workplace at that job?**

- | | |
|-------------------------|----------------------------|
| - At least once a day | 1 <input type="checkbox"/> |
| - At least once a week | 2 <input type="checkbox"/> |
| - At least once a month | 3 <input type="checkbox"/> |
| - Less frequently | 4 <input type="checkbox"/> |
| - Cannot say | 0 <input type="checkbox"/> |

This question will be answered by people aged 16 and over who are in employment and who usually work in the premises or at the clients' homes (M13 = 3) or sometimes had to work in a different place than usual (M15=1).

As in previous questions, it will be formulated in two different ways depending on whether the interviewee has one or more jobs.

The question measures the frequency with which the interviewee changes the physical workplace.

Changes can occur within the same type of workplace measured by question 13, for example, between different clients or different employer premises. But it can also be a change between different categories of question 13, such as between the workshop and the clients' homes or between the office and their home.

If the respondent works mainly in the clients' premises or houses, it is interesting to know how often he changes clients, that is, if he has few but more important clients, in whose premises he spends more time and therefore less changes occur, or many clients with more changes per day. All changes must be accounted for, both from customers and from workshops, headquarters or local units.

Code 3 'At least once a month' refers to the case where the frequency is at least once a month, but always less than once a week, since it has already been collected with code 2.

5. Information processing

Once the Central Services received the questionnaires that include the survey's information (both the main questionnaire and the ad hoc module), these were processed in order to obtain the final file and the estimates.

The processing of the module's information follows a similar process as the processing of the basic questionnaire and complies with the following basic principles (more detailed information is on the publication *EPA. Tratamiento de la información* - Spanish Labour Force Survey. Information Processing):

- Non-interference with the basic questionnaire's processing.
- To be simultaneous to or after the processing of the basic questionnaire.

According to these principles, the module's processing stages are:

1.- Monthly processing

Each month, the identification variables of the Spanish Labour Force Survey basic questionnaire are edited by automatic detection and manual correction; this editing has been modified in the four quarters of each year so that it can also be used for the ad hoc module.

Therefore, the editing of the module's identification variables (quarter, province, sections, dwelling and number of people) is carried out together with the basic questionnaire's editing.

2.- Quarterly processing

Once the data corresponding to each one of 2019 quarters are received, the basic questionnaire's variables are edited following the same process as for the monthly processing, that is by means of automatic detection and manual correction.

Later, the module variables are also edited by means of automatic detection.

The software developed by the General Sub-directorate of Statistic Data Processing called DIA - Detección e Imputación Automática (Automatic Detection and Imputation) is used for automatic editing, both for the core variables and for the module variables.

3.- Annual processing

The final file is the result of merging the 6th interview registers corresponding to the four quarters of the year.

Such final file contains all the identification variables, the annual weighting factors and all the variables of the module, for the registers of the sixth interviews.

The format of the module variables follows the technical characteristics described in the Commission Implementing Regulation (EU) 2017/2384 of 19 December 2017, previously mentioned.

