

**WORKING ARRANGEMENTS** AUSTRALIA

EMBARGO: 11.30AM (CANBERRA TIME) WED 9 JUN 2004

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- For further information about these and related statistics, contact the National Information and Referral Service on 1300 135 070 or Labour Force and Supplementary Surveys Section on Canberra (02) 6252 7206.

# NOTES

## ABOUT THIS PUBLICATION

This publication presents information about the working arrangements of employees, such as shift work, overtime, rostered days off and start and finish times.

Statistics in this publication were obtained from the Working Arrangements Survey conducted throughout Australia in November 2003 as a supplement to the Australian Bureau of Statistics (ABS) monthly Labour Force Survey (LFS).

Data from the survey relate to employed persons aged 15 years and over who worked in their main job for an employer (and either received remuneration in wages or salary, received a retainer fee from their employer while working on a commission basis, or were paid in tips or piece-rates) or operated their own incorporated enterprise with or without employees. Persons aged 15–19 years who were attending school were excluded from the survey.

The survey collected details about the working arrangements of employees, formal and informal child care, absences from work and trade union membership. This information is cross-classified by a range of employment characteristics such as whether full-time or part-time employee in main job, leave entitlements, occupation and industry, as well as personal characteristics such as sex, age and whether has children under 12 years of age.

## COMPARABILITY WITH PREVIOUS YEARS' DATA

Since the release of estimates from the 2000 survey, it has been identified that 'with leave entitlements' was calculated incorrectly. See paragraph 23 of the Explanatory Notes for more details.

## ROUNDING

As estimates have been rounded, discrepancies may occur between sums of the component items and totals.



## ABBREVIATIONS

ABS	Australian Bureau of Statistics
ANZSIC	Australian and New Zealand Standard Industrial Classification
ASCO	Australian Standard Classification of Occupations
CAI	computer assisted interviewing
LFS	Labour Force Survey
RDO	rostered day off
RSE	relative standard error
SACC	Standard Australian Classification of Countries
SE	standard error

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## SUMMARY OF FINDINGS

### OVERVIEW

Of the 7,941,600 employees aged 15 years and over in November 2003:

- 34% did not have fixed work start and finish times
- 70% could choose when holidays are taken
- 41% were able to work extra hours in order to take time off, up from 38% in November 2000.

Other findings include:

- 37% regularly worked overtime, up from 33% in November 2000
- 20% were entitled to a Rostered Day Off (RDO)
- 14% did shift work in the last 4 weeks.

### DAYS OF THE WEEK USUALLY WORKS IN MAIN JOB

The proportion of employees who worked Monday to Friday only was 58% (64% for males and 52% for females). Female employees were more likely than males to work some weekdays only (19% compared to 5%). Male employees were more likely to work weekdays and weekends than females (17% compared to 12%).

### WHETHER ABLE TO WORK EXTRA HOURS IN ORDER TO TAKE TIME OFF

The proportion of employees able to work extra hours in order to take time off increased from 38% in November 2000 to 41% in November 2003. Occupation groups with the lowest proportion of employees who can work extra hours to get time off were Labourers and related workers (27%), Elementary clerical, sales and service workers (30%) and Intermediate production and transport workers (32%).

### ROSTERED DAYS OFF

In November 2003, there were 1,623,300 (20%) employees who were entitled to an RDO. Of these, 845,000 (52%) employees were entitled to an RDO every month, 322,300 (20%) were entitled to an RDO every fortnight, and 177,100 (11%) were entitled to an RDO every week.

### OVERTIME

The proportion of employees who work overtime on a regular basis in their main job increased from 33% in November 2000 to 37% (2,958,300 employees) in November 2003. A higher proportion of full-time employees (46%) worked overtime on a regular basis compared to part-time employees (13%), with male employees more likely to work overtime than female employees (44% compared to 29%). Occupation groups that had the highest proportions of employees working overtime were Managers and administrators (63%) and Professionals (51%), while those with the lowest were Labourers and related workers (22%) and Elementary clerical, sales and service workers (17%).

For the most recent period of overtime for employees who worked overtime on a regular basis:

- 1,132,700 (38%) employees were paid for the overtime
- 628,500 (21%) employees had overtime included in their salary package
- 985,900 (33%) employees were not paid for the overtime
- The occupation groups with the highest proportion of employees paid for overtime were Labourers and related workers (84%) and Intermediate production and transport workers (83%)
- The occupation groups with the highest proportions of employees not paid for the most recent period of overtime were Professionals (53%) and Advanced clerical and service workers (47%).

## SUMMARY OF FINDINGS *continued*

### SHIFT WORK

In November 2003, 1,121,600 employees (14%) had worked shift work in the last four weeks. Of these, (46%) worked a 'rotating' shift. Male employees were more likely to have worked shift work than female employees, in both full-time work (15% compared to 12%) and part-time work (17% compared to 14%).

Industries with the highest proportions of shift workers were Mining (44%), Health and community services (32%) and Accommodation, cafes and restaurants (31%). The occupation group with the highest proportion of shift workers was Intermediate production and transport workers (24%).

### ABSENCES

One in five employees had an absence of three hours or more in the two weeks before the survey. Of those employees who had an absence in the two weeks before the survey, 1,198,200 (75%) were paid for their most recent absence. The most common reasons for absences were 'Holiday/travel or other recreational purpose' (38%) and 'Own ill health, physical disability' (32%). Of those who had an absence in the two weeks before the survey, 36% used holiday leave and 34% used sick leave to cover their most recent absence.

Of employees who had an absence in the two weeks before the survey:

- 132,500 employees (8%) had a part day absence
- 712,400 employees (44%) had an absence of one full day
- 250,900 employees (16%) had an absence of two full days
- 505,200 employees (32%) had an absence of three days or more.

### EMPLOYEES WITH CHILDREN

Of the 7,941,600 employees at November 2003, 1,956,000 (25%) had children under the age of 12 years. Of those employees with children aged under 12 years, 647,600 (33%) used formal child care in the last two weeks.

Other findings on employees with children aged under 12 years include:

- 44% were able to work extra hours to take time off, compared to 40% of employees without children aged under 12 years
- 39% regularly worked overtime, compared to 37% of employees without children aged under 12 years
- 55% worked Monday to Friday only, compared to 60% of employees without children aged under 12 years
- 16% worked some weekdays only compared to 9% of employees without children aged under 12 years
- 65% of females worked part-time, compared to 37% of females without children aged under 12 years
- 7% of males worked part-time, compared to 15% of males without children aged under 12 years.

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# EMPLOYEES IN MAIN JOB, Full-time or part-time status—By selected working arrangements

	AUGUST 1997		NOVEMBER 2000		NOVEMBER 2003			
	Males	Females	Males	Females	Males	Females	Persons	
FULL-TIME EMPLOYEES								
Whether start and finish times are fixed								
Start and finish times are not fixed	%	40.1	31.9	37.9	27.8	37.3	29.1	34.4
Start and finish times are not fixed	'000	1 335.4	549.0	1 375.8	549.8	1 400.6	596.2	1 996.9
Variable daily	'000	875.9	370.1	961.5	396.5	965.4	411.2	1 376.6
Not variable daily	'000	459.5	178.9	414.3	153.3	435.3	185.0	620.3
Start and finish times are fixed	'000	1 998.3	1 172.7	2 255.4	1 425.8	2 354.1	1 450.9	3 805.0
Times were negotiated with employer	'000	382.2	234.7	475.3	338.5	520.7	330.5	851.3
Times were not negotiated with employer	'000	1 616.1	938.0	1 780.2	1 087.3	1 833.3	1 120.4	2 953.7
Whether entitled to a rostered day off								
Entitled to a rostered day off	%	31.0	26.5	27.2	24.6	27.2	24.0	26.1
Entitled to a rostered day off	'000	1 034.7	456.4	988.0	486.7	1 021.4	492.2	1 513.6
Every week	'000	81.6	49.1	74.4	43.6	90.3	55.4	145.7
Every fortnight	'000	222.5	72.6	192.8	69.6	226.3	83.6	309.8
Every month	'000	604.1	281.3	555.0	278.3	547.0	266.7	813.7
Other	'000	126.6	53.5	165.8	95.2	157.8	86.5	244.3
Not entitled to a rostered day off	'000	2 299.1	1 265.3	2 643.3	1 489.0	2 733.3	1 554.9	4 288.2
Whether overtime is worked on a regular basis								
Overtime is worked on a regular basis	%	44.2	35.5	43.5	35.9	49.1	40.7	46.1
Overtime is worked on a regular basis	'000	1 472.9	610.9	1 580.0	709.1	1 843.0	833.3	2 676.3
Overtime is not worked on a regular basis(a)	'000	1 860.9	1 110.8	2 051.2	1 266.5	1 911.7	1 213.9	3 125.6
Whether worked shift work in the last four weeks								
Worked shift work in the last four weeks	%	14.9	11.4	14.2	10.8	14.7	12.0	13.8
Worked shift work in the last four weeks	'000	497.6	197.0	516.4	213.0	553.5	246.6	800.1
Worked but did not work shift work in the last four weeks	'000	2 821.7	1 506.4	3 094.4	1 746.0	3 178.2	1 776.0	4 954.2
Away from work for the last four weeks(b)	'000	14.5	18.2	20.5	16.6	23.1	24.5	47.6
Whether able to choose when holidays are taken								
Can choose when holidays are taken	%	73.4	71.3	72.5	69.8	72.8	68.6	71.3
Can choose when holidays are taken	'000	2 445.7	1 227.8	2 631.3	1 379.5	2 733.9	1 404.2	4 138.0
Sometimes can choose	'000	418.2	181.5	554.8	275.3	555.8	307.5	863.3
Cannot choose	'000	469.9	312.5	445.2	320.9	465.0	335.5	800.5
Whether able to work extra hours in order to take time off								
Able to work extra hours	%	39.8	43.5	40.6	43.5	43.9	44.5	44.1
Able to work extra hours	'000	1 328.2	748.5	1 473.0	859.6	1 647.6	911.6	2 559.2
Unable to work extra hours	'000	2 005.6	973.2	2 158.2	1 116.0	2 107.1	1 135.6	3 242.7
Days of the week usually works in main job								
Works Monday to Friday	%	70.8	78.0	70.6	77.3	69.8	75.7	71.9
Works Monday to Friday	'000	2 359.4	1 343.2	2 564.7	1 526.6	2 621.2	1 549.1	4 170.4
Nine-day fortnight	'000	56.5	13.2	39.2	14.3	38.4	15.4	53.8
Days vary from week to week	'000	332.6	154.8	353.6	165.3	357.6	192.0	549.6
Days vary from month to month	'000	27.0	8.4	36.7	14.5	38.6	13.6	52.2
Other	'000	558.2	202.0	637.0	255.0	698.8	277.1	976.0
Usually works weekdays only	'000	41.7	37.4	45.9	49.4	48.3	59.3	107.6
Usually works weekends only	'000	*0.2	*0.8	—	**0.2	**0.2	*0.7	*0.9
Usually works some weekdays and some weekends	'000	516.3	163.9	591.1	205.4	650.4	217.1	867.5
Whether paid or unpaid leave for most recent absence								
Had an absence in the last two weeks	%	18.6	21.7	18.6	21.8	20.2	23.5	21.4
Had an absence in the last two weeks	'000	619.4	373.3	675.6	431.6	759.5	480.8	1 240.4
Paid leave only	'000	514.2	324.1	557.3	367.3	633.0	402.2	1 035.3
Unpaid leave only	'000	94.2	42.5	107.0	54.9	116.9	68.4	185.3
Both paid and unpaid leave	'000	*2.5	*3.5	*4.3	*2.4	*2.3	5.3	7.7
Did not know	'000	8.6	*3.1	7.1	6.9	7.3	4.8	12.1
Did not have an absence in the last two weeks	'000	2 714.3	1 348.4	2 955.6	1 544.1	2 995.2	1 566.3	4 561.5
<b>Total</b>	'000	<b>3 333.7</b>	<b>1 721.7</b>	<b>3 631.2</b>	<b>1 975.7</b>	<b>3 754.7</b>	<b>2 047.1</b>	<b>5 801.9</b>

\* estimate has a relative standard error of 25% to 50% and should be used with caution

\*\* estimate has a relative standard error greater than 50% and is considered too unreliable for general use

— nil or rounded to zero (including null cells)

(a) Includes overtime is not worked.

(b) In the November 2000 publication, persons who were away from work for the last four weeks were included in 'Did not work shift work in the last four weeks'. See paragraph 19 of the Explanatory Notes.

	AUGUST 1997		NOVEMBER 2000		NOVEMBER 2003			
	Males	Females	Males	Females	Males	Females	Persons	
PART-TIME EMPLOYEES								
Whether start and finish times are fixed								
Start and finish times are not fixed	%	41.3	34.8	36.6	30.2	37.5	30.3	32.1
Start and finish times are not fixed	'000	173.4	455.2	207.6	465.9	204.5	482.6	687.1
Variable daily	'000	75.2	238.9	97.8	253.0	112.9	283.6	396.4
Not variable daily	'000	98.1	216.3	109.8	212.9	91.6	199.0	290.7
Start and finish times are fixed	'000	246.7	852.9	359.3	1 076.0	340.3	1 112.4	1 452.7
Times were negotiated with employer	'000	53.6	268.3	90.8	362.7	81.3	377.2	458.5
Times were not negotiated with employer	'000	193.1	584.6	268.5	713.3	259.0	735.2	994.2
Whether entitled to a rostered day off								
Entitled to a rostered day off	%	5.8	4.4	4.9	4.6	6.0	4.8	5.1
Entitled to a rostered day off	'000	24.5	57.1	27.9	70.6	32.7	77.0	109.6
Every week	'000	6.2	20.0	8.3	24.2	9.0	22.4	31.4
Every fortnight	'000	*2.9	8.4	*4.5	9.2	*3.8	8.6	12.4
Every month	'000	9.1	11.6	7.7	16.1	11.2	20.0	31.2
Other	'000	6.3	17.1	7.4	21.1	8.7	25.9	34.6
Not entitled to a rostered day off	'000	395.6	1 251.0	539.0	1 471.3	512.1	1 518.0	2 030.1
Whether overtime is worked on a regular basis								
Overtime is worked on a regular basis	%	9.7	12.0	12.1	12.1	10.6	14.1	13.2
Overtime is worked on a regular basis	'000	40.6	157.0	68.8	185.9	57.7	224.4	282.0
Overtime is not worked on a regular basis(a)	'000	379.5	1 151.1	498.1	1 356.0	487.1	1 370.7	1 857.7
Whether worked shift work in the last four weeks								
Worked shift work in the last four weeks	%	19.3	15.8	17.4	16.1	17.2	14.3	15.0
Worked shift work in the last four weeks	'000	81.1	206.2	98.6	248.1	93.5	228.1	321.6
Worked but did not work shift work in the last four weeks	'000	338.6	1 097.0	467.8	1 287.7	448.2	1 356.8	1 805.0
Away from work for the last four weeks(b)	'000	*0.3	*5.0	*0.4	6.0	*3.0	10.2	13.2
Whether able to choose when holidays are taken								
Can choose when holidays are taken	%	61.3	68.7	62.1	67.0	64.8	67.4	66.7
Can choose when holidays are taken	'000	257.7	898.1	352.0	1 033.5	352.8	1 074.5	1 427.4
Sometimes can choose	'000	35.6	128.8	62.5	182.0	62.1	201.4	263.6
Cannot choose	'000	126.8	281.3	152.4	326.4	129.8	319.0	448.8
Whether able to work extra hours in order to take time off								
Able to work extra hours	%	22.4	31.8	24.7	31.7	27.1	35.8	33.6
Able to work extra hours	'000	93.9	415.9	139.8	488.5	147.4	571.7	719.2
Unable to work extra hours	'000	326.1	892.2	427.0	1 053.3	397.3	1 023.3	1 420.6
Days of the week usually works in main job								
Works Monday to Friday	%	24.8	21.0	24.7	18.7	22.7	21.2	21.6
Works Monday to Friday	'000	104.1	275.2	140.1	287.9	123.9	338.1	462.0
Nine-day fortnight	'000	*1.1	*2.8	*1.0	*4.0	**0.6	*3.2	*3.8
Days vary from week to week	'000	120.6	301.9	158.0	381.4	144.5	325.6	470.1
Days vary from month to month	'000	*4.4	11.7	8.0	19.1	7.4	17.4	24.8
Other	'000	189.9	716.5	259.8	849.4	268.3	910.8	1 179.1
Usually works weekdays only	'000	87.8	480.2	120.6	555.3	145.8	617.5	763.3
Usually works weekends only	'000	24.9	40.7	30.0	57.1	23.9	62.2	86.1
Usually works some weekdays and some weekends	'000	77.2	195.6	109.2	237.0	98.6	231.0	329.6
Whether paid or unpaid leave for most recent absence								
Had an absence in the last two weeks	%	12.9	16.0	14.0	16.4	15.1	17.4	16.9
Had an absence in the last two weeks	'000	54.0	209.1	79.3	253.5	82.5	278.1	360.6
Paid leave only	'000	12.9	95.7	15.8	110.4	24.9	138.0	162.9
Unpaid leave only	'000	39.6	108.5	62.9	136.7	56.0	133.4	189.5
Both paid and unpaid leave	'000	*0.1	*1.4	—	*1.0	—	*3.1	*3.1
Did not know	'000	*1.4	*3.5	**0.5	5.4	*1.5	*3.6	5.1
Did not have an absence in the last two weeks	'000	366.1	1 099.0	487.6	1 288.3	462.3	1 316.9	1 779.2
<b>Total</b>	'000	<b>420.1</b>	<b>1 308.1</b>	<b>566.9</b>	<b>1 541.8</b>	<b>544.8</b>	<b>1 595.0</b>	<b>2 139.8</b>

\* estimate has a relative standard error of 25% to 50% and should be used with caution

\*\* estimate has a relative standard error greater than 50% and is considered too unreliable for general use

— nil or rounded to zero (including null cells)

(a) Includes overtime is not worked.

(b) In the November 2000 publication, persons who were away from work for the last four weeks were included in 'Did not work shift work in the last four weeks'. See paragraph 19 of the Explanatory Notes.

EMPLOYEES IN MAIN JOB, Full-time or part-time status—By selected working arrangements *continued*

	AUGUST 1997		NOVEMBER 2000		NOVEMBER 2003			
	Males	Females	Males	Females	Males	Females	Persons	
TOTAL								
Whether start and finish times are fixed								
Start and finish times are not fixed	%	40.2	33.1	37.7	28.9	37.3	29.6	33.8
Start and finish times are not fixed	'000	1 508.8	1 004.2	1 583.4	1 015.7	1 605.1	1 078.8	2 683.9
Variable daily	'000	951.1	609.0	1 059.3	649.5	1 078.3	694.8	1 773.0
Not variable daily	'000	557.7	395.2	524.1	366.2	526.9	384.0	910.9
Start and finish times are fixed	'000	2 245.0	2 025.6	2 614.7	2 501.8	2 694.3	2 563.4	5 257.7
Times were negotiated with employer	'000	435.8	503.0	566.1	701.2	602.0	707.7	1 309.8
Times were not negotiated with employer	'000	1 809.2	1 522.6	2 048.6	1 800.5	2 092.3	1 855.6	3 947.9
Whether entitled to a rostered day off								
Entitled to a rostered day off	%	28.2	16.9	24.2	15.8	24.5	15.6	20.4
Entitled to a rostered day off	'000	1 059.1	513.5	1 015.9	557.2	1 054.1	569.2	1 623.3
Every week	'000	87.7	69.1	82.7	67.8	99.2	77.9	177.1
Every fortnight	'000	225.3	81.0	197.3	78.8	230.1	92.2	322.3
Every month	'000	613.2	292.8	562.7	294.3	558.2	286.8	845.0
Other	'000	132.9	70.6	173.2	116.3	166.5	112.4	278.9
Not entitled to a rostered day off	'000	2 694.7	2 516.3	3 182.2	2 960.2	3 245.4	3 073.0	6 318.4
Whether overtime is worked on a regular basis								
Overtime is worked on a regular basis	%	40.3	25.3	39.3	25.4	44.2	29.0	37.3
Overtime is worked on a regular basis	'000	1 513.5	767.9	1 648.8	895.0	1 900.7	1 057.6	2 958.3
Overtime is not worked on a regular basis(a)	'000	2 240.4	2 261.9	2 549.3	2 622.5	2 398.8	2 584.6	4 983.3
Whether worked shift work in the last four weeks								
Worked shift work in the last four weeks	%	15.4	13.3	14.6	13.1	15.0	13.0	14.1
Worked shift work in the last four weeks	'000	578.7	403.2	615.0	461.1	647.0	474.7	1 121.6
Worked but did not work shift work in the last four weeks	'000	3 160.3	2 603.4	3 562.2	3 033.8	3 626.4	3 132.8	6 759.2
Away from work for the last four weeks(b)	'000	14.8	23.2	20.9	22.6	26.1	34.7	60.8
Whether able to choose when holidays are taken								
Can choose when holidays are taken	%	72.0	70.2	71.1	68.6	71.8	68.1	70.1
Can choose when holidays are taken	'000	2 703.4	2 125.8	2 983.2	2 413.0	3 086.7	2 478.7	5 565.4
Sometimes can choose	'000	453.8	310.3	617.2	457.2	617.9	508.9	1 126.9
Cannot choose	'000	596.7	593.7	597.6	647.2	594.8	654.6	1 249.3
Whether able to work extra hours in order to take time off								
Able to work extra hours	%	37.9	38.4	38.4	38.3	41.8	40.7	41.3
Able to work extra hours	'000	1 422.1	1 164.4	1 612.8	1 348.2	1 795.1	1 483.3	3 278.4
Unable to work extra hours	'000	2 331.7	1 865.3	2 585.2	2 169.3	2 504.4	2 158.9	4 663.3
Days of the week usually works in main job								
Works Monday to Friday	%	65.6	53.4	64.4	51.6	63.9	51.8	58.3
Works Monday to Friday	'000	2 463.5	1 618.4	2 704.8	1 814.5	2 745.2	1 887.2	4 632.4
Nine-day fortnight	'000	57.6	16.1	40.2	18.3	39.0	18.5	57.6
Days vary from week to week	'000	453.2	456.7	511.6	546.7	502.1	517.6	1 019.7
Days vary from month to month	'000	31.4	20.1	44.7	33.6	46.0	30.9	76.9
Other	'000	748.1	918.5	896.8	1 104.4	967.2	1 187.9	2 155.1
Usually works weekdays only	'000	129.5	517.6	166.5	604.7	194.1	676.8	870.9
Usually works weekends only	'000	25.1	41.5	30.0	57.3	24.1	63.0	87.0
Usually works some weekdays and some weekends	'000	593.5	359.4	700.3	442.4	749.0	448.2	1 197.1
Whether paid or unpaid leave for most recent absence								
Had an absence in the last two weeks	%	17.9	19.2	18.0	19.5	19.6	20.8	20.2
Had an absence in the last two weeks	'000	673.4	582.4	754.9	685.1	842.0	758.9	1 601.0
Paid leave only	'000	527.1	419.8	573.1	477.8	658.0	540.2	1 198.2
Unpaid leave only	'000	133.7	151.0	170.0	191.6	172.9	201.9	374.8
Both paid and unpaid leave	'000	*2.6	*4.9	*4.3	*3.4	*2.3	8.4	10.7
Did not know	'000	10.0	6.6	7.6	12.4	8.8	8.4	17.2
Did not have an absence in the last two weeks	'000	3 080.4	2 447.4	3 443.2	2 832.3	3 457.4	2 883.3	6 340.7
<b>Total</b>	'000	<b>3 753.8</b>	<b>3 029.8</b>	<b>4 198.1</b>	<b>3 517.4</b>	<b>4 299.4</b>	<b>3 642.2</b>	<b>7 941.6</b>

\* estimate has a relative standard error of 25% to 50% and should be used with caution

(a) Includes overtime is not worked.

(b) In the November 2000 publication, persons who were away from work for the last four weeks were included in 'Did not work shift work in the last four weeks'. See paragraph 19 of the Explanatory Notes.



## EMPLOYEES IN MAIN JOB, Leave entitlements(a)—By selected working arrangements

		WITH LEAVE ENTITLEMENTS		WITHOUT LEAVE ENTITLEMENTS (b)		TOTAL		
		Males	Females	Males	Females	Males	Females	Persons
FULL-TIME EMPLOYEES								
Whether start and finish times are fixed								
Start and finish times are not fixed	%	35.3	28.0	48.9	38.6	37.3	29.1	34.4
Start and finish times are not fixed	'000	1 133.7	511.9	266.9	84.3	1 400.6	596.2	1 996.9
Variable daily	'000	784.1	358.8	181.3	52.4	965.4	411.2	1 376.6
Not variable daily	'000	349.6	153.1	85.7	31.9	435.3	185.0	620.3
Start and finish times are fixed	'000	2 075.6	1 316.7	278.4	134.3	2 354.1	1 450.9	3 805.0
Times were negotiated with employer	'000	446.3	294.8	74.5	35.7	520.7	330.5	851.3
Times were not negotiated with employer	'000	1 629.3	1 021.9	204.0	98.6	1 833.3	1 120.4	2 953.7
Whether entitled to a rostered day off								
Entitled to a rostered day off	%	30.4	25.7	8.2	10.1	27.2	24.0	26.1
Entitled to a rostered day off	'000	976.8	470.0	44.6	22.2	1 021.4	492.2	1 513.6
Every week	'000	79.1	45.1	11.2	10.4	90.3	55.4	145.7
Every fortnight	'000	221.0	81.6	5.2	*2.0	226.3	83.6	309.8
Every month	'000	532.2	261.7	14.8	5.0	547.0	266.7	813.7
Other	'000	144.5	81.6	13.3	4.8	157.8	86.5	244.3
Not entitled to a rostered day off	'000	2 232.5	1 358.5	500.8	196.4	2 733.3	1 554.9	4 288.2
Whether overtime is worked on a regular basis								
Overtime is worked on a regular basis	%	51.2	42.5	36.4	25.7	49.1	40.7	46.1
Overtime is worked on a regular basis	'000	1 644.6	777.2	198.4	56.1	1 843.0	833.3	2 676.3
Overtime is not worked on a regular basis(c)	'000	1 564.7	1 051.4	347.0	162.5	1 911.7	1 213.9	3 125.6
Whether worked shift work in the last four weeks								
Worked shift work in the last four weeks	%	15.0	11.7	13.3	14.7	14.7	12.0	13.8
Worked shift work in the last four weeks	'000	480.7	214.5	72.8	32.1	553.5	246.6	800.1
Worked but did not work shift work in the last four weeks	'000	2 706.4	1 589.5	471.8	186.5	3 178.2	1 776.0	4 954.2
Away from work for the last four weeks(d)	'000	22.3	24.5	*0.8	—	23.1	24.5	47.6
Whether able to work extra hours in order to take time off								
Able to work extra hours	%	44.5	45.8	40.4	33.8	43.9	44.5	44.1
Able to work extra hours	'000	1 427.1	837.6	220.6	73.9	1 647.6	911.6	2 559.2
Unable to work extra hours	'000	1 782.3	990.9	324.8	144.7	2 107.1	1 135.6	3 242.7
Days of the week usually works in main job								
Works Monday to Friday	%	72.0	78.4	57.0	53.1	69.8	75.7	71.9
Works Monday to Friday	'000	2 310.1	1 433.1	311.1	116.0	2 621.2	1 549.1	4 170.4
Nine-day fortnight	'000	37.4	14.4	*1.0	*0.9	38.4	15.4	53.8
Days vary from week to week	'000	302.5	158.2	55.1	33.8	357.6	192.0	549.6
Days vary from month to month	'000	33.5	12.1	5.1	*1.4	38.6	13.6	52.2
Other	'000	525.7	210.7	173.1	66.4	698.8	277.1	976.0
Whether paid or unpaid leave for most recent absence								
Had an absence in the last two weeks	%	21.0	24.1	15.8	18.8	20.2	23.5	21.4
Had an absence in the last two weeks	'000	673.2	439.8	86.4	41.0	759.5	480.8	1 240.4
Paid leave only	'000	625.8	399.1	7.3	*3.1	633.0	402.2	1 035.3
Unpaid leave only	'000	38.7	30.8	78.2	37.6	116.9	68.4	185.3
Both paid and unpaid leave	'000	*2.3	5.3	—	—	*2.3	5.3	7.7
Did not know	'000	6.4	*4.5	*0.8	**0.4	7.3	4.8	12.1
Did not have an absence in the last two weeks	'000	2 536.1	1 388.8	459.0	177.6	2 995.2	1 566.3	4 561.5
<b>Total</b>	'000	<b>3 209.3</b>	<b>1 828.6</b>	<b>545.4</b>	<b>218.6</b>	<b>3 754.7</b>	<b>2 047.2</b>	<b>5 801.9</b>

\* estimate has a relative standard error of 25% to 50% and should be used with caution

\*\* estimate has a relative standard error greater than 50% and is considered too unreliable for general use

— nil or rounded to zero (including null cells)

(a) Refers to the entitlement of employees to either paid holiday leave or paid sick leave, or both, in their main job.

(b) Includes 39,600 persons who did not know whether they were entitled to paid holiday leave and paid sick leave.

(c) Includes overtime is not worked.

(d) In the November 2000 publication, persons who were away from work for the last four weeks were included in 'Did not work shift work in the last four weeks'. See paragraph 19 of the Explanatory Notes.

continued

		WITH LEAVE ENTITLEMENTS		WITHOUT LEAVE ENTITLEMENTS (b)		TOTAL		
		Males	Females	Males	Females	Males	Females	Persons
PART-TIME EMPLOYEES								
Whether start and finish times are fixed								
Start and finish times are not fixed	%	29.9	22.9	40.8	36.9	37.5	30.3	32.1
Start and finish times are not fixed	'000	49.3	173.8	155.2	308.8	204.5	482.6	687.1
Variable daily	'000	34.6	111.6	78.2	171.9	112.9	283.6	396.4
Not variable daily	'000	14.7	62.2	77.0	136.8	91.6	199.0	290.7
Start and finish times are fixed	'000	115.4	585.5	224.8	527.0	340.3	1 112.4	1 452.7
Times were negotiated with employer	'000	29.2	204.9	52.1	172.3	81.3	377.2	458.5
Times were not negotiated with employer	'000	86.3	380.5	172.7	354.7	259.0	735.2	994.2
Whether entitled to a rostered day off								
Entitled to a rostered day off	%	15.2	7.4	2.0	2.5	6.0	4.8	5.1
Entitled to a rostered day off	'000	25.0	56.3	7.7	20.7	32.7	77.0	109.6
Every week	'000	5.9	13.6	*3.0	8.8	9.0	22.4	31.4
Every fortnight	'000	*3.8	7.2	—	*1.4	*3.8	8.6	12.4
Every month	'000	9.4	17.6	*1.8	*2.5	11.2	20.0	31.2
Other	'000	5.8	17.9	*2.9	8.0	8.7	25.9	34.6
Not entitled to a rostered day off	'000	139.7	703.0	372.4	815.0	512.1	1 518.0	2 030.1
Whether overtime is worked on a regular basis								
Overtime is worked on a regular basis	%	18.4	20.8	7.2	8.0	10.6	14.1	13.2
Overtime is worked on a regular basis	'000	30.3	157.7	27.4	66.7	57.7	224.4	282.0
Overtime is not worked on a regular basis(c)	'000	134.4	601.6	352.7	769.0	487.1	1 370.7	1 857.7
Whether worked shift work in the last four weeks								
Worked shift work in the last four weeks	%	22.3	17.7	14.9	11.2	17.2	14.3	15.0
Worked shift work in the last four weeks	'000	36.8	134.6	56.7	93.5	93.5	228.1	321.6
Worked but did not work shift work in the last four weeks	'000	125.2	615.7	323.0	741.1	448.2	1 356.8	1 805.0
Away from work for the last four weeks(d)	'000	*2.7	9.0	**0.3	*1.2	*3.0	10.2	13.2
Whether able to work extra hours in order to take time off								
Able to work extra hours	%	40.1	45.1	21.4	27.4	27.1	35.8	33.6
Able to work extra hours	'000	66.1	342.4	81.3	229.4	147.4	571.7	719.2
Unable to work extra hours	'000	98.6	416.9	298.7	606.4	397.3	1 023.3	1 420.6
Days of the week usually works in main job								
Works Monday to Friday	%	35.7	26.5	17.1	16.3	22.8	21.2	21.6
Works Monday to Friday	'000	58.8	201.6	65.1	136.5	123.9	338.1	462.0
Nine-day fortnight	'000	—	*2.8	**0.6	**0.4	**0.6	*3.2	*3.8
Days vary from week to week	'000	26.6	123.1	117.9	202.5	144.5	325.6	470.1
Days vary from month to month	'000	*2.1	7.6	5.3	9.8	7.4	17.4	24.8
Other	'000	77.2	424.3	191.1	486.5	268.3	910.8	1 179.1
Whether paid or unpaid leave for most recent absence								
Had an absence in the last two weeks	%	18.2	21.6	13.8	13.7	15.1	17.4	16.9
Had an absence in the last two weeks	'000	30.1	163.9	52.4	114.2	82.5	278.1	360.6
Paid leave only	'000	24.5	134.0	**0.4	*4.0	24.9	138.0	162.9
Unpaid leave only	'000	5.0	23.5	51.0	110.0	56.0	133.4	189.5
Both paid and unpaid leave	'000	—	*3.1	—	—	—	*3.1	*3.1
Did not know	'000	**0.5	*3.4	*1.0	**0.2	*1.5	*3.6	5.1
Did not have an absence in the last two weeks	'000	134.6	595.4	327.6	721.6	462.3	1 316.9	1 779.2
<b>Total</b>	'000	<b>164.7</b>	<b>759.3</b>	<b>380.0</b>	<b>835.7</b>	<b>544.7</b>	<b>1 595.0</b>	<b>2 139.8</b>

\* estimate has a relative standard error of 25% to 50% and should be used with caution

\*\* estimate has a relative standard error greater than 50% and is considered too unreliable for general use

— nil or rounded to zero (including null cells)

(a) Refers to the entitlement of employees to either paid holiday leave or paid sick leave, or both, in their main job.

(b) Includes 39,600 persons who did not know whether they were entitled to paid holiday leave and paid sick leave.

(c) Includes overtime is not worked.

(d) In the November 2000 publication, persons who were away from work for the last four weeks were included in 'Did not work shift work in the last four weeks'. See paragraph 19 of the Explanatory Notes.

continued

		WITH LEAVE ENTITLEMENTS		WITHOUT LEAVE ENTITLEMENTS (b)		TOTAL		
		Males	Females	Males	Females	Males	Females	Persons
TOTAL								
Whether start and finish times are fixed								
Start and finish times are not fixed	%	35.1	26.5	45.6	37.3	37.3	29.6	33.8
Start and finish times are not fixed	'000	1 183.0	685.7	422.1	393.1	1 605.1	1 078.8	2 683.9
Variable daily	'000	818.8	470.5	259.5	224.3	1 078.3	694.8	1 773.0
Not variable daily	'000	364.3	215.3	162.6	168.8	526.9	384.0	910.9
Start and finish times are fixed	'000	2 191.0	1 902.1	503.3	661.3	2 694.3	2 563.4	5 257.7
Times were negotiated with employer	'000	475.4	499.7	126.6	208.0	602.0	707.7	1 309.8
Times were not negotiated with employer	'000	1 715.6	1 402.4	376.7	453.2	2 092.3	1 855.6	3 947.9
Whether entitled to a rostered day off								
Entitled to a rostered day off	%	29.7	20.3	5.6	4.1	24.5	15.6	20.4
Entitled to a rostered day off	'000	1 001.8	526.3	52.2	42.9	1 054.1	569.2	1 623.3
Every week	'000	85.0	58.7	14.3	19.2	99.2	77.9	177.1
Every fortnight	'000	224.9	88.8	5.2	*3.3	230.1	92.2	322.3
Every month	'000	541.7	279.3	16.5	7.5	558.2	286.8	845.0
Other	'000	150.3	99.5	16.2	12.9	166.5	112.4	278.9
Not entitled to a rostered day off	'000	2 372.2	2 061.6	873.2	1 011.4	3 245.4	3 073.0	6 318.4
Whether overtime is worked on a regular basis								
Overtime is worked on a regular basis	%	49.6	36.1	24.4	11.6	44.2	29.0	37.3
Overtime is worked on a regular basis	'000	1 674.9	934.8	225.7	122.8	1 900.7	1 057.6	2 958.3
Overtime is not worked on a regular basis(c)	'000	1 699.1	1 653.0	699.7	931.6	2 398.8	2 584.6	4 983.3
Whether worked shift work in the last four weeks								
Worked shift work in the last four weeks	%	15.3	13.5	14.0	11.9	15.0	13.0	14.1
Worked shift work in the last four weeks	'000	517.4	349.1	129.5	125.5	647.0	474.7	1 121.6
Worked but did not work shift work in the last four weeks	'000	2 831.6	2 205.2	794.8	927.6	3 626.4	3 132.8	6 759.2
Away from work for the last four weeks(d)	'000	25.0	33.5	*1.1	*1.2	26.1	34.7	60.8
Whether able to work extra hours in order to take time off								
Able to work extra hours	%	44.3	45.6	32.6	28.8	41.8	40.7	41.3
Able to work extra hours	'000	1 493.2	1 180.0	301.9	303.3	1 795.1	1 483.3	3 278.4
Unable to work extra hours	'000	1 880.9	1 407.8	623.5	751.0	2 504.4	2 158.9	4 663.3
Days of the week usually works in main job								
Works Monday to Friday	%	70.2	63.2	40.7	24.0	63.8	51.8	58.3
Works Monday to Friday	'000	2 368.9	1 634.6	376.3	252.5	2 745.2	1 887.2	4 632.4
Nine-day fortnight	'000	37.4	17.2	*1.6	*1.3	39.0	18.5	57.6
Days vary from week to week	'000	329.1	281.3	173.0	236.3	502.1	517.6	1 019.7
Days vary from month to month	'000	35.6	19.7	10.4	11.2	46.0	30.9	76.9
Other	'000	603.0	635.0	364.2	552.9	967.2	1 187.9	2 155.1
Whether paid or unpaid leave for most recent absence								
Had an absence in the last two weeks	%	20.8	23.3	15.0	14.7	19.6	20.8	20.2
Had an absence in the last two weeks	'000	703.2	603.7	138.8	155.2	842.0	758.9	1 601.0
Paid leave only	'000	650.3	533.1	7.7	7.1	658.0	540.2	1 198.2
Unpaid leave only	'000	43.7	54.3	129.2	147.5	172.9	201.9	374.8
Both paid and unpaid leave	'000	*2.3	8.4	—	—	*2.3	8.4	10.7
Did not know	'000	6.9	7.9	*1.9	**0.6	8.8	8.4	17.2
Did not have an absence in the last two weeks	'000	2 670.8	1 984.1	786.6	899.1	3 457.4	2 883.3	6 340.7
<b>Total</b>	'000	<b>3 374.0</b>	<b>2 587.8</b>	<b>925.4</b>	<b>1 054.3</b>	<b>4 299.5</b>	<b>3 642.2</b>	<b>7 941.6</b>

\* estimate has a relative standard error of 25% to 50% and should be used with caution

\*\* estimate has a relative standard error greater than 50% and is considered too unreliable for general use

— nil or rounded to zero (including null cells)

(a) Refers to the entitlement of employees to either paid holiday leave or paid sick leave, or both, in their main job.

(b) Includes 39,600 persons who did not know whether they were entitled to paid holiday leave and paid sick leave.

(c) Includes overtime is not worked.

(d) In the November 2000 publication, persons who were away from work for the last four weeks were included in 'Did not work shift work in the last four weeks'. See paragraph 19 of the Explanatory Notes.

## EMPLOYEES IN MAIN JOB, Trade union membership—By selected working arrangements

		TRADE UNION MEMBER		NOT A TRADE UNION MEMBER		TOTAL (a)		
		Males	Females	Males	Females	Males	Females	Persons
FULL-TIME EMPLOYEES								
Whether start and finish times are fixed								
Start and finish times are not fixed	%	24.6	24.2	42.8	31.2	37.3	29.1	34.4
Start and finish times are not fixed	'000	248.3	123.6	1 106.4	461.6	1 400.6	596.2	1 996.9
Variable daily	'000	140.3	72.8	797.9	331.7	965.4	411.2	1 376.6
Not variable daily	'000	108.0	50.8	308.5	129.9	435.3	185.0	620.3
Start and finish times are fixed	'000	760.8	387.2	1 478.0	1 017.0	2 354.1	1 450.9	3 805.0
Times were negotiated with employer	'000	133.6	70.5	369.6	250.7	520.7	330.5	851.3
Times were not negotiated with employer	'000	627.1	316.8	1 108.4	766.3	1 833.3	1 120.4	2 953.7
Whether entitled to a rostered day off								
Entitled to a rostered day off	%	51.8	37.3	18.0	19.5	27.2	24.0	26.1
Entitled to a rostered day off	'000	522.5	190.7	464.0	288.8	1 021.4	492.2	1 513.6
Every week	'000	25.2	10.4	60.6	43.5	90.3	55.4	145.7
Every fortnight	'000	146.3	32.9	76.9	49.0	226.3	83.6	309.8
Every month	'000	291.4	120.2	234.0	138.8	547.0	266.7	813.7
Other	'000	59.6	27.2	92.4	57.6	157.8	86.5	244.3
Not entitled to a rostered day off	'000	486.6	320.2	2 120.5	1 189.8	2 733.3	1 554.9	4 288.2
Whether overtime is worked on a regular basis								
Overtime is worked on a regular basis	%	47.8	45.4	50.3	39.7	49.1	40.7	46.1
Overtime is worked on a regular basis	'000	482.4	231.9	1 299.4	587.5	1 843.0	833.3	2 676.3
Overtime is not worked on a regular basis (b)	'000	526.6	278.9	1 285.1	891.1	1 911.7	1 213.9	3 125.6
Whether worked shift work in the last four weeks								
Worked shift work in the last four weeks	%	27.0	22.2	10.2	8.6	14.7	12.0	13.8
Worked shift work in the last four weeks	'000	272.0	113.6	264.2	127.5	553.5	246.6	800.1
Worked but did not work shift work in the last four weeks	'000	727.0	388.3	2 307.9	1 335.8	3 178.2	1 776.0	4 954.2
Away from work for the last four weeks (c)	'000	10.1	8.9	12.3	15.2	23.1	24.5	47.6
Whether able to choose when holidays are taken								
Can choose when holidays are taken	%	67.1	56.7	75.5	72.7	72.8	68.6	71.3
Can choose when holidays are taken	'000	676.9	289.6	1 950.1	1 074.3	2 733.9	1 404.2	4 138.0
Sometimes can choose	'000	167.3	78.3	359.4	219.8	555.8	307.5	863.3
Cannot choose	'000	164.8	142.9	275.0	184.5	465.0	335.5	800.5
Whether able to work extra hours in order to take time off								
Able to work extra hours	%	36.8	33.6	46.7	48.5	43.9	44.5	44.1
Able to work extra hours	'000	371.5	171.5	1 207.4	717.2	1 647.6	911.6	2 559.2
Unable to work extra hours	'000	637.5	339.3	1 377.0	761.4	2 107.1	1 135.6	3 242.7
Days of the week usually works in main job								
Works Monday to Friday	%	64.7	71.1	71.4	77.1	69.8	75.7	71.9
Works Monday to Friday	'000	653.1	363.4	1 845.5	1 140.6	2 621.2	1 549.1	4 170.4
Nine-day fortnight	'000	24.5	7.3	13.7	7.9	38.4	15.4	53.8
Days vary from week to week	'000	162.3	75.6	183.3	110.7	357.6	192.0	549.6
Days vary from month to month	'000	15.7	6.4	22.0	7.1	38.6	13.6	52.2
Other	'000	153.5	58.1	519.9	212.3	698.8	277.1	976.0
Whether paid or unpaid leave for most recent absence								
Had an absence in the last two weeks	%	22.6	26.5	19.3	22.4	20.2	23.5	21.4
Had an absence in the last two weeks	'000	227.7	135.3	498.8	330.5	759.5	480.8	1 240.4
Paid leave only	'000	202.4	120.5	402.1	269.0	633.0	402.2	1 035.3
Unpaid leave only	'000	23.2	12.2	89.3	55.3	116.9	68.4	185.3
Both paid and unpaid leave	'000	**0.4	*1.9	*1.9	*3.0	*2.3	5.3	7.7
Did not know	'000	*1.7	*0.7	5.5	*3.3	7.3	4.8	12.1
Did not have an absence in the last two weeks	'000	781.3	375.5	2 085.6	1 148.1	2 995.2	1 566.3	4 561.5
<b>Total</b>	'000	<b>1 009.1</b>	<b>510.8</b>	<b>2 584.4</b>	<b>1 478.6</b>	<b>3 754.7</b>	<b>2 047.2</b>	<b>5 801.9</b>

\* estimate has a relative standard error of 25% to 50% and should be used with caution

(b) Includes overtime is not worked.

\*\* estimate has a relative standard error greater than 50% and is considered too unreliable for general use

(c) In the November 2000 publication, persons who were away from work for the last four weeks were included in 'Did not work shift work in the last four weeks'. See paragraph 19 of the Explanatory Notes.

(a) Includes 256,400 persons (173,800 males and 82,600 females) who did not know their trade union membership status.

continued

		TRADE UNION MEMBER		NOT A TRADE UNION MEMBER		TOTAL(a)		
		Males	Females	Males	Females	Males	Females	Persons
PART-TIME EMPLOYEES								
Whether start and finish times are fixed								
Start and finish times are not fixed	%	27.4	20.1	39.2	33.0	37.5	30.3	32.1
Start and finish times are not fixed	'000	20.7	63.2	179.2	414.7	204.5	482.6	687.1
Variable daily	'000	6.8	23.6	104.1	258.8	112.9	283.6	396.4
Not variable daily	'000	13.9	39.6	75.1	155.9	91.6	199.0	290.7
Start and finish times are fixed	'000	54.9	252.1	277.4	840.1	340.3	1 112.4	1 452.7
Times were negotiated with employer	'000	9.5	77.2	70.5	294.0	81.3	377.2	458.5
Times were not negotiated with employer	'000	45.4	174.9	206.9	546.1	259.0	735.2	994.2
Whether entitled to a rostered day off								
Entitled to a rostered day off	%	12.1	7.4	4.5	4.2	6.0	4.8	5.1
Entitled to a rostered day off	'000	9.1	23.5	20.7	52.3	32.7	77.0	109.6
Every week	'000	*1.6	5.8	6.2	16.4	9.0	22.4	31.4
Every fortnight	'000	*2.5	*3.3	*1.4	5.2	*3.8	8.6	12.4
Every month	'000	*3.9	8.6	6.0	10.9	11.2	20.0	31.2
Other	'000	*1.2	5.8	7.2	19.9	8.7	25.9	34.6
Not entitled to a rostered day off	'000	66.4	291.8	435.8	1 202.5	512.1	1 518.0	2 030.1
Whether overtime is worked on a regular basis								
Overtime is worked on a regular basis	%	20.9	22.2	8.9	12.0	10.6	14.1	13.2
Overtime is worked on a regular basis	'000	15.8	70.0	40.8	150.7	57.7	224.4	282.0
Overtime is not worked on a regular basis(b)	'000	59.8	245.3	415.8	1 104.1	487.1	1 370.7	1 857.7
Whether worked shift work in the last four weeks								
Worked shift work in the last four weeks	%	30.5	25.6	15.1	11.5	17.2	14.3	15.0
Worked shift work in the last four weeks	'000	23.1	80.6	68.9	144.5	93.5	228.1	321.6
Worked but did not work shift work in the last four weeks	'000	51.8	229.2	385.3	1 105.7	448.2	1 356.8	1 805.0
Away from work for the last four weeks(c)	'000	**0.7	5.5	*2.4	4.7	*3.0	10.2	13.2
Whether able to choose when holidays are taken								
Can choose when holidays are taken	%	62.5	63.4	65.2	68.3	64.8	67.4	66.7
Can choose when holidays are taken	'000	47.2	199.8	297.7	857.6	352.8	1 074.5	1 427.4
Sometimes can choose	'000	9.8	50.8	50.5	146.5	62.1	201.4	263.6
Cannot choose	'000	18.5	64.7	108.3	250.8	129.8	319.0	448.8
Whether able to work extra hours in order to take time off								
Able to work extra hours	%	27.1	35.0	26.9	36.2	27.1	35.8	33.6
Able to work extra hours	'000	20.5	110.4	122.8	454.3	147.4	571.7	719.2
Unable to work extra hours	'000	55.1	204.9	333.8	800.6	397.3	1 023.3	1 420.6
Days of the week usually works in main job								
Works Monday to Friday	%	33.1	23.8	21.1	20.5	22.8	21.2	21.6
Works Monday to Friday	'000	25.0	75.1	96.2	257.0	123.9	338.1	462.0
Nine-day fortnight	'000	—	*1.9	**0.6	*1.3	**0.6	*3.2	*3.8
Days vary from week to week	'000	19.4	71.5	123.5	249.2	144.5	325.6	470.1
Days vary from month to month	'000	*1.3	6.0	6.1	11.2	7.4	17.4	24.8
Other	'000	29.8	160.9	230.2	736.1	268.3	910.8	1 179.1
Whether paid or unpaid leave for most recent absence								
Had an absence in the last two weeks	%	15.3	21.8	15.3	16.2	15.1	17.4	16.9
Had an absence in the last two weeks	'000	11.6	68.6	70.0	203.7	82.5	278.1	360.6
Paid leave only	'000	4.9	47.0	19.9	87.6	24.9	138.0	162.9
Unpaid leave only	'000	5.9	19.0	50.0	112.0	56.0	133.4	189.5
Both paid and unpaid leave	'000	—	*1.4	—	*1.7	—	*3.1	*3.1
Did not know	'000	*0.8	*1.2	**0.1	*2.4	*1.5	*3.6	5.1
Did not have an absence in the last two weeks	'000	64.0	246.7	386.6	1 051.1	462.3	1 316.9	1 779.2
<b>Total</b>	'000	75.6	315.3	456.6	1 254.8	544.7	1 595.0	2 139.8

\* estimate has a relative standard error of 25% to 50% and should be used with caution

\*\* estimate has a relative standard error greater than 50% and is considered too unreliable for general use

— nil or rounded to zero (including null cells)

(a) Includes 256,400 persons (173,800 males and 82,600 females) who did not know their trade union membership status.

(b) Includes overtime is not worked.

(c) In the November 2000 publication, persons who were away from work for the last four weeks were included in 'Did not work shift work in the last four weeks'. See paragraph 19 of the Explanatory Notes.

continued

		TRADE UNION MEMBER		NOT A TRADE UNION MEMBER		TOTAL(a)		
		Males	Females	Males	Females	Males	Females	Persons
TOTAL								
Whether start and finish times are fixed								
Start and finish times are not fixed	%	24.8	22.6	42.3	32.1	37.3	29.6	33.8
Start and finish times are not fixed	'000	269.0	186.8	1 285.5	876.3	1 605.1	1 078.8	2 683.9
Variable daily	'000	147.2	96.5	901.9	590.5	1 078.3	694.8	1 773.0
Not variable daily	'000	121.8	90.4	383.6	285.8	526.9	384.0	910.9
Start and finish times are fixed	'000	815.7	639.3	1 755.5	1 857.2	2 694.3	2 563.4	5 257.7
Times were negotiated with employer	'000	143.1	147.7	440.1	544.8	602.0	707.7	1 309.8
Times were not negotiated with employer	'000	672.5	491.6	1 315.3	1 312.4	2 092.3	1 855.6	3 947.9
Whether entitled to a rostered day off								
Entitled to a rostered day off	%	49.0	25.9	15.9	12.5	24.5	15.6	20.4
Entitled to a rostered day off	'000	531.6	214.1	484.7	341.1	1 054.1	569.2	1 623.3
Every week	'000	26.8	16.1	66.8	59.9	99.2	77.9	177.1
Every fortnight	'000	148.8	36.2	78.3	54.2	230.1	92.2	322.3
Every month	'000	295.3	128.9	239.9	149.6	558.2	286.8	845.0
Other	'000	60.8	33.0	99.7	77.4	166.5	112.4	278.9
Not entitled to a rostered day off	'000	553.0	612.0	2 556.3	2 392.3	3 245.4	3 073.0	6 318.4
Whether overtime is worked on a regular basis								
Overtime is worked on a regular basis	%	45.9	36.5	44.1	27.0	44.2	29.0	37.3
Overtime is worked on a regular basis	'000	498.2	302.0	1 340.1	738.2	1 900.7	1 057.6	2 958.3
Overtime is not worked on a regular basis(b)	'000	586.4	524.2	1 700.9	1 995.2	2 398.8	2 584.6	4 983.3
Whether worked shift work in the last four weeks								
Worked shift work in the last four weeks	%	27.2	23.5	11.0	9.9	15.0	13.0	14.1
Worked shift work in the last four weeks	'000	295.0	194.3	333.1	272.0	647.0	474.7	1 121.6
Worked but did not work shift work in the last four weeks	'000	778.8	617.4	2 693.3	2 441.5	3 626.4	3 132.8	6 759.2
Away from work for the last four weeks(c)	'000	10.8	14.4	14.7	19.9	26.1	34.7	60.8
Whether able to choose when holidays are taken								
Can choose when holidays are taken	%	66.8	59.2	73.9	70.7	71.8	68.1	70.1
Can choose when holidays are taken	'000	724.1	489.5	2 247.8	1 931.9	3 086.7	2 478.7	5 565.4
Sometimes can choose	'000	177.2	129.0	409.9	366.3	617.9	508.9	1 126.9
Cannot choose	'000	183.4	207.6	383.3	435.3	594.8	654.6	1 249.3
Whether able to work extra hours in order to take time off								
Able to work extra hours	%	36.1	34.1	43.7	42.9	41.8	40.7	41.3
Able to work extra hours	'000	392.0	281.9	1 330.2	1 171.4	1 795.1	1 483.3	3 278.4
Unable to work extra hours	'000	692.6	544.2	1 710.8	1 562.0	2 504.4	2 158.9	4 663.3
Days of the week usually works in main job								
Works Monday to Friday	%	62.5	53.1	63.8	51.1	63.8	51.8	58.3
Works Monday to Friday	'000	678.1	438.4	1 941.6	1 397.6	2 745.2	1 887.2	4 632.4
Nine-day fortnight	'000	24.5	9.2	14.2	9.2	39.0	18.5	57.6
Days vary from week to week	'000	181.7	147.1	306.9	359.9	502.1	517.6	1 019.7
Days vary from month to month	'000	17.0	12.5	28.2	18.3	46.0	30.9	76.9
Other	'000	183.3	218.9	750.1	948.4	967.2	1 187.9	2 155.1
Whether paid or unpaid leave for most recent absence								
Had an absence in the last two weeks	%	22.1	24.7	18.7	19.5	19.6	20.8	20.2
Had an absence in the last two weeks	'000	239.3	203.9	568.9	534.2	842.0	758.9	1 601.0
Paid leave only	'000	207.3	167.5	422.0	356.6	658.0	540.2	1 198.2
Unpaid leave only	'000	29.0	31.1	139.3	167.3	172.9	201.9	374.8
Both paid and unpaid leave	'000	**0.4	*3.4	*1.9	4.6	*2.3	8.4	10.7
Did not know	'000	*2.6	*1.9	5.7	5.6	8.8	8.4	17.2
Did not have an absence in the last two weeks	'000	845.3	622.2	2 472.1	2 199.2	3 457.4	2 883.3	6 340.7
<b>Total</b>	'000	<b>1 084.7</b>	<b>826.1</b>	<b>3 041.0</b>	<b>2 733.4</b>	<b>4 299.5</b>	<b>3 642.2</b>	<b>7 941.6</b>

\* estimate has a relative standard error of 25% to 50% and should be used with caution

(b) Includes overtime is not worked.

\*\* estimate has a relative standard error greater than 50% and is considered too unreliable for general use

(c) In the November 2000 publication, persons who were away from work for the last four weeks were included in 'Did not work shift work in the last four weeks'. See paragraph 19 of the Explanatory Notes.

(a) Includes 256,400 persons (173,800 males and 82,600 females) who did not know their trade union membership status.

## EMPLOYEES IN MAIN JOB, Whether has children aged under 12 years—By selected working arrangements

	HAS CHILDREN AGED UNDER 12 YEARS		DOES NOT HAVE CHILDREN AGED UNDER 12 YEARS		TOTAL		
	Males	Females	Males	Females	Males	Females	Persons
	'000	'000	'000	'000	'000	'000	'000
Whether start and finish times are fixed							
Start and finish times are not fixed	449.9	264.3	1 155.3	814.5	1 605.1	1 078.8	2 683.9
Variable daily	321.1	188.5	757.2	506.3	1 078.3	694.8	1 773.0
Not variable daily	128.8	75.8	398.1	308.2	526.9	384.0	910.9
Start and finish times are fixed	670.3	571.5	2 024.0	1 991.8	2 694.3	2 563.4	5 257.7
Times were negotiated with employer	163.9	213.3	438.2	494.4	602.0	707.7	1 309.8
Times were not negotiated with employer	506.5	358.2	1 585.8	1 497.4	2 092.3	1 855.6	3 947.9
Whether entitled to a rostered day off							
Entitled to a rostered day off	278.5	83.4	775.5	485.8	1 054.1	569.2	1 623.3
Every week	25.5	12.4	73.7	65.5	99.2	77.9	177.1
Every fortnight	66.2	13.6	163.9	78.5	230.1	92.2	322.3
Every month	139.4	38.5	418.8	248.2	558.2	286.8	845.0
Other	47.4	18.8	119.1	93.6	166.5	112.4	278.9
Not entitled to a rostered day off	841.7	752.4	2 403.7	2 320.5	3 245.4	3 073.0	6 318.4
Whether overtime is worked on a regular basis							
Overtime is worked on a regular basis	563.1	202.0	1 337.6	855.6	1 900.7	1 057.6	2 958.3
Overtime is not worked on a regular basis(a)	557.1	633.8	1 841.7	1 950.7	2 398.8	2 584.6	4 983.3
Whether worked shift work in the last four weeks							
Worked shift work in the last four weeks	173.0	108.2	473.9	366.5	647.0	474.7	1 121.6
Worked but did not work shift work in the last four weeks	947.2	727.6	2 679.2	2 405.2	3 626.4	3 132.8	6 759.2
Away from work for the last four weeks(b)	—	—	26.1	34.7	26.1	34.7	60.8
Whether able to choose when holidays are taken							
Can choose when holidays are taken	808.9	567.5	2 277.8	1 911.2	3 086.7	2 478.7	5 565.4
Sometimes can choose	173.1	111.0	444.9	397.9	617.9	508.9	1 126.9
Cannot choose	138.3	157.3	456.5	497.2	594.8	654.6	1 249.3
Whether able to work extra hours in order to take time off							
Able to work extra hours	495.1	364.0	1 300.0	1 119.3	1 795.1	1 483.3	3 278.4
Unable to work extra hours	625.1	471.8	1 879.2	1 687.1	2 504.4	2 158.9	4 663.3
Days of the week usually works in main job							
Works Monday to Friday	753.2	314.6	1 992.0	1 572.6	2 745.2	1 887.2	4 632.4
Nine-day fortnight	8.8	*2.3	30.2	16.2	39.0	18.5	57.6
Days vary from week to week	119.4	117.4	382.7	400.3	502.1	517.6	1 019.7
Days vary from month to month	10.8	9.6	35.2	21.4	46.0	30.9	76.9
Other	228.0	392.0	739.2	795.9	967.2	1 187.9	2 155.1
Usually works weekdays only	32.5	284.7	161.6	392.1	194.1	676.8	870.9
Usually works weekends only	*2.3	12.0	21.8	50.9	24.1	63.0	87.0
Usually works some weekdays and some weekends	193.1	95.4	555.8	352.8	749.0	448.2	1 197.1
Full-time or part-time employees in main job							
Full-time employees	1 046.8	290.1	2 707.9	1 757.1	3 754.7	2 047.2	5 801.9
Part-time employees	73.4	545.8	471.3	1 049.2	544.7	1 595.0	2 139.8
Leave entitlements in main job(c)							
With leave entitlements	947.7	537.4	2 426.3	2 050.5	3 374.0	2 587.8	5 961.9
Without leave entitlements(d)	172.5	298.5	752.9	755.9	925.4	1 054.3	1 979.7
Whether works in a job-share arrangement							
Job-shares	*2.7	70.8	16.9	94.5	19.6	165.3	184.9
Does not job-share	70.8	476.3	446.7	968.4	517.5	1 444.7	1 962.2
Did not know	*1.5	12.8	9.9	19.3	11.4	32.1	43.5
Does not usually work part-time(e)	1 045.1	275.9	2 705.8	1 724.2	3 750.9	2 000.1	5 751.0
<b>Total</b>	<b>1 120.2</b>	<b>835.8</b>	<b>3 179.2</b>	<b>2 806.3</b>	<b>4 299.5</b>	<b>3 642.2</b>	<b>7 941.6</b>

\* estimate has a relative standard error of 25% to 50% and should be used with caution

— nil or rounded to zero (including null cells)

(a) Includes overtime is not worked.

(b) In the November 2000 publication, persons who were away from work for the last four weeks were included in 'Did not work shift work in the last four weeks'. See paragraph 19 of the Explanatory Notes.

(c) Refers to the entitlement of employees to either paid holiday leave or paid sick leave, or both, in their main job.

(d) Includes 39,600 persons who did not know whether they were entitled to paid holiday leave and paid sick leave.

(e) In the November 2000 publication, persons who did not usually work part-time were included in 'Does not job-share'. See paragraph 20 of the Explanatory Notes.

# EMPLOYEES IN MAIN JOB, Whether start and finish times are fixed—By employee characteristics

	START AND FINISH TIMES ARE NOT FIXED			START AND FINISH TIMES ARE FIXED			Start and finish times not fixed %	
	Variable daily	Not variable daily	Total	Times were negotiated with employer	Times were not negotiated with employer	Total		
	'000	'000	'000	'000	'000	'000		
<b>Sex</b>								
Males	1 078.3	526.9	1 605.1	602.0	2 092.3	2 694.3	4 299.5	37.3
Females	694.8	384.0	1 078.8	707.7	1 855.6	2 563.4	3 642.2	29.6
<b>Age group (years)</b>								
15–19(a)	21.9	81.1	103.1	50.2	250.7	300.8	403.9	25.5
20–24	94.8	142.3	237.0	155.0	625.1	780.1	1 017.1	23.3
25–34	422.8	232.6	655.4	333.7	1 021.3	1 355.0	2 010.4	32.6
35–44	491.4	193.5	684.9	351.7	876.5	1 228.2	1 913.1	35.8
45–54	487.8	177.5	665.3	281.4	798.3	1 079.7	1 745.0	38.1
55–69	238.3	82.2	320.5	134.8	372.4	507.2	827.7	38.7
70 and over	16.0	*1.7	17.7	*2.9	*3.8	6.8	24.5	72.4
<b>Relationship in household</b>								
Family member	1 464.9	747.8	2 212.6	1 081.3	3 247.3	4 328.6	6 541.3	33.8
Husband, wife or partner	1 269.3	514.8	1 784.2	823.6	2 264.8	3 088.3	4 872.5	36.6
With dependants	707.4	266.1	973.5	461.3	1 160.2	1 621.5	2 595.0	37.5
Without dependants	562.0	248.7	810.7	362.3	1 104.6	1 466.9	2 277.5	35.6
Lone parent	73.7	40.9	114.6	85.3	174.9	260.2	374.9	30.6
With dependants	57.8	33.3	91.1	69.9	130.6	200.5	291.5	31.2
Without dependants	15.9	7.6	23.6	15.5	44.2	59.7	83.3	28.3
Dependent student	19.5	33.2	52.7	39.0	88.0	126.9	179.6	29.3
Non-dependent child	84.6	138.8	223.4	110.2	625.4	735.6	959.0	23.3
Other family person	17.7	20.0	37.7	23.3	94.3	117.6	155.3	24.3
Non-family member	265.4	131.8	397.2	185.1	606.0	791.1	1 188.3	33.4
Lone person	171.6	75.8	247.4	114.5	358.6	473.1	720.5	34.3
Not living alone	93.8	56.0	149.8	70.6	247.3	317.9	467.7	32.0
Relationship not determined	42.8	31.3	74.1	43.4	94.6	138.0	212.1	34.9
<b>Full-time or part-time employees in main job</b>								
Full-time employees	1 376.6	620.3	1 996.9	851.3	2 953.7	3 805.0	5 801.9	34.4
Part-time employees	396.4	290.7	687.1	458.5	994.2	1 452.7	2 139.8	32.1
<b>Total</b>	<b>1 773.0</b>	<b>910.9</b>	<b>2 683.9</b>	<b>1 309.8</b>	<b>3 947.9</b>	<b>5 257.7</b>	<b>7 941.6</b>	<b>33.8</b>

\* estimate has a relative standard error of 25% to 50% and should be used with caution

(a) Excludes persons attending school.



## EMPLOYEES IN MAIN JOB, Whether start and finish times are fixed—By job characteristics

Industry	START AND FINISH TIMES ARE NOT FIXED			START AND FINISH TIMES ARE FIXED			Start and finish times not fixed	
	<i>Variable daily</i>	<i>Not variable daily</i>	<i>Total</i>	<i>Times were not negotiated with employer</i>	<i>Times were not negotiated with employer</i>	<i>Total</i>	<i>Total</i>	<i>%</i>
	'000	'000	'000	'000	'000	'000	'000	%
<b>Industry</b>								
Agriculture, forestry and fishing	56.6	24.5	81.2	23.6	56.3	79.9	161.1	50.4
Mining	11.3	7.0	18.4	9.1	59.1	68.2	86.5	21.2
Manufacturing	193.2	76.6	269.8	133.7	584.5	718.1	987.9	27.3
Electricity, gas and water supply	14.2	5.7	20.0	13.7	35.4	49.2	69.1	28.9
Construction	138.9	74.6	213.5	62.3	239.0	301.3	514.8	41.5
Wholesale trade	121.2	41.2	162.4	70.1	172.0	242.1	404.6	40.2
Retail trade	132.7	141.3	273.9	249.8	563.2	813.0	1 087.0	25.2
Accommodation, cafes and restaurants	59.0	94.4	153.4	74.1	173.6	247.6	401.1	38.3
Transport and storage	66.4	84.2	150.5	52.7	170.0	222.7	373.2	40.3
Communication services	36.9	19.3	56.2	23.7	75.5	99.1	155.3	36.2
Finance and insurance	110.3	22.2	132.4	52.3	140.7	192.9	325.4	40.7
Property and business services	319.5	85.2	404.7	145.4	385.3	530.7	935.5	43.3
Government administration and defence	189.9	29.5	219.4	56.9	165.4	222.3	441.7	49.7
Education	108.0	58.4	166.4	82.5	420.8	503.3	669.7	24.8
Health and community services	115.8	91.2	207.1	176.3	506.4	682.7	889.7	23.3
Cultural and recreational services	40.5	27.7	68.3	32.6	75.6	108.1	176.4	38.7
Personal and other services	58.6	27.8	86.3	51.1	125.4	176.4	262.8	32.9
<b>Occupation</b>								
Managers and administrators	281.3	45.4	326.7	70.6	102.1	172.7	499.4	65.4
Professionals	511.5	142.0	653.5	220.5	746.9	967.4	1 620.8	40.3
Associate professionals	308.0	101.2	409.2	179.3	352.9	532.1	941.3	43.5
Tradespersons and related workers	130.7	100.0	230.7	135.2	563.5	698.8	929.4	24.8
Advanced clerical and service workers	104.2	22.4	126.6	64.4	122.2	186.6	313.2	40.4
Intermediate clerical, sales and service workers	249.8	172.8	422.6	305.3	787.9	1 093.3	1 515.9	27.9
Intermediate production and transport workers	62.1	114.4	176.6	85.0	386.7	471.7	648.3	27.2
Elementary clerical, sales and service workers	51.0	117.3	168.3	164.5	422.6	587.0	755.4	22.3
Labourers and related workers	74.5	95.3	169.8	85.0	463.1	548.1	717.9	23.7
<b>Leave entitlements in main job(a)</b>								
With leave entitlements	1 289.2	579.5	1 868.7	975.2	3 118.0	4 093.1	5 961.9	31.3
Without leave entitlements(b)	483.8	331.4	815.2	334.6	830.0	1 164.5	1 979.7	41.2
<b>Sector of main job</b>								
Public	387.5	138.0	525.5	231.6	830.3	1 061.9	1 587.4	33.1
Private(c)	1 385.5	773.0	2 158.5	1 078.1	3 117.6	4 195.8	6 354.2	34.0
<b>Total</b>	<b>1 773.0</b>	<b>910.9</b>	<b>2 683.9</b>	<b>1 309.8</b>	<b>3 947.9</b>	<b>5 257.7</b>	<b>7 941.6</b>	<b>33.8</b>

(a) Refers to the entitlement of employees to either paid holiday leave or paid sick leave, or both, in their main job.

(b) Includes 39,600 persons who did not know whether they were entitled to paid holiday leave and paid sick leave.

(c) Includes 46,400 persons for whom Sector of main job could not be determined.

# 7

## EMPLOYEES IN MAIN JOB, Whether able to work extra hours in order to take time off—By employee characteristics

	ABLE TO WORK EXTRA HOURS		UNABLE TO WORK EXTRA HOURS		TOTAL			Able to work extra hours
	Males	Females	Males	Females	Males	Females	Persons	
	'000	'000	'000	'000	'000	'000	'000	%
Age group (years)								
15–19(a)	63.0	51.5	150.9	138.5	213.9	190.0	403.9	28.3
20–24	200.5	169.5	332.0	315.1	532.5	484.7	1 017.1	36.4
25–34	479.8	412.4	617.3	500.9	1 097.1	913.3	2 010.4	44.4
35–44	455.0	383.6	587.5	487.0	1 042.5	870.6	1 913.1	43.8
45–54	384.2	339.9	521.4	499.4	905.7	839.3	1 745.0	41.5
55–69	205.5	124.9	285.0	212.3	490.4	337.2	827.7	39.9
70 and over	7.1	*1.5	10.3	5.6	17.4	7.1	24.5	35.2
Relationship in household								
Family member	1 474.6	1 227.8	2 054.7	1 784.2	3 529.3	3 012.0	6 541.3	41.3
Husband, wife or partner	1 181.0	920.7	1 522.6	1 248.2	2 703.6	2 168.9	4 872.5	43.1
With dependants	672.8	464.8	849.2	608.2	1 522.0	1 073.0	2 595.0	43.8
Without dependants	508.2	455.9	673.4	640.0	1 181.7	1 095.9	2 277.5	42.3
Lone parent	28.1	131.5	40.7	174.5	68.8	306.0	374.9	42.6
With dependants	19.2	104.5	24.9	143.0	44.0	247.5	291.5	42.4
Without dependants	8.9	27.0	15.9	31.5	24.8	58.5	83.3	43.2
Dependent student	13.3	22.2	61.4	82.7	74.8	104.9	179.6	19.8
Non-dependent child	217.3	132.0	369.0	240.6	586.3	372.7	959.0	36.4
Other family person	34.9	21.4	60.9	38.2	95.7	59.6	155.3	36.2
Non-family member	281.0	217.9	381.8	307.6	662.8	525.4	1 188.3	42.0
Lone person	170.3	141.6	218.8	189.8	389.2	331.4	720.5	43.3
Not living alone	110.7	76.3	163.0	117.8	273.7	194.1	467.7	40.0
Relationship not determined	39.5	37.7	67.9	67.1	107.3	104.8	212.1	36.4
Full-time or part-time employees in main job								
Full-time employees	1 647.6	911.6	2 107.1	1 135.6	3 754.7	2 047.2	5 801.9	44.1
Part-time employees	147.4	571.7	397.3	1 023.3	544.7	1 595.0	2 139.8	33.6
Trade union membership								
Trade union member	392.0	281.9	692.6	544.2	1 084.7	826.1	1 910.8	35.3
Not a trade union member	1 330.2	1 171.4	1 710.8	1 562.0	3 041.0	2 733.4	5 774.4	43.3
<b>Total(b)</b>	<b>1 795.1</b>	<b>1 483.3</b>	<b>2 504.4</b>	<b>2 158.9</b>	<b>4 299.5</b>	<b>3 642.2</b>	<b>7 941.6</b>	<b>41.3</b>

\* estimate has a relative standard error of 25% to 50% and should be used with caution

(b) Includes 256,400 persons (173,800 males and 82,600 females) who did not know their trade union membership status.

(a) Excludes persons attending school.

	ABLE TO WORK EXTRA HOURS		UNABLE TO WORK EXTRA HOURS		TOTAL			Able to work extra hours
	Males	Females	Males	Females	Males	Females	Persons	
	'000	'000	'000	'000	'000	'000	'000	%
<b>Industry</b>								
Agriculture, forestry and fishing	66.2	17.8	57.8	19.2	124.0	37.1	161.1	52.2
Mining	23.7	6.4	50.6	5.8	74.3	12.3	86.5	34.8
Manufacturing	298.2	118.4	430.3	141.1	728.5	259.4	987.9	42.2
Electricity, gas and water supply	23.4	7.6	30.3	7.9	53.6	15.5	69.1	44.7
Construction	204.0	39.8	251.1	20.0	455.0	59.8	514.8	47.4
Wholesale trade	120.6	60.0	152.9	71.1	273.5	131.1	404.6	44.6
Retail trade	203.9	195.6	327.0	360.4	530.9	556.1	1 087.0	36.8
Accommodation, cafes and restaurants	52.6	61.8	123.9	162.8	176.4	224.6	401.1	28.5
Transport and storage	84.7	30.7	195.5	62.3	280.2	93.0	373.2	30.9
Communication services	39.4	21.1	63.7	31.1	103.1	52.2	155.3	39.0
Finance and insurance	75.3	83.3	76.8	90.0	152.1	173.2	325.4	48.7
Property and business services	240.3	212.8	254.4	227.9	494.7	440.7	935.5	48.4
Government administration and defence	148.6	140.0	83.7	69.3	232.4	209.3	441.7	65.3
Education	57.4	118.1	154.4	339.8	211.8	457.9	669.7	26.2
Health and community services	68.9	264.2	112.7	443.9	181.6	708.2	889.7	37.4
Cultural and recreational services	35.0	44.1	51.9	45.3	86.9	89.5	176.4	44.9
Personal and other services	52.8	61.5	87.5	60.9	140.3	122.5	262.8	43.5
<b>Occupation</b>								
Managers and administrators	193.3	70.5	185.0	50.7	378.3	121.1	499.4	52.8
Professionals	371.8	324.4	392.3	532.4	764.0	856.8	1 620.8	42.9
Associate professionals	270.8	194.7	288.1	187.7	558.9	382.4	941.3	49.5
Tradespersons and related workers	369.0	36.8	473.9	49.8	842.8	86.6	929.4	43.7
Advanced clerical and service workers	16.9	164.0	22.2	110.1	39.1	274.1	313.2	57.8
Intermediate clerical, sales and service workers	185.5	454.6	246.2	629.5	431.7	1 084.1	1 515.9	42.2
Intermediate production and transport workers	175.4	28.7	388.4	55.8	563.8	84.5	648.3	31.5
Elementary clerical, sales and service workers	77.5	149.6	186.9	341.5	264.3	491.0	755.4	30.1
Labourers and related workers	134.9	60.0	321.4	201.5	456.4	261.5	717.9	27.2
<b>Leave entitlements in main job(a)</b>								
With leave entitlements	1 493.2	1 180.0	1 880.9	1 407.8	3 374.0	2 587.8	5 961.9	44.8
Without leave entitlements(b)	301.9	303.3	623.5	751.0	925.4	1 054.3	1 979.7	30.6
<b>Sector of main job</b>								
Public	310.8	377.7	390.9	507.9	701.7	885.7	1 587.4	43.4
Private(c)	1 484.2	1 105.6	2 113.5	1 651.0	3 597.7	2 756.5	6 354.2	40.8
<b>Total</b>	<b>1 795.1</b>	<b>1 483.3</b>	<b>2 504.4</b>	<b>2 158.9</b>	<b>4 299.5</b>	<b>3 642.2</b>	<b>7 941.6</b>	<b>41.3</b>

(a) Refers to the entitlement of employees to either paid holiday leave or paid sick leave, or both, in their main job.

(b) Includes 39,600 persons who did not know whether they were entitled to paid holiday leave and paid sick leave.

(c) Includes 46,400 persons for whom Sector of main job could not be determined.

# EMPLOYEES IN MAIN JOB, Whether overtime is worked on a regular basis—By employee characteristics

## OVERTIME IS WORKED ON A REGULAR BASIS

	OVERTIME IS WORKED ON A REGULAR BASIS					Total	Overtime is not worked on a regular basis(a)		Overtime is worked on a regular basis	
	Paid overtime	Overtime included in salary package	Overtime taken as time off in lieu	Unpaid overtime	Other arrangements		Total	Total	%	
	'000	'000	'000	'000	'000	'000	'000	'000	%	
<b>Sex</b>										
Males	840.6	442.8	76.8	514.0	26.5	1 900.7	2 398.8	4 299.5	44.2	
Females	292.1	185.7	97.9	471.9	10.0	1 057.6	2 584.6	3 642.2	29.0	
<b>Age group (years)</b>										
15–19(b)	64.1	*1.5	*2.9	9.1	—	77.7	326.3	403.9	19.2	
20–24	178.0	29.1	15.6	72.0	*2.2	296.9	720.3	1 017.1	29.2	
25–34	345.4	177.5	64.9	273.1	7.4	868.4	1 141.9	2 010.4	43.2	
35–44	272.2	180.4	42.1	259.5	7.9	762.1	1 151.0	1 913.1	39.8	
45–54	198.3	177.2	37.8	264.3	12.7	690.2	1 054.7	1 745.0	39.6	
55–69	74.6	62.2	11.4	107.2	5.7	261.0	566.6	827.7	31.5	
70 and over	**0.1	**0.6	—	*0.7	**0.5	*2.0	22.5	24.5	*8.1	
<b>Relationship in household</b>										
Family member										
Husband, wife or partner	676.3	469.3	116.7	674.9	26.1	1 963.2	2 909.3	4 872.5	40.3	
With dependants	364.2	264.4	52.5	355.1	16.5	1 052.7	1 542.3	2 595.0	40.6	
Without dependants	312.1	204.9	64.2	319.8	9.6	910.5	1 367.0	2 277.5	40.0	
Lone parent										
With dependants	28.1	15.4	5.7	36.7	*1.2	87.2	204.3	291.5	29.9	
Without dependants	10.9	*2.9	*1.5	10.8	**0.2	26.2	57.1	83.3	31.5	
Dependent student										
Non-dependent child	149.0	29.0	10.0	55.0	*2.0	245.0	714.0	959.0	25.5	
Other family person	27.2	5.8	*2.8	6.5	—	42.2	113.1	155.3	27.2	
Non-family member										
Lone person	114.0	59.7	21.2	117.0	*3.5	315.4	405.1	720.5	43.8	
Not living alone	84.4	29.3	12.6	59.7	*0.9	186.9	280.9	467.7	40.0	
Relationship not determined	29.4	16.8	*4.0	21.5	*2.4	74.0	138.1	212.1	34.9	
<b>Full-time or part-time employees in main job</b>										
Full-time employees	1 005.8	611.2	159.3	865.7	34.3	2 676.3	3 125.6	5 801.9	46.1	
Part-time employees	126.9	17.3	15.4	120.2	*2.2	282.0	1 857.7	2 139.8	13.2	
<b>Trade union membership</b>										
Trade union member	405.6	93.8	41.1	256.8	*2.9	800.2	1 110.6	1 910.8	41.9	
Not a trade union member	688.0	517.6	129.4	710.5	32.7	2 078.3	3 696.1	5 774.4	36.0	
<b>Total(c)</b>	<b>1 132.7</b>	<b>628.5</b>	<b>174.7</b>	<b>985.9</b>	<b>36.5</b>	<b>2 958.3</b>	<b>4 983.3</b>	<b>7 941.6</b>	<b>37.3</b>	

\* estimate has a relative standard error of 25% to 50% and should be used with caution

\*\* estimate has a relative standard error greater than 50% and is considered too unreliable for general use

— nil or rounded to zero (including null cells)

(a) Includes overtime is not worked.

(b) Excludes persons attending school.

(c) Includes 256,400 persons (173, 800 males and 82,600 females) who did not know their trade union membership status.

	OVERTIME IS WORKED ON A REGULAR BASIS					Total	Overtime is not worked on a regular basis(a)	Total	Overtime is worked on a regular basis
	Paid overtime	Overtime included in salary package	Overtime taken as time off in lieu	Unpaid overtime	Other arrangements				
	'000	'000	'000	'000	'000				
<b>Industry</b>									
Agriculture, forestry and fishing	22.0	9.8	5.6	11.6	**0.5	49.6	111.5	161.1	30.8
Mining	19.1	11.7	*1.5	6.4	—	38.7	47.8	86.5	44.8
Manufacturing	257.5	74.1	12.2	78.0	*4.1	425.9	562.0	987.9	43.1
Electricity, gas and water supply	17.9	*4.5	*1.0	4.9	**0.3	28.7	40.4	69.1	41.5
Construction	140.6	35.9	5.9	38.4	6.8	227.6	287.2	514.8	44.2
Wholesale trade	64.1	51.2	5.2	52.7	*2.6	175.8	228.8	404.6	43.5
Retail trade	130.4	63.6	11.2	87.2	*2.6	295.0	791.9	1 087.0	27.1
Accommodation, cafes and restaurants	39.1	24.0	*3.8	24.9	*0.9	92.8	308.3	401.1	23.1
Transport and storage	90.0	28.4	*3.0	38.4	*1.2	161.1	212.1	373.2	43.2
Communication services	27.5	11.3	*3.6	13.6	—	55.9	99.4	155.3	36.0
Finance and insurance	22.9	45.4	8.0	55.5	**0.6	132.2	193.1	325.4	40.6
Property and business services	79.1	109.6	18.2	150.8	8.2	365.9	569.6	935.5	39.1
Government administration and defence	33.1	27.3	34.4	49.8	*1.1	145.8	295.9	441.7	33.0
Education	17.6	73.5	19.2	237.7	*2.8	350.8	318.9	669.7	52.4
Health and community services	110.0	28.3	28.3	86.9	*1.9	255.4	634.3	889.7	28.7
Cultural and recreational services	17.0	13.1	5.1	18.5	*1.2	54.9	121.5	176.4	31.1
Personal and other services	44.9	16.7	8.5	30.5	*1.5	102.1	160.7	262.8	38.8
<b>Occupation</b>									
Managers and administrators	26.2	142.4	16.1	125.7	5.5	315.9	183.5	499.4	63.3
Professionals	108.3	219.6	55.0	439.0	10.3	832.2	788.7	1 620.8	51.3
Associate professionals	103.2	125.3	32.8	162.6	7.9	431.9	509.4	941.3	45.9
Tradespersons and related workers	290.9	33.4	9.3	39.7	*4.3	377.6	551.8	929.4	40.6
Advanced clerical and service workers	18.6	14.6	8.4	37.8	*0.7	80.1	233.1	313.2	25.6
Intermediate clerical, sales and service workers	151.2	60.2	39.1	120.6	*2.1	373.1	1 142.8	1 515.9	24.6
Intermediate production and transport workers	218.2	17.7	*3.8	20.6	*2.6	262.9	385.4	648.3	40.5
Elementary clerical, sales and service workers	87.0	10.5	5.2	26.0	*1.5	130.3	625.0	755.4	17.3
Labourers and related workers	129.2	4.8	5.0	13.9	*1.5	154.4	563.5	717.9	21.5
<b>Leave entitlements in main job(b)</b>									
With leave entitlements	950.7	599.0	167.6	873.9	18.6	2 609.8	3 352.1	5 961.9	43.8
Without leave entitlements(c)	182.0	29.5	7.1	112.0	17.9	348.5	1 631.2	1 979.7	17.6
<b>Sector of main job</b>									
Public	174.6	96.6	77.1	285.2	*4.3	637.8	949.6	1 587.4	40.2
Private(d)	958.2	531.9	97.6	700.7	32.2	2 320.5	4 033.8	6 354.2	36.5
<b>Total</b>	<b>1 132.7</b>	<b>628.5</b>	<b>174.7</b>	<b>985.9</b>	<b>36.5</b>	<b>2 958.3</b>	<b>4 983.3</b>	<b>7 941.6</b>	<b>37.3</b>

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\*\* estimate has a relative standard error greater than 50% and is considered too unreliable for general use

— nil or rounded to zero (including null cells)

(a) Includes overtime is not worked.

(b) Refers to the entitlement of employees to either paid holiday leave or paid sick leave, or both, in their main job.

(c) Includes 39,600 persons who did not know whether they were entitled to paid holiday leave and paid sick leave.

(d) Includes 46,400 persons for whom Sector of main job could not be determined.

## WORKED SHIFT WORK IN THE LAST FOUR WEEKS

	WORKED SHIFT WORK IN THE LAST FOUR WEEKS				Total	Worked but did not work shift work in last four weeks		Worked shift work in the last four weeks	
	Rotating	Regular morning/afternoon	Regular evening, night or graveyard shift	Other(a)		Total(b)	Total(b)	%	
	'000	'000	'000	'000	'000	'000	'000	%	
.....									
Sex									
Males	312.7	82.6	129.0	122.7	647.0	3 626.4	4 299.5	15.0	
Females	199.0	61.1	100.1	114.5	474.7	3 132.8	3 642.2	13.0	
Age group (years)									
15–19(c)	16.8	8.6	12.6	18.0	56.1	347.2	403.9	13.9	
20–24	65.2	18.6	45.3	32.7	161.8	849.8	1 017.1	15.9	
25–34	159.9	36.1	57.4	59.8	313.3	1 680.2	2 010.4	15.6	
35–44	134.6	41.8	52.2	53.6	282.1	1 615.4	1 913.1	14.7	
45–54	91.5	26.4	45.1	50.6	213.6	1 519.4	1 745.0	12.2	
55–69	43.7	12.2	16.5	22.0	94.5	723.3	827.7	11.4	
70 and over	—	—	—	**0.3	**0.3	23.8	24.5	1.3	
Relationship in household									
Family member	399.0	115.9	175.0	185.7	875.6	5 613.9	6 541.3	13.4	
Husband, wife or partner	305.1	82.0	120.7	125.7	633.5	4 194.7	4 872.5	13.0	
With dependants	158.1	48.6	74.6	65.2	346.5	2 223.7	2 595.0	13.4	
Without dependants	147.0	33.4	46.1	60.5	287.0	1 971.0	2 277.5	12.6	
Lone parent	22.9	8.4	8.2	14.4	53.9	317.8	374.9	14.4	
With dependants	14.9	6.1	5.9	11.0	38.0	251.3	291.5	13.0	
Without dependants	8.0	*2.3	*2.3	*3.4	15.9	66.5	83.3	19.1	
Dependent student	8.7	*1.7	10.1	7.3	27.8	151.1	179.6	15.5	
Non-dependent child	52.8	20.1	28.7	34.5	136.0	819.9	959.0	14.2	
Other family person	9.5	*3.6	7.4	*3.8	24.3	130.5	155.3	15.6	
Non-family member	93.1	23.2	48.2	46.4	210.9	970.9	1 188.3	17.7	
Lone person	61.5	12.1	28.7	28.0	130.3	585.3	720.5	18.1	
Not living alone	31.6	11.0	19.6	18.4	80.6	385.6	467.7	17.2	
Relationship not determined	19.6	4.6	5.9	5.1	35.2	174.3	212.1	16.6	
Full-time or part-time employees in main job									
Full-time employees	411.6	100.6	134.9	153.0	800.1	4 954.2	5 801.9	13.8	
Part-time employees	100.1	43.0	94.3	84.1	321.6	1 805.0	2 139.8	15.0	
Trade union membership									
Trade union member	267.2	55.6	86.5	80.0	489.3	1 396.3	1 910.8	25.6	
Not a trade union member	230.9	83.9	137.8	152.3	605.0	5 134.8	5 774.4	10.5	
<b>Total(d)</b>	<b>511.7</b>	<b>143.7</b>	<b>229.1</b>	<b>237.1</b>	<b>1 121.6</b>	<b>6 759.2</b>	<b>7 941.6</b>	<b>14.1</b>	

\* estimate has a relative standard error of 25% to 50% and should be used with caution

\*\* estimate has a relative standard error greater than 50% and is considered too unreliable for general use

— nil or rounded to zero (including null cells)

(a) Includes split-shift, on call, irregular and other.

(b) Includes 'Away from work for the last four weeks'.

(c) Excludes persons attending school.

(d) Includes 256,400 persons (173,800) males and 82,600 females) who did not know their trade union membership status.

	WORKED SHIFT WORK IN THE LAST FOUR WEEKS					Worked but did not work shift work in last four weeks	Total(b)	Worked shift work in the last four weeks
	Rotating	Regular morning/afternoon	Regular evening, night or graveyard shift	Other(a)	Total			
	'000	'000	'000	'000	'000			
<b>Industry</b>								
Agriculture, forestry and fishing	*2.8	*2.1	*1.2	*3.2	9.2	151.3	161.1	5.7
Mining	27.5	*2.6	*3.3	4.9	38.4	47.1	86.5	44.3
Manufacturing	63.1	40.1	38.5	14.2	155.9	827.5	987.9	15.8
Electricity, gas and water supply	5.4	**0.2	**0.2	*1.7	7.5	60.7	69.1	10.8
Construction	*3.1	*0.8	*2.9	5.1	11.9	500.6	514.8	2.3
Wholesale trade	8.3	4.7	*4.1	*2.6	19.7	382.3	404.6	4.9
Retail trade	41.2	16.8	35.7	31.1	124.9	957.9	1 087.0	11.5
Accommodation, cafes and restaurants	38.5	12.7	37.2	37.2	125.6	275.1	401.1	31.3
Transport and storage	56.0	10.3	11.3	23.2	100.8	270.4	373.2	27.0
Communication services	11.8	4.9	6.0	*3.0	25.7	128.7	155.3	16.5
Finance and insurance	6.4	*2.9	*0.9	*2.4	12.6	308.6	325.4	3.9
Property and business services	28.3	9.2	18.1	14.5	70.1	863.2	935.5	7.5
Government administration and defence	11.9	*1.7	*4.5	*4.3	22.3	411.2	441.7	5.1
Education	*2.3	**0.5	*1.8	5.9	10.4	649.3	669.7	1.5
Health and community services	141.6	28.6	53.5	63.9	287.6	591.8	889.7	32.3
Cultural and recreational services	15.9	*3.4	7.1	8.0	34.4	140.2	176.4	19.5
Personal and other services	47.7	*2.2	*2.9	12.0	64.8	193.4	262.8	24.7
<b>Occupation</b>								
Managers and administrators	5.6	*1.2	*1.0	*3.8	11.6	485.8	499.4	2.3
Professionals	96.3	13.0	31.3	47.3	187.9	1 413.6	1 620.8	11.6
Associate professionals	81.0	11.1	22.1	37.5	151.7	780.4	941.3	16.1
Tradespersons and related workers	64.0	16.5	21.3	22.3	124.1	799.4	929.4	13.4
Advanced clerical and service workers	*3.7	**0.5	*1.4	*1.1	6.8	304.1	313.2	2.2
Intermediate clerical, sales and service workers	95.9	28.0	52.6	45.5	222.0	1 279.7	1 515.9	14.6
Intermediate production and transport workers	69.3	24.4	37.3	26.0	157.1	487.4	648.3	24.2
Elementary clerical, sales and service workers	54.4	15.8	29.2	31.2	130.6	622.0	755.4	17.3
Labourers and related workers	41.3	33.1	33.0	22.5	129.9	586.9	717.9	18.1
<b>Leave entitlements in main job(c)</b>								
With leave entitlements	444.3	110.0	150.5	161.8	866.6	5 036.8	5 961.9	14.5
Without leave entitlements(d)	67.4	33.7	78.6	75.3	255.1	1 722.4	1 979.7	12.9
<b>Sector of main job</b>								
Public	168.9	16.6	37.1	51.3	274.0	1 284.8	1 587.4	17.3
Private(e)	342.8	127.1	192.0	185.8	847.7	5 474.4	6 354.2	13.3
<b>Total</b>	<b>511.7</b>	<b>143.7</b>	<b>229.1</b>	<b>237.1</b>	<b>1 121.6</b>	<b>6 759.2</b>	<b>7 941.6</b>	<b>14.1</b>

\* estimate has a relative standard error of 25% to 50% and should be used with caution

\*\* estimate has a relative standard error greater than 50% and is considered too unreliable for general use

(a) Includes split-shift, on call, irregular and other.

(b) Includes 'Away from work for the last four weeks'.

(c) Refers to the entitlement of employees to either paid holiday leave or paid sick leave, or both, in their main job.

(d) Includes 39,600 persons who did not know whether they were entitled to paid holiday leave and paid sick leave.

(e) Includes 46,400 persons for whom Sector of main job could not be determined.

	USED FORMAL CHILD CARE			DID NOT USE FORMAL CHILD CARE			TOTAL		
	Males	Females	Persons	Males	Females	Persons	Males	Females	Persons
	'000	'000	'000	'000	'000	'000	'000	'000	'000
<b>FULL-TIME EMPLOYEES</b>									
Whether start and finish times are fixed									
Start and finish times are not fixed	124.2	43.4	167.6	296.0	45.8	341.8	420.2	89.2	509.4
Variable daily	91.3	31.8	123.1	211.3	32.2	243.5	302.5	64.0	366.6
Not variable daily	33.0	11.5	44.5	84.7	13.6	98.3	117.7	25.2	142.8
Start and finish times are fixed	179.7	87.0	266.7	446.8	113.9	560.7	626.5	200.8	827.4
Times were negotiated with employer	46.4	27.1	73.5	108.4	30.2	138.6	154.9	57.2	212.1
Times were not negotiated with employer	133.3	59.9	193.2	338.4	83.7	422.1	471.7	143.6	615.3
Whether entitled to a rostered day off									
Entitled to a rostered day off	86.1	26.5	112.6	186.8	35.2	222.0	272.9	61.7	334.6
Not entitled to a rostered day off	217.8	103.9	321.7	556.0	124.5	680.6	773.9	228.4	1 002.2
Whether able to work extra hours in order to take time off									
Able to work extra hours	149.6	63.3	213.0	324.8	71.6	396.4	474.4	135.0	609.4
Unable to work extra hours	154.3	67.0	221.3	418.0	88.1	506.1	572.4	155.1	727.4
Whether prefers to work more hours									
Prefers more hours	15.1	5.2	20.3	44.5	10.5	55.0	59.6	15.7	75.3
Prefers less hours	120.0	53.7	173.7	282.0	62.2	344.3	402.0	115.9	518.0
Prefers no change in hours	168.8	71.4	240.3	416.3	87.0	503.3	585.1	158.5	743.6
Sector of main job									
Public	62.3	40.7	103.0	118.2	42.7	160.9	180.5	83.4	264.0
Private(a)	241.6	89.6	331.3	624.6	117.0	741.6	866.2	206.6	1 072.8
<b>Total</b>	<b>304.0</b>	<b>130.3</b>	<b>434.3</b>	<b>742.8</b>	<b>159.7</b>	<b>902.5</b>	<b>1 046.8</b>	<b>290.1</b>	<b>1 336.8</b>

**PART-TIME EMPLOYEES**

Whether start and finish times are fixed									
Start and finish times are not fixed	*4.4	64.4	68.9	25.2	110.7	135.9	29.6	175.1	204.7
Variable daily	*3.8	45.2	49.0	14.7	79.3	94.0	18.5	124.4	143.0
Not variable daily	**0.7	19.3	19.9	10.5	31.4	41.9	11.1	50.7	61.8
Start and finish times are fixed	10.4	134.1	144.4	33.4	236.6	270.1	43.8	370.7	414.5
Times were negotiated with employer	*1.5	56.7	58.2	7.5	99.4	106.8	9.0	156.1	165.0
Times were not negotiated with employer	8.9	77.4	86.2	26.0	137.3	163.2	34.8	214.6	249.4
Whether entitled to a rostered day off									
Entitled to a rostered day off	*2.6	6.7	9.3	*3.1	15.0	18.1	5.7	21.7	27.4
Not entitled to a rostered day off	12.2	191.8	204.0	55.5	332.3	387.9	67.8	524.1	591.9
Whether able to work extra hours in order to take time off									
Able to work extra hours	5.0	92.2	97.1	15.7	136.9	152.6	20.7	229.1	249.7
Unable to work extra hours	9.8	106.3	116.1	43.0	210.4	253.4	52.8	316.7	369.5
Whether prefers to work more hours									
Prefers more hours	5.2	39.9	45.1	29.0	81.3	110.3	34.2	121.2	155.4
Prefers less hours	*1.1	22.9	23.9	5.5	35.8	41.2	6.6	58.6	65.2
Prefers no change in hours	8.5	135.8	144.3	24.2	230.2	254.4	32.7	366.0	398.7
Sector of main job									
Public	*2.3	50.8	53.1	11.7	78.1	89.8	14.0	128.9	142.9
Private(a)	12.5	147.7	160.2	47.0	269.2	316.1	59.4	416.9	476.3
<b>Total</b>	<b>14.8</b>	<b>198.5</b>	<b>213.3</b>	<b>58.6</b>	<b>347.3</b>	<b>405.9</b>	<b>73.4</b>	<b>545.8</b>	<b>619.2</b>

\* estimate has a relative standard error of 25% to 50% and should be used with caution

\*\* estimate has a relative standard error greater than 50% and is considered too unreliable for general use

(a) Includes 46,400 persons for whom Sector of main job could not be determined.



	USED FORMAL CHILD CARE			DID NOT USE FORMAL CHILD CARE			TOTAL		
	Males	Females	Persons	Males	Females	Persons	Males	Females	Persons
	'000	'000	'000	'000	'000	'000	'000	'000	'000
TOTAL									
Whether start and finish times are fixed									
Start and finish times are not fixed	128.7	107.8	236.5	321.2	156.5	477.7	449.9	264.3	714.2
Variable daily	95.1	77.0	172.1	226.0	111.5	337.5	321.1	188.5	509.6
Not variable daily	33.6	30.8	64.4	95.2	45.0	140.2	128.8	75.8	204.6
Start and finish times are fixed	190.1	221.0	411.1	480.3	350.5	830.8	670.3	571.5	1 241.9
Times were negotiated with employer	47.9	83.8	131.7	115.9	129.5	245.5	163.9	213.3	377.2
Times were not negotiated with employer	142.1	137.3	279.4	364.4	221.0	585.3	506.5	358.2	864.7
Whether entitled to a rostered day off									
Entitled to a rostered day off	88.7	33.2	121.9	189.9	50.2	240.0	278.5	83.4	361.9
Not entitled to a rostered day off	230.1	295.6	525.7	611.6	456.8	1 068.4	841.7	752.4	1 594.1
Whether able to work extra hours in order to take time off									
Able to work extra hours	154.6	155.5	310.1	340.4	208.6	549.0	495.1	364.0	859.1
Unable to work extra hours	164.1	173.4	337.5	461.0	298.4	759.5	625.1	471.8	1 096.9
Whether prefers to work more hours									
Prefers more hours	20.4	45.0	65.4	73.5	91.8	165.2	93.8	136.8	230.6
Prefers less hours	121.1	76.6	197.6	287.5	98.0	385.5	408.6	174.6	583.1
Prefers no change in hours	177.3	207.2	384.5	440.5	317.2	757.7	617.8	524.4	1 142.3
Sector of main job									
Public	64.7	91.5	156.1	129.9	120.9	250.7	194.5	212.4	406.9
Private (a)	254.1	237.3	491.4	671.6	386.1	1 057.7	925.7	623.5	1 549.1
<b>Total</b>	<b>318.8</b>	<b>328.8</b>	<b>647.6</b>	<b>801.4</b>	<b>507.0</b>	<b>1 308.4</b>	<b>1 120.2</b>	<b>835.8</b>	<b>1 956.0</b>

(a) Includes 46,400 persons for whom Sector of main job could not be determined.

	AUGUST 1997		NOVEMBER 2000		NOVEMBER 2003		
	Males	Females	Males	Females	Males	Females	Persons
	'000	'000	'000	'000	'000	'000	'000
<b>Main reason for most recent absence</b>							
Personal reason	588.5	509.5	613.0	584.3	694.7	651.5	1 346.2
Holiday/travel or other recreational purpose	157.7	117.6	270.7	221.5	333.7	276.3	610.0
Attending a medical/dental appointment	14.9	11.4	15.6	18.4	19.1	22.5	41.6
Own ill-health/physical disability	343.3	328.2	242.1	261.5	250.0	259.8	509.8
Attending a funeral/death in family	20.8	15.7	18.6	14.2	19.9	15.2	35.1
Attending an educational institution/study/exams	10.7	8.7	22.3	26.5	26.9	33.6	60.5
Other personal reason(a)	41.1	27.9	43.6	42.2	45.2	44.1	89.3
Family reason	37.3	51.5	36.0	56.2	57.9	57.5	115.4
Caring for ill/disabled children	8.0	25.3	9.5	21.2	12.9	22.4	35.3
Caring for other ill/aged/disabled family member	13.3	8.0	9.6	13.9	16.6	13.9	30.6
Other family reason	16.0	18.2	16.8	21.1	28.3	21.2	49.5
Work-related reason	32.2	9.4	83.2	29.1	66.0	36.7	102.7
Other reason	12.9	9.8	21.9	14.4	20.4	10.4	30.8
No particular reason	*2.5	*2.3	*0.8	*1.0	*3.1	*2.8	5.9
<b>Type of leave taken for most recent absence</b>							
Sick leave	360.7	330.7	259.9	277.2	264.1	276.8	540.9
Holiday leave	155.7	112.8	262.4	195.4	331.9	249.7	581.6
Study or examination leave	13.6	8.2	18.8	33.4	26.8	36.4	63.2
Bereavement leave	15.0	14.8	10.6	9.8	14.1	11.3	25.3
Maternity/paternity leave	8.0	19.7	*3.5	15.2	*4.4	15.6	20.1
Parental/carers leave(b)	na	na	6.8	13.7	14.4	14.7	29.1
Long service leave	8.9	6.1	9.5	7.7	5.8	8.7	14.5
More than one type of leave	*4.5	*3.3	5.7	*3.5	7.7	7.2	14.9
Unapproved leave	27.2	19.0	21.9	22.4	21.8	28.4	50.2
Other(c)	79.8	67.9	155.8	106.7	151.0	110.2	261.1
<b>Whether paid or unpaid leave for most recent absence</b>							
Paid leave only	527.1	419.8	573.1	477.8	658.0	540.2	1 198.2
Unpaid leave only	133.7	151.0	170.0	191.6	172.9	201.9	374.8
Both paid and unpaid leave	*2.6	*4.9	*4.3	*3.4	*2.3	8.4	10.7
Did not know	10.0	6.6	7.6	12.4	8.8	8.4	17.2
<b>Number of days absent in the last two weeks</b>							
One or more (whole) days off	607.9	545.4	681.8	624.0	770.3	698.2	1 468.5
1 day	263.7	250.2	310.1	303.0	382.6	329.8	712.4
2 days	109.5	100.7	114.5	111.1	130.3	120.6	250.9
3-5 days	144.1	121.7	138.0	119.3	155.2	136.4	291.6
6-9 days	41.6	29.0	48.4	32.3	42.6	40.7	83.3
10 days or more	49.1	43.8	70.6	58.3	59.5	70.7	130.3
Part day absences only	65.5	37.0	73.1	61.1	71.8	60.7	132.5
<b>Total</b>	<b>673.4</b>	<b>582.4</b>	<b>754.9</b>	<b>685.1</b>	<b>842.0</b>	<b>758.9</b>	<b>1 601.0</b>

\* estimate has a relative standard error of 25% to 50% and should be used with caution

na not available

(a) In 1997 pregnancy was included with 'Own health/physical disability'. In 2000 (11,500 females) and 2003 (12,000 females), pregnancy was included in 'Other personal reason'.

(b) Data not collected in 1997.

(c) In 2003, 101,800 persons gave a work-related reason (no work to do, machine or plant breakdown, on strike).

	HAS CHILDREN AGED UNDER 12 YEARS		DOES NOT HAVE CHILDREN AGED UNDER 12 YEARS		TOTAL		
	Males	Females	Males	Females	Males	Females	Persons
	'000	'000	'000	'000	'000	'000	'000
Had an absence in the last two weeks	239.0	156.8	603.0	602.2	842.0	758.9	1 601.0
Main reason for most recent absence							
Personal reason	175.6	114.0	519.1	537.5	694.7	651.5	1 346.2
Holiday/travel or other recreational purpose	87.3	46.6	246.4	229.7	333.7	276.3	610.0
Attending a medical/dental appointment	*2.4	*3.3	16.7	19.2	19.1	22.5	41.6
Own ill-health/physical disability	63.4	50.1	186.6	209.7	250.0	259.8	509.8
Attending a funeral/death in family	6.8	*1.9	13.1	13.3	19.9	15.2	35.1
Attending an educational institution/study/exams	*4.2	*3.0	22.7	30.6	26.9	33.6	60.5
Other personal reason(a)	11.5	9.1	33.7	35.0	45.2	44.1	89.3
Family reason	36.8	32.0	21.1	25.5	57.9	57.5	115.4
Caring for ill/disabled child	10.4	19.6	*2.6	*2.7	12.9	22.4	35.3
Caring for other ill/aged/disabled family member	9.7	4.7	6.9	9.2	16.6	13.9	30.6
Other family reason	16.7	7.7	11.6	13.5	28.3	21.2	49.5
Work-related reason	20.1	7.6	45.8	29.1	66.0	36.7	102.7
Other reasons	5.9	*3.1	14.5	7.3	20.4	10.4	30.8
No particular reason	**0.6	—	*2.6	*2.8	*3.1	*2.8	5.9
Type of leave for most recent absence							
Sick leave	74.3	57.7	189.8	219.1	264.1	276.8	540.9
Holiday leave	93.5	43.6	238.4	206.1	331.9	249.7	581.6
Study leave/exam leave	*4.4	*2.2	22.4	34.1	26.8	36.4	63.2
Bereavement leave	5.0	*1.9	9.1	9.4	14.1	11.3	25.3
Maternity/paternity leave	*4.1	*2.7	**0.3	13.0	*4.4	15.6	20.1
Parental/carers leave	10.6	7.9	*3.8	6.8	14.4	14.7	29.1
Long service leave	*0.8	**0.6	4.9	8.1	5.8	8.7	14.5
More than one type of leave	*2.5	*1.6	5.2	5.6	7.7	7.2	14.9
Unapproved leave	*4.3	10.6	17.5	17.8	21.8	28.4	50.2
Other	39.5	28.0	111.5	82.1	151.0	110.2	261.1
Whether paid or unpaid leave for most recent absence							
Paid leave only	201.1	99.1	456.8	441.2	658.0	540.2	1 198.2
Unpaid leave only	34.5	53.6	138.4	148.2	172.9	201.9	374.8
Both paid and unpaid leave	**0.5	*2.2	*1.9	6.2	*2.3	8.4	10.7
Did not know	*2.9	*1.9	5.9	6.5	8.8	8.4	17.2
Number of days absent in the last two weeks							
One or more (whole) days off	215.6	141.6	554.6	556.6	770.3	698.2	1 468.5
1 day	116.6	75.8	266.1	254.0	382.6	329.8	712.4
2 days	34.4	29.1	95.9	91.5	130.3	120.6	250.9
3–5 days	42.7	24.4	112.6	111.9	155.2	136.4	291.6
6–9 days	12.0	7.5	30.6	33.2	42.6	40.7	83.3
10 days or more	10.1	4.8	49.5	66.0	59.5	70.7	130.3
Part day absences only	23.4	15.1	48.4	45.6	71.8	60.7	132.5
Did not have an absence in the last two weeks	881.2	679.1	2 576.2	2 204.2	3 457.4	2 883.3	6 340.7
<b>Total</b>	<b>1 120.2</b>	<b>835.8</b>	<b>3 179.2</b>	<b>2 806.3</b>	<b>4 299.5</b>	<b>3 642.2</b>	<b>7 941.6</b>

\* estimate has a relative standard error of 25% to 50% and should be used with caution

— nil or rounded to zero (including null cells)

\*\* estimate has a relative standard error greater than 50% and is considered too unreliable for general use

(a) In 1997 pregnancy was included with 'Own health/physical disability'. In 2000 (11,500 females) and 2003 (12,000 females), pregnancy was included in 'Other personal reason'.

	NSW	Vic.	Qld	SA	WA	Tas.	NT(a)	ACT	Aust.
	'000	'000	'000	'000	'000	'000	'000	'000	'000
MALES									
<b>Population 1</b>									
Employees in main job	1 455.4	1 100.8	794.5	307.3	434.4	91.2	36.7	79.0	4 299.5
<b>Population 2</b>									
Employees who usually work less than 35 hours a week in their main job	167.2	153.0	102.3	43.0	57.0	10.0	*3.4	12.6	548.5
<b>Population 3</b>									
Employees entitled to a rostered day off in their main job	393.4	280.0	188.0	76.7	72.8	24.4	7.0	11.8	1 054.1
<b>Population 4</b>									
Employees who work overtime on a regular basis in their main job	656.0	481.0	358.7	134.0	177.9	40.1	17.1	35.8	1 900.7
<b>Population 5</b>									
Employees who worked shift work in their main job in the last four weeks	224.2	162.5	115.9	48.3	64.9	14.9	6.8	9.3	647.0
<b>Population 6</b>									
Employees in main job with children aged under 12 years	395.2	280.3	203.8	73.5	112.0	26.7	10.1	18.7	1 120.2
<b>Population 7</b>									
Employees who had an absence from their main job of at least three hours in the last two weeks	258.9	283.9	141.6	51.2	69.7	15.3	4.6	16.8	842.0
FEMALES									
<b>Population 1</b>									
Employees in main job	1 216.6	929.3	685.5	269.2	355.7	79.6	32.6	73.7	3 642.2
<b>Population 2</b>									
Employees who usually work less than 35 hours a week in their main job	516.5	423.6	318.5	134.8	172.7	39.5	10.2	26.3	1 642.1
<b>Population 3</b>									
Employees entitled to a rostered day off in their main job	221.9	128.8	105.9	36.7	48.2	13.4	*4.5	9.9	569.2
<b>Population 4</b>									
Employees who work overtime on a regular basis in their main job	356.3	266.2	192.6	84.9	98.4	24.0	10.2	25.0	1 057.6
<b>Population 5</b>									
Employees who worked shift work in their main job in the last four weeks	145.3	128.9	92.8	36.1	47.7	13.7	*3.6	6.5	474.7
<b>Population 6</b>									
Employees in main job with children aged under 12 years	281.5	210.0	165.9	58.6	73.3	18.7	9.9	17.9	835.8
<b>Population 7</b>									
Employees who had an absence from their main job of at least three hours in the last two weeks	242.4	234.0	127.2	48.1	68.3	14.7	7.1	17.0	758.9

\* estimate has a relative standard error of 25% to 50% and should be used with caution

(a) Refers to mainly urban areas only. For further information see paragraph 9 of the Explanatory Notes.

	NSW	Vic.	Qld	SA	WA	Tas.	NT(a)	ACT	Aust.
	'000	'000	'000	'000	'000	'000	'000	'000	'000
PERSONS									
<b>Population 1</b>									
Employees in main job	2 672.0	2 030.1	1 480.1	576.4	790.1	170.8	69.3	152.7	7 941.6
<b>Population 2</b>									
Employees who usually work less than 35 hours a week in their main job	683.8	576.6	420.8	177.8	229.6	49.5	13.6	38.9	2 190.6
<b>Population 3</b>									
Employees entitled to a rostered day off in their main job	615.3	408.9	293.9	113.4	120.9	37.8	11.4	21.6	1 623.3
<b>Population 4</b>									
Employees who work overtime on a regular basis in their main job	1 012.3	747.3	551.3	218.9	276.3	64.1	27.3	60.8	2 958.3
<b>Population 5</b>									
Employees who worked shift work in their main job in the last four weeks	369.5	291.4	208.7	84.4	112.6	28.6	10.5	15.8	1 121.6
<b>Population 6</b>									
Employees in main job with children aged under 12 years	676.7	490.4	369.8	132.1	185.3	45.4	20.0	36.5	1 956.0
<b>Population 7</b>									
Employees who had an absence from their main job of at least three hours in the last two weeks	501.4	517.9	268.7	99.3	138.0	30.0	11.7	33.9	1 601.0

(a) Refers to mainly urban areas only. For further information see paragraph 9 of the Explanatory Notes.

## EXPLANATORY NOTES

### INTRODUCTION

**1** The statistics in this publication were compiled from data collected in the Working Arrangements Survey conducted throughout Australia in November 2003 as a supplement to the monthly Labour Force Survey (LFS). Respondents to the LFS who were in scope of the supplementary survey were asked further questions.

**2** The publication *Labour Force, Australia* (cat. no. 6202.0) contains information about survey design, sample redesign, scope, coverage and population benchmarks relevant to the LFS, which also apply to supplementary surveys. It also contains definitions of demographic and labour force characteristics, and information about telephone interviewing which are relevant to both the monthly LFS and supplementary surveys.

**3** From April 2001 the LFS has been conducted using a redesigned questionnaire containing additional questions and some minor definitional changes. These changes also affect the supplementary surveys. For further details, see *Information Paper: Implementing the Redesigned Labour Force Survey Questionnaire* (cat. no. 6295.0) and *Information Paper: Questionnaires Used in the Labour Force Survey* (cat. no. 6232.0).

### CAI IMPLEMENTATION

**4** The ABS has begun the progressive implementation of computer assisted interviewing (CAI) into the LFS. Under CAI, interviewers record responses directly onto an electronic questionnaire in a laptop computer.

**5** In the November survey, the CAI method was used on a random 10% sub-sample of survey interviews. The remaining 90% of interviews were conducted using the traditional 'pen and paper' method. The change of interviewing method is not expected to affect the published estimates in any meaningful way.

### CONCEPTS, SOURCES AND METHODS

**6** The conceptual framework used in Australia's Labour Force Survey aligns closely with the standards and guidelines set out in Resolutions of the International Conference of Labour Statisticians. Descriptions of the underlying concepts and structure of Australia's labour force statistics, and the sources and methods used in compiling these estimates, are presented in *Labour Statistics: Concepts, Sources and Methods* (cat. no. 6102.0) which is also available on the ABS web site <<http://www.abs.gov.au>> (About Statistics — Statistical Concepts and Classifications).

### SCOPE

**7** The scope of the LFS was restricted to persons aged 15 years and over and excluded the following persons:

- members of the permanent defence forces
- certain diplomatic personnel of overseas governments, customarily excluded from the census and estimated populations
- overseas residents in Australia
- members of non-Australian defence forces (and their dependants).

**8** Students at boarding schools, patients in hospitals, residents of homes (e.g. retirement homes, homes for persons with disabilities), and inmates of prisons are excluded from all supplementary surveys.

**9** The survey was conducted in both urban and rural areas in all states and territories, but excluded approximately 120,000 persons living in very remote parts of Australia who would otherwise have been within the scope of the survey. The exclusion of these persons will have only a minor impact on any aggregate estimates produced for individual states and territories, except the Northern Territory where such persons account for around 20% of the population.

**10** In addition to those already excluded from the LFS, employees who worked solely for payment in kind in their main job and persons aged 15–19 years who were attending school are also excluded from this survey.

## EXPLANATORY NOTES *continued*

- COVERAGE**
- 11** The estimates in this publication relate to persons covered by the survey in November 2003. In the LFS, coverage rules are applied which aim to ensure that each person is associated with only one dwelling, and hence has only one chance of selection in the survey. See *Labour Force Australia* (cat. no. 6202.0) for more details.
- SAMPLE SIZE**
- 12** The initial sample for the November LFS consisted of 40,084 private dwelling households and special dwelling units. Of the 33,002 private dwelling households and special dwelling units that remained in the survey after sample loss (e.g. households selected in the survey which had no residents in scope for the LFS, vacant or derelict dwellings and dwellings under construction), approximately 30,861 or 93.5% were fully responding to the Working Arrangements survey. The number of completed interviews obtained from these private dwelling households and special dwelling units (after taking into account scope, coverage and subsampling exclusions) was 25,457.
- RELIABILITY OF THE ESTIMATES**
- 13** Estimates in this publication are subject to sampling and non-sampling errors:
- Sampling error is the difference between the published estimate and the value that would have been produced if all dwellings had been included in the survey. For further information on sampling error refer to the Technical Note.
  - Non-sampling errors are inaccuracies that occur because of imperfections in reporting by respondents and interviewers, and errors made in coding and processing data. These inaccuracies may occur in any enumeration, whether it be a full count or a sample. Every effort is made to reduce the non-sampling error through careful design of questionnaires, intensive training and supervision of interviewers and efficient processing procedures.
- SEASONAL FACTORS**
- 14** The estimates are based on information collected in the survey month and, due to seasonal factors, may not be representative of other months of the year.
- CLASSIFICATIONS USED**
- 15** Occupation data are classified according to *ASCO — Australian Standard Classification of Occupations, Second Edition* (cat. no. 1220.0).
- 16** Industry data are classified according to *Australian and New Zealand Standard Industrial Classification (ANZSIC), 1993* (cat. no. 1292.0).
- 17** Country of birth data are classified according to the *Standard Australian Classification of Countries (SACC), 1998* (cat. no. 1269.0).
- NOTES ON ESTIMATES**
- 18** In November 2003 there were 46,400 persons for whom sector of main job could not be determined. These persons were included in the private sector for the purpose of this publication.
- 19** Those persons who were away from work for four weeks or more were not asked if they worked shift work in the last four weeks. In the 2000 publication, this resulted in an additional 43,500 persons being included in the 'Did not work shift work in the last four weeks' category. In 2003 this group has been shown separately in the category 'Away from work for the last four weeks'.
- 20** Those persons who usually work 35 hours or more are not asked if they work in a job-share arrangement. In the 2000 publication some 5,698,600 persons who usually work 35 hours or more were included in the 'Does not job-share' category. In 2003 this group has been shown separately in the category 'Does not usually work part-time'.
- COMPARABILITY OF TIME SERIES**
- 21** Revisions are made to population benchmarks for the LFS after each five-yearly Census of Population and Housing. The estimates for this survey are based on the revision made in February 1999 to take account of the results of the 1996 Census of Population and Housing.

## EXPLANATORY NOTES *continued*

### COMPARABILITY OF TIME SERIES *continued*

**22** Supplementary surveys are not always conducted on the full LFS sample. Since August 1994 the sample for supplementary surveys has been restricted to no more than seven-eighths of the LFS sample. As a result of the reduction in sample size, standard errors for this survey differ from those applicable to previous surveys.

**23** Since the release of the 2000 survey results, it has been identified that 'with leave entitlements' was calculated incorrectly in 2000. Those who had only paid sick leave or paid holiday leave, but not both types of leave, were incorrectly classified as being without leave entitlements. The number of employees excluded in 2000 was 199,000. The total number with leave entitlements in 2000 should have been 5,722,100 (74.2%) of employees compared to 71.6% as published.

**24** A change was made in the method used to determine whether an employee works full-time or part-time in their main job. Previously, 'full-time or part-time employees in main job' was derived from a self-perception question in which all employees were asked 'Is your job full-time or part-time?'. Following the redesign in 2001 of the LFS questionnaire, actual hours worked in main job in the reference week is now collected. For the November 2003 survey, data on hours worked in main job are used to derive full-time or part-time status of employees in main job.

**25** This approach is consistent with the method used in the LFS to derive full-time or part-time status in all jobs. For further details see Glossary entries 'Full-time employees in main job' and 'Full-time workers'.

### COMPARABILITY WITH LFS STATISTICS

**26** Due to differences in scope and sample size between this supplementary survey and the monthly LFS, the estimation procedure may lead to some small variations between labour force estimates from this survey and those from the LFS.

### PREVIOUS SURVEYS

**27** Results of similar surveys, conducted in August 1993, August 1995, August 1997 and November 2000 were published in *Working Arrangements, Australia* (cat. no. 6342.0), and in the standard data service *Working Arrangements, Australia* (cat. no. 6342.0.40.001).

### NEXT SURVEY

**28** The ABS plans to conduct this survey again in November 2006.

### ACKNOWLEDGMENT

**29** ABS surveys draw extensively on information provided by individuals, businesses, governments and other organisations. Their continued cooperation is very much appreciated: without it, the wide range of statistics published by the ABS would not be available. Information received by the ABS is treated in strict confidence as required by the *Census and Statistics Act 1905*.

### RELATED PUBLICATIONS

**30** Other publications which may be of interest include:

- *Australian Labour Market Statistics*, cat. no. 6105.0.
- *Employee Earnings, Benefits and Trade Union Membership, Australia* cat. no. 6310.0.
- *Career Experience, Australia*, cat. no. 6254.0.
- *Labour Force, Australia*, cat. no. 6202.0.
- *Labour Statistics: Concepts, Sources and Methods*, cat. no. 6102.0.

**31** Current publications and other products released by the ABS are listed in the *Catalogue of Publications and Products* (cat. no. 1101.0). The Catalogue is available from any ABS office or from the ABS web site <<http://www.abs.gov.au>>. The ABS also issues a daily Release Advice on the web site which details products to be released in the week ahead.



## APPENDIX 1 POPULATIONS AND DATA ITEMS LIST

### DATA AVAILABLE ON REQUEST

The ABS has a range of data available from the Working Arrangements Survey. This section lists the data items and populations which relate to the survey. More detailed breakdowns of some data items may also be available on request.

The population(s) for a particular data item refers to the persons in the survey to whom the data relates. Where alternative output categories are available for the same data item, these are shown and the data item name is followed by a bracketed numeral (e.g. Country of birth(2)).

For more information about ABS data available on request, contact Nick Thompson on Canberra (02) 6252 7206, or by facsimile on (02) 6252 7784, or by email to <nick.thompson@abs.gov.au>.

<i>Population 1</i>	Employees in main job.
<i>Population 2</i>	Employees who usually work less than 35 hours a week in their main job.
<i>Population 3</i>	Employees entitled to a rostered day off in their main job.
<i>Population 4</i>	Employees who work overtime on a regular basis in their main job.
<i>Population 5</i>	Employees who worked shift work in their main job in the last four weeks.
<i>Population 6</i>	Employees in main job with children under 12 years.
<i>Population 7</i>	Employees who had an absence from their main job of at least three hours in the last two weeks.

<i>Data items</i>	<i>Populations</i>	<i>Data items</i>	<i>Populations</i>
<b>1 State or territory of usual residence</b>	All	<b>6 Relationship in household</b>	All
New South Wales		Family member	
Victoria		Husband, wife or partner	
Queensland		With dependants	
South Australia		Without dependants	
Western Australia		Lone parent	
Tasmania		With dependants	
Northern Territory		Without dependants	
Australian Capital Territory		Dependent student	
<b>2 Area of usual residence</b>	All	Non-dependent child	
State capital city		Other family person	
Balance of state/territory		Non-family member	
<b>3 Region of usual residence</b>	All	Lone person	
Standard labour force dissemination regions		Not living alone	
<b>4 Sex</b>	All	Relationship not determined	
Males		<b>7A Country of birth and period of arrival</b>	All
Females		Born in Australia	
<b>5 Marital status</b>	All	Born overseas	
Married		Arrived before 1971	
Not married		Arrived 1971–1980	
		Arrived 1981–1990	
		Arrived 1991–2000	
		Arrived 2001 to survey date	

## APPENDIX 1 POPULATIONS AND DATA ITEMS LIST *continued*

Data items	Populations	Data items	Populations
<b>7B Country of birth (1)</b>	All	<b>12 Industry</b>	All
Born in Australia		Agriculture, forestry and fishing	
Born overseas		Mining	
Born in main English-speaking countries		Manufacturing	
Born in other than main English-speaking countries		Electricity, gas and water supply	
		Construction	
<b>7C Country of birth (2)</b>	All	Wholesale trade	
Born in Australia		Retail trade	
Born overseas		Accommodation, cafes and restaurants	
Oceania and Antarctica		Transport and storage	
North-West Europe		Communication services	
Southern and Eastern Europe		Finance and insurance	
North Africa and the Middle East		Property and business services	
South-East Asia		Government administration and defence	
North-East Asia		Education	
Southern and Central Asia		Health and community services	
Americas		Cultural and recreational services	
Sub-Saharan Africa		Personal and other services	
<b>8 Age group (years)</b>	All	<b>13 Sector of main job</b>	All
15–19		Public	
20–24		Private	
25–34		Could not be determined	
35–44		<b>14 Leave entitlements in main job</b>	All
45–54		With leave entitlements	
55–59		Without leave entitlements	
60–64		<b>15 Hours actually worked in all jobs</b>	All
65 and over		Collected in single hours	
Note: Age collected in single years.		<b>16 Hours actually worked in main job</b>	All
Excludes 15–19 year olds attending school.		Collected in single hours	
<b>9 Full-time or part-time employees in main job</b>	All	<b>17 Hours usually worked in all jobs</b>	All
Full-time employees		Collected in single hours	
Part-time employees		<b>18 Whether normally works the same number of hours each week in main job (excluding overtime)</b>	All
<b>10 Full-time or part-time status</b>	All	Works same hours	
Full-time workers		Does not normally work same hours	
Part-time workers		<b>19 Whether prefers to work more hours</b>	All
<b>11 Occupation</b>	All	Prefers more hours	
Managers and administrators		Prefers less hours	
Professionals		Prefers no change in hours	
Associate professionals		Note: Only asked of those who worked part-time.	
Tradespersons and related workers		<b>20 Trade union membership</b>	All
Advanced clerical and service workers		Trade union member	
Intermediate clerical, sales and service workers		Not a trade union member	
Intermediate production and transport workers		Did not know	
Elementary clerical, sales and service workers		<b>21 Type of standard benefit</b>	All
Labourers and related workers		Holiday leave	
		Sick leave	

## APPENDIX 1 POPULATIONS AND DATA ITEMS LIST *continued*

<i>Data items</i>	<i>Populations</i>	<i>Data items</i>	<i>Populations</i>
<b>22 Provision of paid holiday leave</b>	All	<b>30 Hours of overtime usually worked per week</b>	4
Entitled to paid holiday leave		1-4	
Not entitled to paid holiday leave		5-9	
Did not know		10-14	
<b>23 Provision of paid sick leave</b>	All	15-19	
Entitled to paid sick leave		20-24	
Not entitled to paid sick leave		25 and over	
Did not know		Note: Available in single hours.	
<b>24 Provision of paid maternity/paternity leave</b>	All	<b>31 Main reason for working overtime in main job</b>	4
Entitled to paid maternity/paternity leave		Required to get the job done	
Not entitled to paid maternity/paternity leave		Expected part of the job	
Did not know		Doesn't want to let work colleagues down	
<b>25 Whether start and finish times are fixed</b>	All	Peer pressure	
Start and finish times are not fixed		To enhance promotional prospects/career development	
Variable daily		Needs the money	
Not variable daily		Enjoys work	
Start and finish times are fixed		Other	
Times were negotiated with employer		<b>32 Whether overtime was paid and method of payment</b>	4
Times were not negotiated with employer		Paid overtime	
<b>26 Whether able to work extra hours in order to take time off</b>	All	Normal time	
Able to work extra hours		Time and a half	
Unable to work extra hours		Double time	
<b>27 Whether entitled to a rostered day off</b>	All	Rate varied	
Entitled to a rostered day off		Set overtime allowance	
Every week		Other	
Every fortnight		Did not know	
Every three weeks		Overtime included in salary package	
Every month		Overtime taken as time off in lieu	
On an irregular basis		Unpaid overtime	
Flex		Other arrangements	
Other		<b>33 Whether worked shift work in the last four weeks</b>	All
Not entitled to a rostered day off		Worked shift work in the last four weeks	
<b>28 Whether can choose when a rostered day off is to be taken</b>	All	Worked but did not work shift work in the last four weeks	
Entitled to a rostered day off		Away from work for the last four weeks	
Has some choice in when a rostered day off is to be taken		<b>34 Type of shift work in most recent shift</b>	5
Can choose		Rotating	
Sometimes can choose		Regular morning	
Has no choice when a rostered day off is to be taken		Regular afternoon	
Not entitled to a rostered day off		Regular evening, night or graveyard shift	
<b>29 Whether overtime is worked on a regular basis</b>	All	Irregular	
Overtime is worked on a regular basis		Split shift	
Overtime is not worked on a regular basis		On call	
		Other	
		<b>35 Number of hours worked in most recent shift</b>	5
		Collected in single hours	

## APPENDIX 1 POPULATIONS AND DATA ITEMS LIST *continued*

<i>Data items</i>	<i>Populations</i>	<i>Data items</i>	<i>Populations</i>
<b>36 Whether able to choose when holidays are taken</b> Can choose when holidays are taken Sometimes can choose Cannot choose	All	<b>42 Age of youngest child</b> Under 2 years 2 and under 3 years 3 and under 6 years 6 and under 12 years Note: Age of youngest child collected in single years.	6
<b>37 Main reason for working part-time hours in main job</b> Work-related reasons Not enough work available Standard work arrangements/requirement of the job No other jobs available Hours worked in other job(s) Personal reasons Attending an educational institution Own ill health/physical disability Welfare payments/pensions may be affected Pregnancy Family reasons Caring for ill/disabled children Caring for other ill/aged/disabled family member Unable to find suitable child care Child care too expensive Children too young/too old for child care Prefer to look after children Other family/child care reason Other Own choice Other reasons Did not know	2	<b>43 Number of children</b> 0–2 years 3–4 years 5 years 6–9 years 10–11 years <b>44 Whether used formal child care in the last two weeks</b> Used formal child care Used formal child care only Used formal and informal child care Did not use formal child care	6
<b>38 Whether works in a job-share arrangement</b> Job-shares Does not job-share Did not know Note: Only asked of those who worked part-time.	2	<b>45 Main reason did not use formal child care in the last two weeks</b> Used formal child care Did not use formal child care No need Prefer friends/family to look after children Prefer self to look after children Cost/too expensive Children too young/too old Not available at all Booked out/no places available On leave—spent time with children Other Did not know	6
<b>39 Days of the week usually works in main job</b> Works Monday to Friday Nine-day fortnight Days vary from week to week Days vary from month to month Other Usually works weekdays only Usually works weekends only Works some weekdays and some weekends	All	<b>46 Type of child care used in the last two weeks</b> Used formal child care Before and/or after school care Long day care centre Family day care centre Occasional care centre Vacation care Preschool or kindergarten Other formal care Used informal child care Self/Took child to work Partner/Spouse/Child's parent/Guardian Child's grandparents Brother/Sister (step) of child Other relatives Neighbours/friends Nanny/person privately employed for child care Other	6
<b>40 Number of days usually worked per week/month</b> Days per week Days per month	All	Did not use child care Note: Multiple response category. Persons may appear in more than one category.	
<b>41 Whether had children aged under 12 years</b> Has children aged under 12 years Does not have children aged under 12 years	All		

## APPENDIX 1 POPULATIONS AND DATA ITEMS LIST *continued*

Data items	Populations	Data items	Populations
<p><b>47 Whether had an absence of at least three hours from main job in the last two weeks</b>                      Had an absence in the last two weeks                      Did not have an absence in the last two weeks</p>	<p>All</p>	<p><b>50 Main reason for most recent absence <i>cont.</i></b>                      No particular reason</p>	<p>7</p>
<p><b>48 Number of days absent in the last two weeks</b>                      Had an absence in the last two weeks                      One or more (whole) days off                          1 day                          2 days                          3–5 days                          6–9 days                          10 days or more                      Part day absences only                      Did not have an absence in the last two weeks</p>	<p>All</p>	<p><b>51 Type of leave taken for most recent absence</b>                      Sick leave                      Holiday leave                      Study or examination leave                      Bereavement leave                      Maternity/paternity leave                      Parental/carers leave                      Long service leave                      More than one type of leave                      Unapproved leave                      Other</p>	<p>7</p>
<p><b>49 Day of the week on which most recent absence occurred</b>                      Last week                          Monday                          Tuesday                          Wednesday                          Thursday                          Friday                          Saturday                          Sunday                      Previous week                          Monday                          Tuesday                          Wednesday                          Thursday                          Friday                          Saturday                          Sunday                      Away from work for 4 weeks or more</p>	<p>7</p>	<p><b>52 Whether paid or unpaid leave for most recent absence</b>                      Paid leave only                      Unpaid leave only                      Both paid and unpaid leave                      Did not know</p>	<p>7</p>
<p><b>50 Main reason for most recent absence</b>                      Personal reasons                          Holiday/travel or other recreational purpose                          Attending a medical/dental appointment                          Own ill health/physical disability                          Attending a funeral/death in family                          Attending an educational institution/study/exams                          Home maintenance/housework                          Pregnancy                          Other personal reason                      Family reasons                          Caring for ill/disabled children                          Caring for other ill/aged/disabled family member                          Difficulty with child care/pupil free days/school vacation                          Spending time with children                          Attending school activities                          Other family reason                      Work related reason                      Other reason</p>	<p>7</p>	<p><b>53 Time worked with current employer or business in main job</b>                      Under 1 year                          Under 3 months                          3 to under 6 months                          6 to under 9 months                          9 to under 12 months                      1 year and over</p>	<p>All</p>
		<p><b>54 Expected future duration with current employer or business</b>                      Expects to be working for employer or business in 12 months time                      Does not expect to be working for employer or business in 12 months time</p>	<p>All</p>
		<p><b>55 Reason expected future duration of main job less than 1 year</b>                      Does not expect to be working for employer in 12 months time                          Changing jobs/seeking other employment                          Returning to study/travel/family reasons                          Retiring                          Seasonal/temporary job/fixed contract                          Employer/business closing down/downsizing                          Other                      Expects to be working for employer in 12 months time</p>	<p>All</p>
		<p><b>56 Multiple jobholder status in the reference week</b>                      Multiple job-holder                      Not a multiple job-holder</p>	<p>All</p>
		<p><b>57 Whether owner/manager of an incorporated enterprise in main job</b>                      Is an owner/manager of an incorporated enterprise                      Not an owner/manager of an incorporated enterprise</p>	<p>All</p>

## APPENDIX 2 SUPPLEMENTARY SURVEYS LIST

### SUPPLEMENTARY SURVEYS

The Monthly Population Survey program collects data on particular aspects of the labour force. The following is an historical list of supplementary and special labour force surveys. Data are available in publication form, by subscription or on request. Additional data from these surveys is available on request and can be obtained by contacting the ABS.

	<i>cat. no.</i>	<i>Frequency</i>	<i>Latest issue</i>
Career Experience, Australia	6254.0	Irregular	November 2002
Career Paths of Persons with Trade Qualifications, Australia	6243.0	Discontinued	Final issue 1993
Child Care, Australia	4402.0	Irregular	June 2002
Education and Work, Australia	6227.0	Annual	May 2003
Employee Earnings, Benefits, and Trade Union Membership, Australia	6310.0	Annual	August 2003
Forms of Employment, Australia	6359.0	Irregular	November 2001
Job Search Experience, Australia	6222.0	Annual	July 2003
Labour Force Experience, Australia	6206.0	Biennial	February 2003
Labour Force Status and Educational Attainment, Australia	6235.0	Discontinued	Final issue 1994
Labour Force Status and Other Characteristics of Families, Australia(a)	6224.0	Discontinued	Final issue 2000
Labour Force Status and Other Characteristics of Migrants, Australia	6250.0	Irregular	November 1999
Labour Mobility, Australia	6209.0	Biennial	February 2002
Locations of Work, Australia	6275.0	Irregular	June 2000
Multiple Jobholding, Australia(b)	6216.0	Irregular	August 1997
Participation in Education, Australia	6272.0	Discontinued	Final issue 1999
Persons Not in the Labour Force, Australia	6220.0	Annual	September 2003
Persons Who had Re-entered the Labour Force, Australia	6264.0.40.001	Discontinued	Final issue 1995
Persons Who Have Left the Labour Force, Australia	6267.0.40.001	Discontinued	Final issue 1994
Retirement and Retirement Intentions, Australia	6238.0	Irregular	November 1997
Retrenchment and Redundancy, Australia	6266.0	Irregular	July 2001
Successful and Unsuccessful Job Search Experience, Australia	6245.0	Discontinued	Final issue 2000
Superannuation, Australia	6319.0	Discontinued	Final issue 1995
Underemployed Workers, Australia	6265.0	Annual	September 2003
Working Arrangements, Australia	6342.0	Triennial	November 2003
Work-Related Injuries, Australia	6324.0	Irregular	September 2000

(a) Latest data available June 2003, from the ABS web site  
cat. no. 6291.0.55.001 annual, or on request.

(b) Latest data available on request July 2001.

## INTRODUCTION

**1** Since the estimates in this publication are based on information obtained from occupants of a sample of dwellings, they are subject to sampling variability. That is, they may differ from those estimates that would have been produced if all dwellings had been included in the survey. One measure of the likely difference is given by the standard error (SE), which indicates the extent to which an estimate might have varied by chance because only a sample of dwellings was included. There are about two chances in three (67%) that a sample estimate will differ by less than one SE from the number that would have been obtained if all dwellings had been included, and about 19 chances in 20 (95%) that the difference will be less than two SEs. Another measure of the likely difference is the relative standard error (RSE), which is obtained by expressing the SE as a percentage of the estimate.

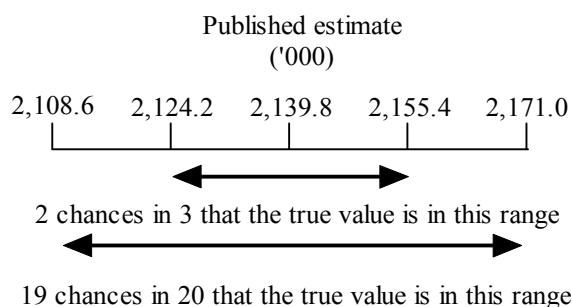
**2** Due to space limitations, it is impractical to print the SE of each estimate in the publication. Instead, a table of SEs is provided to enable readers to determine the SE for an estimate from the size of that estimate (see table T1). The SE table is derived from a mathematical model, referred to as the 'SE model', which is created using data from a number of past Labour Force Surveys. It should be noted that the SE model only gives an approximate value for the SE for any particular estimate, since there is some minor variation between SEs for different estimates of the same size.

## CALCULATION OF STANDARD ERROR

**3** An example of the calculation and the use of SEs in relation to estimates of persons is as follows. Table 1 shows that the estimated number of part-time employees in their main job in Australia was 2,139,800. Since this estimate is between 2,000,000 and 5,000,000, table T1 shows that the SE for Australia will lie between 15,250 and 23,400 and can be approximated by interpolation using the following general formula:

$$\begin{aligned}
 & SE \text{ of estimate} \\
 &= \text{lower SE} + \left( \left( \frac{\text{size of estimate} - \text{lower estimate}}{\text{upper estimate} - \text{lower estimate}} \right) \times (\text{upper SE} - \text{lower SE}) \right) \\
 &= 15,250 + \left( \left( \frac{2,139,800 - 2,000,000}{5,000,000 - 2,000,000} \right) \times (23,400 - 15,250) \right) \\
 &= 15,600 \text{ (rounded to the nearest 100)}
 \end{aligned}$$

**4** Therefore, there are about two chances in three that the value that would have been produced if all dwellings had been included in the survey will fall within the range 2,124,200 to 2,155,400 and about 19 chances in 20 that the value will fall within the range 2,108,600 to 2,171,000. This example is illustrated in the diagram below.



**5** In general, the size of the SE increases as the size of the estimate increases. Conversely, the RSE decreases as the size of the estimate increases. Very small estimates are thus subject to such high RSEs that their value for most practical purposes is unreliable. In the tables in this publication, only estimates with RSEs of 25% or less are considered reliable for most purposes. Estimates with RSEs greater than 25% but less than or equal to 50% are preceded by an asterisk (e.g. \*3.4) to indicate they are subject to high SEs and should be used with caution. Estimates with RSEs of greater than 50%,

CALCULATION OF STANDARD  
ERROR *continued*

preceded by a double asterisk (e.g. \*\*0.3), are considered too unreliable for general use and should only be used to aggregate with other estimates to provide derived estimates with RSEs of less than 25%.

PROPORTIONS AND  
PERCENTAGES

**6** Proportions and percentages formed from the ratio of two estimates are also subject to sampling errors. The size of the error depends on the accuracy of both the numerator and the denominator. A formula to approximate the RSE of a proportion is given below. This formula is only valid when x is a subset of y.

$$RSE\left(\frac{x}{y}\right) = \sqrt{[RSE(x)]^2 - [RSE(y)]^2}$$

**7** Considering the example from the previous page, of the 2,139,800 part-time employees, 544,800 or 25.5% were male. The SE of 544,800 may be calculated by interpolation as 9000. To convert this to an RSE we express the SE as a percentage of the estimate, or  $9,000/544,800 = 1.7\%$ . The SE for 2,139,800 was calculated previously as 15,600 which converted to an RSE is  $15,600/2,139,800 = 0.7\%$ . Applying the above formula, the RSE of the proportion is

$$RSE = \sqrt{(1.7)^2 - (0.7)^2} = 1.5\%$$

**8** Therefore, the SE for the proportion of part-time employees who were male is 0.4 percentage points ( $= (25.5/100) \times 1.5$ ). Therefore, there are about two chances in three that the proportion of part-time employees who were male is between 25.1% and 25.9% and 19 chances in 20 that the proportion is within the range 24.7% to 26.3%.

DIFFERENCES

**9** Published estimates may also be used to calculate the difference between two survey estimates (of numbers or percentages). Such an estimate is subject to sampling error. The sampling error of the difference between two estimates depends on their SEs and the relationship (correlation) between them. An approximate SE of the difference between two estimates (x-y) may be calculated by the following formula:

$$SE(x-y) = \sqrt{[SE(x)]^2 + [SE(y)]^2}$$

**10** While this formula will only be exact for differences between separate and uncorrelated characteristics or subpopulations, it is expected to provide a good approximation for all differences likely to be of interest in this publication.



# TECHNICAL NOTE DATA QUALITY *continued*

## STANDARD ERRORS

## T1 STANDARD ERRORS OF ESTIMATES

Size of estimate (persons)	NSW no.	Vic. no.	Qld no.	SA no.	WA no.	Tas. no.	NT no.	ACT no.	AUST. .....	
									SE no.	RSE %
100	90	100	180	160	160	110	110	130	80	80.0
200	160	170	260	220	220	140	150	160	140	70.0
300	220	230	310	260	260	170	170	180	190	63.3
500	330	320	390	320	340	210	210	220	270	54.0
700	420	400	460	370	390	240	240	240	350	50.0
1,000	530	500	540	420	460	280	280	270	440	44.0
1,500	690	630	650	500	550	330	330	310	580	38.7
2,000	820	750	740	570	620	370	370	350	700	35.0
2,500	950	850	800	600	700	400	400	400	800	32.0
3,000	1 050	950	900	650	750	450	450	400	900	30.0
3,500	1 150	1 000	950	700	800	450	450	450	1 000	28.6
4,000	1 250	1 100	1 000	750	850	500	500	450	1 050	26.3
5,000	1 400	1 200	1 100	850	900	550	500	500	1 200	24.0
7,000	1 650	1 400	1 300	950	1 050	600	600	550	1 450	20.7
10,000	1 950	1 700	1 500	1 100	1 200	700	700	650	1 750	17.5
15,000	2 350	2 000	1 800	1 300	1 450	800	800	750	2 150	14.3
20,000	2 700	2 250	2 050	1 450	1 600	900	900	850	2 450	12.3
30,000	3 150	2 650	2 450	1 700	1 850	1 050	1 000	1 000	2 950	9.8
40,000	3 500	2 900	2 750	1 900	2 100	1 200	1 150	1 100	3 350	8.4
50,000	3 800	3 150	3 000	2 100	2 250	1 300	1 200	1 250	3 700	7.4
100,000	4 750	4 000	4 000	2 750	2 900	1 700	1 550	1 650	4 850	4.9
150,000	5 350	4 600	4 750	3 250	3 350	1 950	1 800	2 000	5 600	3.7
200,000	5 900	5 150	5 300	3 650	3 750	2 150	2 000	2 300	6 250	3.1
300,000	6 900	6 100	6 250	4 300	4 300	2 500	..	2 750	7 250	2.4
500,000	8 550	7 700	7 650	5 250	5 050	3 050	..	..	8 800	1.8
1,000,000	11 950	10 800	10 050	6 850	6 350	..	..	..	11 550	1.2
2,000,000	17 600	15 650	13 100	9 000	7 800	..	..	..	15 250	0.8
5,000,000	31 550	26 900	18 450	..	..	..	..	..	23 400	0.5
10,000,000	..	..	..	..	..	..	..	..	40 950	0.4

.. not applicable

## GLOSSARY

<b>Absence from work</b>	<p>An absence from the workplace during normal working hours of at least three hours. Absences due to the following have been excluded:</p> <ul style="list-style-type: none"><li>■ rostered day off</li><li>■ time off on flex leave/time off in lieu</li><li>■ workers compensation</li><li>■ self-employed (no leave).</li></ul>
<b>Bereavement leave</b>	<p>A short period of leave granted upon the death of a close family relative.</p>
<b>Days of the week usually works in main job</b>	<p>Persons who, when asked 'on which days of the week do you usually work in your job' did not give one of the following responses:</p> <ul style="list-style-type: none"><li>■ Monday to Friday</li><li>■ Nine day fortnight</li><li>■ Days vary from week to week</li><li>■ Days vary from month to month.</li></ul> <p>were allocated to the 'other' category. Persons who specified that they did not work on Saturday and Sunday were classed as 'works weekdays only'. Persons who specified that they had worked on Saturday and/or Sunday only were classed as 'works weekends only'. All other people were classed as 'works some weekdays and some weekends'.</p>
<b>Dependent student</b>	<p>A child who is 15–24 years of age, who is attending full-time education, and who has no partner or child of his or her own usually resident in the same household.</p>
<b>Employee</b>	<p>A person who works for a public or private employer and receives remuneration in wages, salary, a retainer fee by their employer while working on a commission basis, tips or piece-rates, or a person who operates his or her own incorporated enterprise with or without hiring employees. In this publication, employee relates to employee in his/her main job and excludes payment in kind.</p>
<b>Examination leave</b>	<p>Refer to Study leave.</p>
<b>Flex leave</b>	<p>Time off that must be made up in another work period or that is granted for time that has already been made up by working extra hours. See also Time off in lieu.</p>
<b>Formal child care</b>	<p>Includes any arrangements made for the care of children under 12 years of age by one or more of the following:</p> <ul style="list-style-type: none"><li>■ a child care centre</li><li>■ a long day care centre</li><li>■ an occasional care centre</li><li>■ a preschool/kindergarten</li><li>■ before and/or after school care (attendance at school is not classed as formal child care)</li><li>■ family day care</li><li>■ vacation care</li><li>■ the workplace.</li></ul>
<b>Full-time employees in main job</b>	<p>Persons who were employees in their main job and:</p> <ul style="list-style-type: none"><li>■ (for single job holders) usually work 35 hours or more a week, or usually work less than 35 hours but worked 35 hours or more in the reference week</li><li>■ (for multiple job holders) actually worked 35 hours or more in main job in the reference week, or were away from their main job but usually work 35 hours or more in all jobs.</li></ul>
<b>Full-time workers</b>	<p>Employed persons who usually worked 35 hours or more a week (in all jobs) and those who, although usually working less than 35 hours a week, worked 35 hours or more during the reference week. In this publication full-time workers relates to full-time workers who were employees in their main job.</p>
<b>Holiday leave</b>	<p>Provision by employers of paid holiday, vacation or recreation leave, which normally accrues during a set period and can be taken at an approved time. This is collected by responses to the question 'Does your employer provide you with paid holiday leave?'.</p>

## GLOSSARY *continued*

<b>Hours worked</b>	The number of hours actually worked during the reference week.
<b>Industry</b>	Classified according to the <i>Australian and New Zealand Standard Industrial Classification (ANZSIC), 1993</i> (cat. no. 1292.0). In this publication, industry relates to the main job.
<b>Informal child care</b>	Includes any of the following arrangements made for the care of children under 12 years of age: <ul style="list-style-type: none"><li>■ took child to work</li><li>■ child looked after by self, spouse, family member or other relative</li><li>■ child looked after by neighbours, friends or nanny</li><li>■ child was not looked after by anyone or no child care used.</li></ul>
<b>Irregular shifts</b>	Describes shifts that do not follow a set pattern.
<b>Job-share arrangement</b>	A formal arrangement where two or more people share one full-time job. Each person sharing the job works less than 35 hours.
<b>Leave entitlements</b>	The entitlement of employees to either paid holiday leave or paid sick leave (or both) in their main job.
<b>Main English-speaking countries</b>	The United Kingdom, Ireland, South Africa, Canada, the United States of America and New Zealand.
<b>Main job</b>	The job in which a person usually works the most hours.
<b>Maternity/paternity leave</b>	Provision by employers of paid maternity/paternity leave. This is collected by responses to the question 'Does your employer provide you with paid maternity/paternity leave?'
<b>Occupation</b>	Classified according to the <i>Australian Standard Classification of Occupations, Second Edition</i> (cat. no. 1220.0). In this publication, occupation relates to the main job and is shown at the ASCO Major Group level.
<b>Overtime</b>	Work undertaken which is outside, or in addition to, ordinary working hours of the respondent in their main job, whether paid or unpaid.
<b>Overtime worked on a regular basis</b>	This is collected by responses to the question 'In your job with your employer, do you work overtime, either paid or unpaid, on a regular basis?'
<b>Part-time employees in main job</b>	Persons who were employees in their main job and: <ul style="list-style-type: none"><li>■ (for single job holders) usually work less than 35 hours a week, and did so in the reference week</li><li>■ (for multiple job holders) actually worked less than 35 hours in their main job in the reference week, or were away from their main job but usually work less than 35 hours a week in all jobs.</li></ul>
<b>Part-time workers</b>	Employed persons who usually worked less than 35 hours a week (in all jobs) and either did so during the reference week, or were not at work in the reference week. In this publication part-time workers relates to part-time workers who were employees in their main job.
<b>Parental leave</b>	Leave taken by either parent to care for children.
<b>Reference week</b>	The week preceding the week in which the interview was conducted.
<b>Regular shifts</b>	Shifts worked to a set pattern of times. Regular shift times are presented as follows: <ul style="list-style-type: none"><li>■ morning shifts—between 6.00 am and 12.00 pm</li><li>■ afternoon shifts—between 12.00 pm and 5.00 pm</li><li>■ evening, night or graveyard shift—between 5.00 pm and 6.00 am.</li></ul> If an employee started a shift in one time period, but finished in another, the shift was recorded according to which time period the respondent worked the majority of their hours.

## GLOSSARY *continued*

<b>Rostered Day Off</b>	Scheme where employees accumulate time off by working extra hours on a number of other work days. The allocation of work time is rostered over a prescribed period. This is collected by responses to the question 'Does your job with your employer entitle you to a rostered day off?'
<b>Sector of main job</b>	Used to classify a respondent's employer as a public or private enterprise. The public sector includes all government units, such as government departments, non-market nonprofit institutions that are controlled and mainly financed by government, and corporations and quasi-corporations that are controlled by government.
<b>Shifts</b>	Split shift — Occurs when the workday period is broken by an extended unpaid 'free' period, thereby constituting an extended working day consisting of two (or more) shifts. Rotating shift — A shift arrangement, in which the shift worked changes periodically from one time period to another, for example from mornings or afternoons to evenings or nights. On call — A shift arrangement, for being available, when not at work, to be contacted to resume work. An allowance may be paid to the employee for being on call.
<b>Shift work</b>	A system of working whereby the daily hours of operation at the place of employment are split into at least two set work periods (shifts), for different groups of workers. This is collected by responses to the question 'Did you do any shift work at any time during the last 4 weeks?'
<b>Sick leave</b>	Provision by employers of paid sick leave. This is collected by responses to the question 'Does your employer provide you with paid sick leave?'
<b>Start and finish times are fixed</b>	Persons who said the times they start and finish work are set. These persons were asked 'did you have any say in setting these fixed times?'. Persons who said yes were classed as 'times were negotiated with employer'; persons who said no were classed as 'times were not negotiated with employer'.
<b>Start and finish times are not fixed</b>	Persons who said the times they start and finish work are not set. These persons were asked 'excluding overtime can you choose when you start or finish work on a day to day basis?'. Persons who answered yes, were classed as 'start and finish times are variable daily'; persons who answered no, were classed as 'start and finish times are not variable daily'.
<b>Study leave</b>	Leave to attend classes, examinations, or to study for a qualification from an educational institution.
<b>Time off in lieu</b>	Time off that must be made up in another work period or that has already been made up by working extra hours.
<b>Trade union</b>	An organisation consisting predominantly of employees, the principal activities of which include the negotiation of rates of pay and conditions of employment for its members.
<b>Trade union member</b>	Employees with membership in a trade union in conjunction with their main job.
<b>Unapproved leave</b>	Unofficial or informal leave that has not been granted by the employer.
<b>Whether able to work extra hours in order to take time off</b>	This is collected by responses to the question 'Can you work extra hours in order to take time off?'. Persons who answered yes were classed as 'able to work extra hours'. Persons who answer no were classed as 'unable to work extra hours'.
<b>With leave entitlements in main job</b>	Employees who were entitled to either paid holiday leave or paid sick leave (or both) in their main job.
<b>Without leave entitlements in main job</b>	Employees who were entitled to neither paid holiday leave nor paid sick leave in their main job.
<b>Workers' compensation leave</b>	Leave taken due to illness or injury sustained while at work or on a journey to or from work, or an aggravation of a pre-existing condition where employment was a contributory factor, and which is covered by workers' compensation.







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2634200011023

ISSN 1326 9054

RRP \$24.00