



# **WORKING ARRANGEMENTS** AUSTRALIA

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- For further information about these and related statistics, contact the National Information and Referral Service on 1300 135 070 or Sue Barker on Canberra 02 6252 6112.

# NOTES

## ABOUT THIS PUBLICATION

This publication presents information about the working arrangements of employees. It covers various arrangements 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 2000 as a supplement to the Australian Bureau of Statistics monthly Labour Force Survey.

Data from this survey relates to employed persons aged 15 years and over who worked in their main job for an employer for wages or salary, or in their own incorporated enterprise, except for persons aged 15–19 who were attending school.

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

## CHANGES TO TERMINOLOGY

In the November 2000 survey the terms 'Permanent' and 'Casual' were replaced to more accurately reflect what is collected in the survey. The term 'Permanent' has been replaced with 'With leave entitlements', and 'Casual' has been replaced with 'Without leave entitlements'. A definition of 'Leave entitlements' is included in the Glossary.

## 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
LFS	Labour Force Survey
RSE	Relative standard error
SE	Standard error

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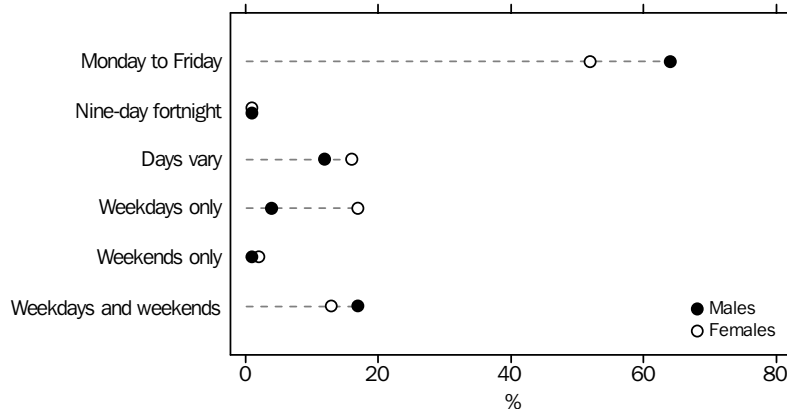
## SUMMARY OF FINDINGS

### OVERVIEW

In November 2000 there were 7,715,600 employees aged 15 years and over. Over the period from August 1997, when the survey was last conducted, to November 2000, the following changes to working arrangements were recorded:

- the proportion of part-time employees in the workforce increased from 25% to 27%;
- the proportion of employees with flexible start and finish times increased from 37% to 39%;
- the proportion of employees able to choose when to take holidays decreased from 71% to 70%;
- the proportion of employees entitled to a Rostered Day Off (RDO) fell from 23% to 20%; and
- the proportion of employees working Monday to Friday fell from 60% to 59%.

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



### WHETHER CAN WORK EXTRA HOURS TO GET TIME OFF



### ROSTERED DAYS OFF

In November 2000, there were 1,573,100 employees who were entitled to an RDO. Of these, 857,100 (54%) were entitled every month, 276,100 (18%) were entitled every fortnight, and 150,500 (10%) were entitled every week. The proportion of employees who were entitled to an RDO decreased between August 1997 and November 2000, from 1,572,600 (23%) to 1,573,100 (20%).

The number of full-time employees who were entitled to an RDO fell from 1,491,100 (29%) in 1997 to 1,474,700 (26%) in 2000. The number of part-time employees entitled to an RDO increased from 81,500 to 98,400, however, the proportion remained

## SUMMARY OF FINDINGS *continued*

### ROSTERED DAYS OFF

*continued*

steady at 5%. Males in full-time work were more likely to be entitled to an RDO than females in full-time work (27% compared to 25%).

### OVERTIME & SHIFT WORK

In November 2000 there were 2,543,800 employees (33%) who usually worked overtime in their main job. Male employees were more likely to work overtime than female employees (39% compared to 25%). A higher proportion of full-time employees (41%) worked overtime on a regular basis compared to part-time employees (12%).

Occupations that had the highest proportions of employees working overtime were Managers and administrators (55%) and Professionals (48%), while those with the lowest were Elementary clerical, sales and service workers (15%) and Labourers and related workers (18%).

Of those employees who usually worked overtime, 1,528,900 (60%) worked between one and nine hours of overtime per week, with 3% working 25 hours or more of overtime per week. For the most recent period of overtime, 977,000 (38%) employees received overtime pay, 851,200 (33%) employees were unpaid, and 540,300 (21%) employees had overtime included in their salary package.

### **1** WHETHER THE MOST RECENT PERIOD OF OVERTIME WAS PAID

	Males		Females		Persons	
	'000	%	'000	%	'000	%
Paid overtime	711.6	43.2	265.4	29.7	977.0	38.4
Unpaid overtime	454.9	27.6	396.2	44.3	851.2	33.5
Overtime included in salary package	389.5	23.6	150.8	16.8	540.3	21.2
Overtime taken as time off in lieu	59.4	3.6	72.6	8.1	132.0	5.2
Other arrangements	33.3	2.0	10.0	1.1	43.3	1.7
<b>Total</b>	<b>1 648.8</b>	<b>100.0</b>	<b>895.0</b>	<b>100.0</b>	<b>2 543.8</b>	<b>100.0</b>

In November 2000, 1,076,100 employees (14%) had worked shift work in the previous four weeks. A higher proportion of part-time employees worked shift work compared to full-time employees (16% compared to 13%). Male employees were more likely to have worked shift work than female employees, in both full-time work (14% compared to 11%) and part-time work (17% compared to 16%).

Industries with the highest proportions of shift workers were Mining (37%), Health and community services (32%) and Accommodation, cafes and restaurants (31%). The occupation with the highest proportion of shift workers was Intermediate production and transport workers (24%).

### ABSENCES

The proportion of employees who had an absence from work of at least three hours in the two weeks prior to the survey remained constant at 19% between August 1997 and November 2000.

Of those employees who had an absence in the two weeks prior to the survey 1,050,900 (73%) were paid for their most recent absence. The most common reasons for absences were 'Own ill health, physical disability' (35%) and 'Recreational purposes' (34%). Of

## SUMMARY OF FINDINGS *continued*

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### ABSENCES *continued*

those who had an absence in the two weeks prior to the survey, 37% used sick leave to cover their most recent absence and 32% used holiday leave.

In the two weeks prior to the survey:

- 134,200 employees (9%) had a part day absence;
- 613,200 employees (43%) had an absence of one full day;
- 225,600 employees (16%) had an absence of two full days, and
- 423,800 employees (29%) had an absence of three days or more.

### CHILDCARE

Of the 7,715,600 employees at November 2000, 1,900,400 (25%) had children under the age of 12 years. Of those employees with children under 12 years, 538,600 (28%) had used formal childcare in the last two weeks.

Of those employees with children under 12 years of age who had flexible start and finish times, 30% used formal childcare. In comparison, of those employees with children aged under 12 years of age who did not have flexible start and finish times, 26% used formal childcare.

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## EMPLOYEES IN MAIN JOB, By selected working arrangements

	1995		1997		2000		
	Males	Females	Males	Females	Males	Females	Persons
	'000	'000	'000	'000	'000	'000	'000
FULL-TIME EMPLOYEES							
<b>Whether start and finish times are fixed</b>							
Start and finish times are not fixed	1 329.0	533.1	1 335.4	549.0	1 375.8	549.8	1 925.7
Variable daily	863.3	363.6	875.9	370.1	961.5	396.5	1 358.0
Not variable daily	465.7	169.5	459.5	178.9	414.3	153.3	567.6
Start and finish times are fixed	2 006.5	1 235.2	1 998.3	1 172.7	2 255.4	1 425.8	3 681.3
Times were negotiated with employer	367.8	244.1	382.2	234.7	475.3	338.5	813.8
Times were not negotiated with employer	1 638.8	991.1	1 616.1	938.0	1 780.2	1 087.3	2 867.4
<b>Whether entitled to a rostered day off</b>							
Entitled to a rostered day off	1 187.1	508.2	1 034.7	456.4	988.0	486.7	1 474.7
Every week	93.0	54.9	81.6	49.1	74.4	43.6	117.9
Every fortnight	302.7	91.3	222.5	72.6	192.8	69.6	262.5
Every month	708.6	322.4	604.1	281.3	555.0	278.3	833.3
Other	82.7	39.7	126.6	53.5	165.8	95.2	261.0
Not entitled to a rostered day off	2 148.4	1 260.0	2 299.1	1 265.3	2 643.3	1 489.0	4 132.2
<b>Whether overtime is worked on regular basis</b>							
Worked on a regular basis	1 545.7	650.9	1 472.9	610.9	1 580.0	709.1	2 289.2
Not worked on a regular basis	71.0	29.2	69.0	29.4	70.7	25.3	96.1
Overtime not worked	1 718.9	1 088.2	1 791.8	1 081.4	1 980.5	1 241.2	3 221.7
<b>Whether worked shift work in the last four weeks</b>							
Worked shift work in the last four weeks	507.9	203.8	497.6	197.0	516.4	213.0	729.3
Did not work shift work in the last four weeks	2 827.7	1 564.5	2 836.2	1 524.6	3 114.9	1 762.7	4 877.6
<b>Whether able to choose when holiday leave is taken</b>							
Can choose	2 439.3	1 249.3	2 445.7	1 227.8	2 631.3	1 379.5	4 010.8
Sometimes can choose	389.7	174.4	418.2	181.5	554.8	275.3	830.0
Cannot choose	506.6	344.6	469.9	312.5	445.2	320.9	766.1
<b>Whether able to work extra hours in order to take time off</b>							
Able to work extra hours	1 305.1	742.6	1 328.2	748.5	1 473.0	859.6	2 332.7
Unable to work extra hours	2 030.4	1 025.6	2 005.6	973.2	2 158.2	1 116.0	3 274.2
<b>Days of the week usually works in main job</b>							
Monday to Friday	2 425.2	1 388.6	2 359.4	1 343.2	2 564.7	1 526.6	4 091.3
Nine-day fortnight	53.6	7.0	56.5	13.2	39.2	14.3	53.5
Days vary from week to week	308.1	152.5	332.6	154.8	353.6	165.3	518.8
Days vary from month to month	22.5	9.4	27.0	8.4	36.7	14.5	51.2
Other	526.2	210.8	558.2	202.0	637.0	255.0	892.0
Usually works weekdays only	30.8	33.9	41.7	37.4	45.9	49.4	95.3
Usually works weekends only	*0.7	*0.8	*0.2	*0.8	—	**0.2	**0.2
Works some weekdays and some weekends	494.7	176.1	516.3	163.9	591.1	205.4	796.5
<b>Total</b>	<b>3 335.6</b>	<b>1 768.3</b>	<b>3 333.8</b>	<b>1 721.7</b>	<b>3 631.3</b>	<b>1 975.6</b>	<b>5 606.9</b>

\* estimate has a relative standard error of between 25% and 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)

	1995		1997		2000		
	Males	Females	Males	Females	Males	Females	Persons
	'000	'000	'000	'000	'000	'000	'000

## PART-TIME EMPLOYEES

**Whether start and finish times are fixed**

Start and finish times are not fixed	153.0	426.6	173.4	455.2	207.6	465.9	673.4
Variable daily	69.2	220.6	75.2	238.9	97.8	253.0	350.7
Not variable daily	83.8	205.9	98.1	216.3	109.8	212.9	322.7
Start and finish times are fixed	206.0	800.6	246.7	852.9	359.3	1 076.0	1 435.2
Times were negotiated with employer	46.0	247.4	53.6	268.3	90.8	362.7	453.5
Times were not negotiated with employer	160.0	553.2	193.1	584.6	268.5	713.3	981.7

**Whether entitled to a rostered day off**

Entitled to a rostered day off	18.2	60.5	24.5	57.1	27.9	70.6	98.4
Every week	7.1	20.8	6.2	20.0	8.3	24.2	32.6
Every fortnight	*2.7	7.9	*2.9	8.4	*4.5	9.2	13.6
Every month	7.2	18.2	9.1	11.6	7.7	16.1	23.8
Other	*1.2	12.5	6.3	17.1	7.4	21.1	28.4
Not entitled to a rostered day off	340.8	1 166.7	395.6	1 251.0	539.0	1 471.3	2 010.2

**Whether overtime is worked on regular basis**

Worked on a regular basis	36.6	153.0	40.6	157.0	68.8	185.9	254.6
Not worked on a regular basis	6.7	17.0	5.3	20.4	5.4	19.4	24.8
Overtime not worked	315.7	1 057.1	374.2	1 130.7	492.7	1 336.5	1 829.2

**Whether worked shift work in the last four weeks**

Worked shift work in the last four weeks	63.6	202.1	81.1	206.2	98.6	248.1	346.7
Did not work shift work in the last four weeks	295.4	1 025.0	338.9	1 102.0	468.2	1 293.7	1 761.9

**Whether able to choose when holiday leave is taken**

Can choose	216.8	823.3	257.7	898.1	352.0	1 033.5	1 385.4
Sometimes can choose	27.6	96.1	35.6	128.8	62.5	182.0	244.5
Cannot choose	114.6	307.8	126.8	281.3	152.4	326.4	478.7

**Whether able to work extra hours in order to take time off**

Able to work extra hours	74.2	372.0	93.9	415.9	139.8	488.5	628.3
Unable to work extra hours	284.8	855.2	326.1	892.2	427.0	1 053.3	1 480.3

**Days of the week usually works in main job**

Monday to Friday	83.8	277.7	104.1	275.2	140.1	287.9	427.9
Nine-day fortnight	*0.3	*1.2	*1.1	*2.8	*1.0	*4.0	5.0
Days vary from week to week	79.0	261.2	120.6	301.9	158.0	381.4	539.5
Days vary from month to month	6.8	9.4	*4.4	11.7	8.0	19.1	27.1
Other	189.0	677.6	189.9	716.5	259.8	849.4	1 109.2
Usually works weekdays only	86.6	444.4	87.8	480.2	120.6	555.3	675.9
Usually works weekends only	24.9	50.4	24.9	40.7	30.0	57.1	87.1
Works some weekdays and some weekends	77.5	182.9	77.2	195.6	109.2	237.0	346.2

<b>Total</b>	<b>359.0</b>	<b>1 227.2</b>	<b>420.1</b>	<b>1 308.1</b>	<b>566.8</b>	<b>1 541.8</b>	<b>2 108.6</b>
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\* estimate has a relative standard error of between 25% and 50% and should be used with caution



	1995		1997		2000		
	Males	Females	Males	Females	Males	Females	Persons
	'000	'000	'000	'000	'000	'000	'000
TOTAL							
<b>Whether start and finish times are fixed</b>							
Start and finish times are not fixed	1 482.0	959.6	1 508.8	1 004.2	1 583.4	1 015.7	2 599.1
Variable daily	932.5	584.2	951.1	609.0	1 059.3	649.5	1 708.8
Not variable daily	549.5	375.4	557.7	395.2	524.1	366.2	890.3
Start and finish times are fixed	2 212.6	2 035.8	2 245.0	2 025.6	2 614.7	2 501.8	5 116.5
Times were negotiated with employer	413.8	491.5	435.8	503.0	566.1	701.2	1 267.3
Times were not negotiated with employer	1 798.8	1 544.3	1 809.2	1 522.6	2 048.6	1 800.5	3 849.2
<b>Whether entitled to a rostered day off</b>							
Entitled to a rostered day off	1 205.3	568.7	1 059.1	513.5	1 015.9	557.2	1 573.1
Every week	100.1	76.7	87.7	69.1	82.7	67.8	150.5
Every fortnight	305.4	99.2	225.3	81.0	197.3	78.8	276.1
Every month	715.8	340.6	613.2	292.8	562.7	294.3	857.1
Other	84.0	52.2	132.9	70.6	173.2	116.3	289.5
Not entitled to a rostered day off	2 489.3	2 426.7	2 694.7	2 516.3	3 182.2	2 960.2	6 142.4
<b>Whether overtime is worked on regular basis</b>							
Worked on a regular basis	1 582.3	803.9	1 513.5	767.9	1 648.8	895.0	2 543.8
Not worked on a regular basis	77.7	46.2	74.3	49.8	76.1	44.7	120.8
Overtime not worked	2 034.6	2 145.3	2 166.0	2 212.1	2 473.2	2 577.7	5 050.9
<b>Whether worked shift work in the last four weeks</b>							
Worked shift work in the last four weeks	571.5	405.9	578.7	403.2	615.0	461.1	1 076.1
Did not work shift work in the last four weeks	3 123.1	2 589.5	3 175.1	2 626.6	3 583.1	3 056.4	6 639.5
<b>Whether able to choose when holiday leave is taken</b>							
Can choose	2 656.1	2 072.6	2 703.4	2 125.8	2 983.2	2 413.0	5 396.2
Sometimes can choose	417.3	270.5	453.8	310.3	617.2	457.2	1 074.5
Cannot choose	621.2	652.4	596.7	593.7	597.6	647.2	1 244.9
<b>Whether able to work extra hours in order to take time off</b>							
Able to work extra hours	1 379.3	1 114.6	1 422.1	1 164.4	1 612.8	1 348.2	2 961.0
Unable to work extra hours	2 315.3	1 880.8	2 331.7	1 865.3	2 585.2	2 169.3	4 754.5
<b>Days of the week usually works in main job</b>							
Monday to Friday	2 509.0	1 666.2	2 463.5	1 618.4	2 704.8	1 814.5	4 519.3
Nine-day fortnight	53.9	8.2	57.6	16.1	40.2	18.3	58.5
Days vary from week to week	387.1	413.7	453.2	456.7	511.6	546.7	1 058.3
Days vary from month to month	29.3	18.8	31.4	20.1	44.7	33.6	78.3
Other	715.2	888.4	748.1	918.5	896.8	1 104.4	2 001.2
Usually works weekdays only	117.4	478.3	129.5	517.6	166.5	604.7	771.2
Usually works weekends only	25.6	51.1	25.1	41.5	30.0	57.3	87.3
Works some weekdays and some weekends	572.3	359.0	593.5	359.4	700.3	442.4	1 142.6
<b>Total</b>	<b>3 694.6</b>	<b>2 995.4</b>	<b>3 753.8</b>	<b>3 029.8</b>	<b>4 198.1</b>	<b>3 517.5</b>	<b>7 715.6</b>

	HAS LEAVE ENTITLEMENTS IN MAIN JOB . .		DOES NOT HAVE LEAVE ENTITLEMENTS IN MAIN JOB . .		TOTAL . . . . .	
	Males	Females	Males	Females	Males	Females
	'000	'000	'000	'000	'000	'000
FULL-TIME EMPLOYEES						
<b>Whether start and finish times are fixed</b>						
Start and finish times are not fixed	1 064.9	458.9	310.9	90.9	1 375.8	549.8
Variable daily	742.0	329.3	219.5	67.2	961.5	396.5
Not variable daily	322.9	129.6	91.4	23.7	414.3	153.3
Start and finish times are fixed	1 992.6	1 289.5	262.8	136.3	2 255.4	1 425.8
Times were negotiated with employer	408.1	296.2	67.2	42.4	475.3	338.5
Times were not negotiated with employer	1 584.5	993.4	195.6	93.9	1 780.2	1 087.3
<b>Whether entitled to a rostered day off</b>						
Entitled to a rostered day off	937.8	469.4	50.3	17.2	988.0	486.7
Every week	64.0	37.8	10.4	5.8	74.4	43.6
Every fortnight	184.8	66.5	8.1	*3.1	192.8	69.6
Every month	538.6	274.0	16.4	*4.3	555.0	278.3
Other	150.4	91.1	15.4	*4.1	165.8	95.2
Not entitled to a rostered day off	2 119.8	1 279.0	523.5	210.0	2 643.3	1 489.0
<b>Whether overtime is worked on a regular basis</b>						
Worked on a regular basis	1 390.8	652.3	189.3	56.8	1 580.0	709.1
Not worked on a regular basis	61.8	23.0	9.0	*2.3	70.7	25.3
Overtime is not worked	1 605.0	1 073.1	375.5	168.1	1 980.5	1 241.2
<b>Whether worked shift work in the last four weeks</b>						
Worked shift work in last four weeks	467.0	189.9	49.4	23.1	516.4	213.0
Did not work shift work in the last four weeks	2 590.6	1 558.5	524.3	204.1	3 114.9	1 762.7
<b>Whether able to work extra hours in order to take time off</b>						
Able to work extra hours	1 243.5	779.1	229.6	80.5	1 473.0	859.6
Unable to work extra hours	1 814.1	969.3	344.1	146.7	2 158.2	1 116.0
<b>Days of the week usually works in main job</b>						
Monday to Friday	2 229.6	1 393.2	335.1	133.4	2 564.7	1 526.6
Nine-day fortnight	38.1	14.3	*1.2	—	39.2	14.3
Days vary from week to week	307.0	139.0	46.5	26.3	353.6	165.3
Days vary from month to month	32.1	12.8	4.7	*1.7	36.7	14.5
Other	450.8	189.3	186.2	65.8	637.0	255.0
<b>Type of leave taken for most recent absence</b>						
Had an absence in the last two weeks	588.2	388.9	87.5	42.7	675.6	431.6
Sick leave	229.4	175.4	14.7	12.5	244.1	188.0
Holiday leave	235.2	135.8	17.3	9.4	252.6	145.2
Study leave/exam leave	11.3	7.8	**0.3	*1.0	11.6	8.9
Bereavement leave	8.2	5.9	*2.2	*0.7	10.4	6.7
Maternity/paternity leave	*2.7	10.6	**0.3	—	*3.1	10.6
Parental/carers leave	6.5	7.6	—	**0.2	6.5	7.8
Long service leave	8.8	5.4	—	—	8.8	5.4
More than one type of leave	5.3	*2.0	**0.4	—	5.7	*2.0
Unapproved leave	5.3	5.9	6.7	4.7	12.1	10.5
Other	75.5	32.5	45.4	14.1	120.8	46.6
Did not have an absence in the last two weeks	2 469.4	1 359.5	486.3	184.5	2 955.6	1 544.1
<b>Total</b>	<b>3 057.5</b>	<b>1 748.5</b>	<b>573.7</b>	<b>227.2</b>	<b>3 631.3</b>	<b>1 975.6</b>

\* estimate has a relative standard error of between 25% and 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

	HAS LEAVE ENTITLEMENTS IN MAIN JOB . .		DOES NOT HAVE LEAVE ENTITLEMENTS IN MAIN JOB . .		TOTAL . . . . .	
	Males	Females	Males	Females	Males	Females
	'000	'000	'000	'000	'000	'000
PART-TIME EMPLOYEES						
<b>Whether start and finish times are fixed</b>						
Start and finish times are not fixed	30.0	129.8	177.6	336.1	207.6	465.9
Variable daily	17.6	87.0	80.2	166.0	97.8	253.0
Not variable daily	12.4	42.8	97.4	170.1	109.8	212.9
Start and finish times are fixed	71.8	485.6	287.4	590.4	359.3	1 076.0
Times were negotiated with employer	19.2	178.8	71.6	183.9	90.8	362.7
Times were not negotiated with employer	52.7	306.8	215.8	406.5	268.5	713.3
<b>Whether entitled to a rostered day off</b>						
Entitled to a rostered day off	13.8	45.3	14.1	25.2	27.9	70.6
Every week	*3.1	12.1	5.2	12.1	8.3	24.2
Every fortnight	*2.5	7.5	*2.0	*1.7	*4.5	9.2
Every month	*3.9	13.2	*3.8	*2.8	7.7	16.1
Other	*4.3	12.5	*3.0	8.5	7.4	21.1
Not entitled to a rostered day off	88.0	570.1	451.0	901.2	539.0	1 471.3
<b>Whether overtime is worked on a regular basis</b>						
Worked on a regular basis	19.8	116.5	49.0	69.4	68.8	185.9
Not worked on a regular basis	*1.6	10.9	*3.8	8.5	5.4	19.4
Overtime is not worked	80.4	488.0	412.3	848.5	492.7	1 336.5
<b>Whether worked shift work in the last four weeks</b>						
Worked shift work in last four weeks	25.6	126.6	73.0	121.6	98.6	248.1
Did not work shift work in the last four weeks	76.2	488.8	392.1	804.9	468.2	1 293.7
<b>Whether able to work extra hours in order to take time off</b>						
Able to work extra hours	33.7	252.6	106.0	236.0	139.8	488.5
Unable to work extra hours	68.0	362.8	359.0	690.5	427.0	1 053.3
<b>Days of the week usually works in main job</b>						
Monday to Friday	27.2	143.4	112.8	144.4	140.1	287.9
Nine-day fortnight	**0.5	*2.6	**0.4	*1.4	*1.0	*4.0
Days vary from week to week	18.4	122.6	139.7	258.8	158.0	381.4
Days vary from month to month	*1.3	4.9	6.6	14.1	8.0	19.1
Other	54.3	341.8	205.5	507.6	259.8	849.4
<b>Type of leave taken for most recent absence</b>						
Had an absence in the last two weeks	16.3	126.1	63.0	127.4	79.3	253.5
Sick leave	6.9	57.4	8.9	31.9	15.8	89.3
Holiday leave	5.0	35.6	4.9	14.6	9.8	50.2
Study leave/exam leave	*0.7	*3.9	6.5	20.6	7.2	24.5
Bereavement leave	—	*2.6	**0.2	**0.6	**0.2	*3.2
Maternity/paternity leave	—	*4.3	**0.4	**0.4	**0.4	4.7
Parental/carers leave	—	*4.4	**0.3	*1.6	**0.3	6.0
Long service leave	*0.8	*2.3	—	—	*0.8	*2.3
More than one type of leave	—	*0.9	—	*0.7	—	*1.6
Unapproved leave	—	*1.2	9.8	10.6	9.8	11.8
Other	*2.9	13.6	32.1	46.5	35.0	60.1
Did not have an absence in the last two weeks	85.5	489.3	402.0	799.0	487.6	1 288.3
<b>Total</b>	<b>101.8</b>	<b>615.4</b>	<b>465.0</b>	<b>926.4</b>	<b>566.8</b>	<b>1 541.8</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)

	HAS LEAVE ENTITLEMENTS IN MAIN JOB . .		DOES NOT HAVE LEAVE ENTITLEMENTS IN MAIN JOB . .		TOTAL . . . . .	
	Males	Females	Males	Females	Males	Females
	'000	'000	'000	'000	'000	'000
TOTAL						
<b>Whether start and finish times are fixed</b>						
Start and finish times are not fixed	1 094.9	588.7	488.5	427.0	1 583.4	1 015.7
Variable daily	759.5	416.3	299.8	233.2	1 059.3	649.5
Not variable daily	335.3	172.4	188.8	193.8	524.1	366.2
Start and finish times are fixed	2 064.5	1 775.1	550.2	726.6	2 614.7	2 501.8
Times were negotiated with employer	427.2	475.0	138.8	226.3	566.1	701.2
Times were not negotiated with employer	1 637.2	1 300.2	411.4	500.4	2 048.6	1 800.5
<b>Whether entitled to a rostered day off</b>						
Entitled to a rostered day off	951.6	514.8	64.3	42.5	1 015.9	557.2
Every week	67.1	49.9	15.6	17.9	82.7	67.8
Every fortnight	187.3	74.0	10.0	4.8	197.3	78.8
Every month	542.5	287.2	20.3	7.1	562.7	294.3
Other	154.7	103.6	18.5	12.6	173.2	116.3
Not entitled to a rostered day off	2 207.8	1 849.1	974.5	1 111.2	3 182.2	2 960.2
<b>Whether overtime is worked on a regular basis</b>						
Worked on a regular basis	1 410.5	768.8	238.2	126.2	1 648.8	895.0
Not worked on a regular basis	63.3	33.9	12.8	10.8	76.1	44.7
Overtime is not worked	1 685.4	1 561.1	787.8	1 016.6	2 473.2	2 577.7
<b>Whether worked shift work in the last four weeks</b>						
Worked shift work in last four weeks	492.6	316.5	122.4	144.6	615.0	461.1
Did not work shift work in the last four weeks	2 666.7	2 047.4	916.4	1 009.0	3 583.1	3 056.4
<b>Whether able to work extra hours in order to take time off</b>						
Able to work extra hours	1 277.2	1 031.7	335.6	316.5	1 612.8	1 348.2
Unable to work extra hours	1 882.1	1 332.2	703.1	837.1	2 585.2	2 169.3
<b>Days of the week usually works in main job</b>						
Monday to Friday	2 256.8	1 536.6	447.9	277.9	2 704.8	1 814.5
Nine-day fortnight	38.6	16.9	*1.6	*1.4	40.2	18.3
Days vary from week to week	325.4	261.5	186.2	285.2	511.6	546.7
Days vary from month to month	33.4	17.8	11.3	15.8	44.7	33.6
Other	505.0	531.0	391.7	573.4	896.8	1 104.4
<b>Type of leave taken for most recent absence</b>						
Had an absence in the last two weeks	604.4	515.0	150.5	170.1	754.9	685.1
Sick leave	236.3	232.8	23.6	44.4	259.9	277.2
Holiday leave	240.2	171.4	22.2	23.9	262.4	195.4
Study leave/exam leave	12.0	11.8	6.8	21.6	18.8	33.4
Bereavement leave	8.2	8.5	*2.4	*1.3	10.6	9.8
Maternity/paternity leave	*2.7	14.8	*0.8	**0.4	*3.5	15.2
Parental/carers leave	6.5	12.0	**0.3	*1.7	6.8	13.7
Long service leave	9.5	7.7	—	—	9.5	7.7
More than one type of leave	5.3	*2.8	**0.4	*0.7	5.7	*3.5
Unapproved leave	5.3	7.1	16.6	15.3	21.9	22.4
Other	78.4	46.0	77.4	60.7	155.8	106.7
Did not have an absence in the last two weeks	2 554.9	1 848.8	888.3	983.5	3 443.2	2 832.3
<b>Total</b>	<b>3 159.3</b>	<b>2 363.8</b>	<b>1 038.8</b>	<b>1 153.6</b>	<b>4 198.1</b>	<b>3 517.5</b>

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— nil or rounded to zero (including null cells)

## EMPLOYEES IN MAIN JOB, By trade union membership

	MEMBER OF A TRADE UNION		NOT A MEMBER OF A TRADE UNION . . . . .		TOTAL(a) . . . . .	
	<i>Males</i>	<i>Females</i>	<i>Males</i>	<i>Females</i>	<i>Males</i>	<i>Females</i>
	'000	'000	'000	'000	'000	'000
FULL-TIME EMPLOYEES						
<b>Whether start and finish times are fixed</b>						
Start and finish times are not fixed	245.8	109.3	1 083.5	431.5	1 375.8	549.8
Variable daily	138.8	69.6	795.5	322.7	961.5	396.5
Not variable daily	107.0	39.7	288.0	108.8	414.3	153.3
Start and finish times are fixed	771.6	405.5	1 391.0	973.2	2 255.4	1 425.8
Times were negotiated with employer	131.1	71.8	334.5	256.7	475.3	338.5
Times were not negotiated with employer	640.6	333.7	1 056.4	716.6	1 780.2	1 087.3
<b>Whether entitled to a rostered day off</b>						
Entitled to a rostered day off	532.0	211.2	423.8	263.6	988.0	486.7
Every week	20.9	7.6	49.9	35.3	74.4	43.6
Every fortnight	123.4	33.1	65.4	33.3	192.8	69.6
Every month	319.2	138.2	218.3	133.7	555.0	278.3
Other	68.5	32.4	90.3	61.2	165.8	95.2
Not entitled to a rostered day off	485.5	303.6	2 050.7	1 141.2	2 643.3	1 489.0
<b>Whether overtime is worked on a regular basis</b>						
Worked on a regular basis	440.4	208.5	1 095.5	489.4	1 580.0	709.1
Not worked on a regular basis	26.9	7.2	40.1	17.7	70.7	25.3
Overtime not worked	550.2	299.1	1 338.9	897.7	1 980.5	1 241.2
<b>Whether worked shift work in the last four weeks</b>						
Worked shift work in the last four weeks	267.1	98.3	229.7	108.4	516.4	213.0
Did not work shift work in the last four weeks	750.4	416.5	2 244.8	1 296.3	3 114.9	1 762.7
<b>Whether able to choose when holiday leave is taken</b>						
Can choose	674.2	298.8	1 868.9	1 042.3	2 631.3	1 379.5
Sometimes can choose	180.3	69.0	349.8	197.0	554.8	275.3
Cannot choose	162.9	147.0	255.8	165.5	445.2	320.9
<b>Whether able to work extra hours in order to take time off</b>						
Able to work extra hours	333.3	175.6	1 096.6	660.1	1 473.0	859.6
Unable to work extra hours	684.1	339.2	1 377.9	744.7	2 158.2	1 116.0
<b>Days of the week usually works in main job</b>						
Monday to Friday	684.2	386.2	1 783.1	1 096.1	2 564.7	1 526.6
Nine-day fortnight	26.1	5.4	12.0	8.6	39.2	14.3
Days vary from week to week	166.5	66.9	174.9	93.7	353.6	165.3
Days vary from month to month	15.4	6.9	20.3	7.6	36.7	14.5
Other	125.3	49.3	484.2	198.8	637.0	255.0
<b>Type of leave taken for most recent absence</b>						
Had an absence in the last two weeks	228.0	123.2	426.5	297.7	675.6	431.6
Sick leave	90.6	63.2	143.5	119.6	244.1	188.0
Holiday leave	80.5	32.2	166.4	109.4	252.6	145.2
Study leave/exam leave	*3.1	*2.3	7.4	6.1	11.6	8.9
Bereavement leave	4.7	*1.5	5.7	5.2	10.4	6.7
Maternity/paternity leave	*1.1	*4.1	*2.0	6.5	*3.1	10.6
Parental/carers leave	*3.3	*3.8	*3.1	*4.0	6.5	7.8
Long service leave	6.0	*2.8	*2.8	*2.5	8.8	5.4
More than one type of leave	*2.2	**0.6	*3.1	*1.4	5.7	*2.0
Unapproved leave	*2.2	*1.2	9.0	9.2	12.1	10.5
Other	34.2	11.5	83.5	33.8	120.8	46.6
Did not have an absence in the last two weeks	789.5	391.6	2 048.0	1 107.0	2 955.6	1 544.1
<b>Total</b>	<b>1 017.5</b>	<b>514.8</b>	<b>2 474.5</b>	<b>1 404.8</b>	<b>3 631.3</b>	<b>1 975.6</b>

\* estimate has a relative standard error of between 25% and 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 trade union membership status 'not known'.

	MEMBER OF A TRADE UNION		NOT A MEMBER OF A TRADE UNION . . . . .		TOTAL(a) . . . . .	
	<i>Males</i>	<i>Females</i>	<i>Males</i>	<i>Females</i>	<i>Males</i>	<i>Females</i>
	'000	'000	'000	'000	'000	'000
PART-TIME EMPLOYEES						
<b>Whether start and finish times are fixed</b>						
Start and finish times are not fixed	15.8	61.0	183.9	401.0	207.6	465.9
Variable daily	*3.0	19.9	93.4	232.0	97.8	253.0
Not variable daily	12.8	41.1	90.6	169.1	109.8	212.9
Start and finish times are fixed	52.8	247.7	299.0	815.3	359.3	1 076.0
Times were negotiated with employer	13.5	83.2	76.3	274.8	90.8	362.7
Times were not negotiated with employer	39.3	164.4	222.6	540.5	268.5	713.3
<b>Whether entitled to a rostered day off</b>						
Entitled to a rostered day off	6.0	21.8	21.0	46.8	27.9	70.6
Every week	*1.1	6.3	6.8	17.4	8.3	24.2
Every fortnight	**0.4	*2.9	*3.8	5.8	*4.5	9.2
Every month	*2.4	6.7	5.1	9.3	7.7	16.1
Other	*2.1	5.8	5.3	14.2	7.4	21.1
Not entitled to a rostered day off	62.6	286.9	461.9	1 169.5	539.0	1 471.3
<b>Whether overtime is worked on a regular basis</b>						
Worked on a regular basis	15.5	60.6	52.2	123.5	68.8	185.9
Not worked on a regular basis	*1.5	*4.0	*3.9	15.0	5.4	19.4
Overtime not worked	51.6	244.0	426.8	1 077.9	492.7	1 336.5
<b>Whether worked shift work in the last four weeks</b>						
Worked shift work in the last four weeks	20.7	80.2	73.1	166.2	98.6	248.1
Did not work shift work in the last four weeks	47.9	228.5	409.8	1 050.2	468.2	1 293.7
<b>Whether able to choose when holiday leave is taken</b>						
Can choose	45.7	202.5	297.4	820.2	352.0	1 033.5
Sometimes can choose	7.8	40.7	52.4	139.5	62.5	182.0
Cannot choose	15.1	65.5	133.1	256.7	152.4	326.4
<b>Whether able to work extra hours in order to take time off</b>						
Able to work extra hours	16.1	95.1	120.0	388.0	139.8	488.5
Unable to work extra hours	52.6	213.6	362.9	828.3	427.0	1 053.3
<b>Days of the week usually works in main job</b>						
Monday to Friday	18.4	60.7	118.8	222.1	140.1	287.9
Nine-day fortnight	—	*2.0	**0.7	*2.0	*1.0	*4.0
Days vary from week to week	17.3	90.9	136.6	285.5	158.0	381.4
Days vary from month to month	*1.5	*4.5	6.5	14.6	8.0	19.1
Other	31.5	150.5	220.4	692.1	259.8	849.4
<b>Type of leave taken for most recent absence</b>						
Had an absence in the last two weeks	10.0	67.1	66.2	184.3	79.3	253.5
Sick leave	*2.9	27.1	12.0	61.6	15.8	89.3
Holiday leave	*1.9	14.4	7.2	35.5	9.8	50.2
Study leave/exam leave	**0.4	*3.4	6.4	20.8	7.2	24.5
Bereavement leave	—	*2.3	**0.2	*0.9	**0.2	*3.2
Maternity/paternity leave	—	*1.3	**0.4	*3.4	**0.4	4.7
Parental/carers leave	—	*3.3	**0.3	*2.6	**0.3	6.0
Long service leave	—	*0.9	*0.8	*1.4	*0.8	*2.3
More than one type of leave	—	**0.3	—	*1.3	—	*1.6
Unapproved leave	**0.4	*2.0	9.2	9.9	9.8	11.8
Other	*4.5	12.1	29.7	47.0	35.0	60.1
Did not have an absence in the last two weeks	58.6	241.6	416.7	1 032.0	487.6	1 288.3
<b>Total</b>	<b>68.6</b>	<b>308.7</b>	<b>482.9</b>	<b>1 216.4</b>	<b>566.8</b>	<b>1 541.8</b>

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

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(a) Includes trade union membership status 'not known'.

	MEMBER OF A TRADE UNION		NOT A MEMBER OF A TRADE UNION . . . . .		TOTAL(a) . . . . .	
	<i>Males</i>	<i>Females</i>	<i>Males</i>	<i>Females</i>	<i>Males</i>	<i>Females</i>
	'000	'000	'000	'000	'000	'000
TOTAL						
<b>Whether start and finish times are fixed</b>						
Start and finish times are not fixed	261.7	170.3	1 267.5	832.6	1 583.4	1 015.7
Variable daily	141.8	89.5	888.9	554.7	1 059.3	649.5
Not variable daily	119.8	80.7	378.6	277.9	524.1	366.2
Start and finish times are fixed	824.4	653.2	1 690.0	1 788.6	2 614.7	2 501.8
Times were negotiated with employer	144.6	155.1	410.9	531.5	566.1	701.2
Times were not negotiated with employer	679.8	498.1	1 279.1	1 257.1	2 048.6	1 800.5
<b>Whether entitled to a rostered day off</b>						
Entitled to a rostered day off	538.0	233.0	444.8	310.4	1 015.9	557.2
Every week	22.0	13.8	56.7	52.8	82.7	67.8
Every fortnight	123.8	36.0	69.2	39.1	197.3	78.8
Every month	321.5	144.9	223.4	143.0	562.7	294.3
Other	70.6	38.2	95.5	75.4	173.2	116.3
Not entitled to a rostered day off	548.1	590.5	2 512.6	2 310.7	3 182.2	2 960.2
<b>Whether overtime is worked on a regular basis</b>						
Worked on a regular basis	455.9	269.1	1 147.7	612.9	1 648.8	895.0
Not worked on a regular basis	28.4	11.2	44.0	32.7	76.1	44.7
Overtime not worked	601.8	543.1	1 765.7	1 975.5	2 473.2	2 577.7
<b>Whether worked shift work in the last four weeks</b>						
Worked shift work in the last four weeks	287.7	178.4	302.8	274.6	615.0	461.1
Did not work shift work in the last four weeks	798.3	645.0	2 654.7	2 346.5	3 583.1	3 056.4
<b>Whether able to choose when holiday leave is taken</b>						
Can choose	720.0	501.3	2 166.3	1 862.5	2 983.2	2 413.0
Sometimes can choose	188.1	109.7	402.2	336.4	617.2	457.2
Cannot choose	178.0	212.5	388.9	422.2	597.6	647.2
<b>Whether able to work extra hours in order to take time off</b>						
Able to work extra hours	349.4	270.7	1 216.6	1 048.1	1 612.8	1 348.2
Unable to work extra hours	736.7	552.8	1 740.9	1 573.0	2 585.2	2 169.3
<b>Days of the week usually works in main job</b>						
Monday to Friday	702.6	446.9	1 901.9	1 318.2	2 704.8	1 814.5
Nine-day fortnight	26.1	7.5	12.6	10.7	40.2	18.3
Days vary from week to week	183.7	157.8	311.5	379.2	511.6	546.7
Days vary from month to month	16.9	11.4	26.8	22.2	44.7	33.6
Other	156.7	199.9	704.6	890.9	896.8	1 104.4
<b>Type of leave taken for most recent absence</b>						
Had an absence in the last two weeks	238.0	190.3	492.7	482.1	754.9	685.1
Sick leave	93.5	90.4	155.5	181.2	259.9	277.2
Holiday leave	82.4	46.5	173.6	144.9	262.4	195.4
Study leave/exam leave	*3.4	5.7	13.8	27.0	18.8	33.4
Bereavement leave	4.7	*3.7	5.9	6.1	10.6	9.8
Maternity/paternity leave	*1.1	5.3	*2.4	9.9	*3.5	15.2
Parental/carers leave	*3.3	7.1	*3.4	6.6	6.8	13.7
Long service leave	6.0	*3.7	*3.5	*3.9	9.5	7.7
More than one type of leave	*2.2	*0.9	*3.1	*2.6	5.7	*3.5
Unapproved leave	*2.6	*3.2	18.2	19.1	21.9	22.4
Other	38.7	23.6	113.2	80.8	155.8	106.7
Did not have an absence in the last two weeks	848.1	633.2	2 464.7	2 139.1	3 443.2	2 832.3
<b>Total</b>	<b>1 086.1</b>	<b>823.5</b>	<b>2 957.4</b>	<b>2 621.1</b>	<b>4 198.1</b>	<b>3 517.5</b>

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

(a) Includes trade union membership status 'not known'.

# 4

## EMPLOYEES IN MAIN JOB, Whether had children aged under 12 years by selected working arrangements

	HAD CHILDREN AGED UNDER 12 YEARS . . .		DID NOT HAVE CHILDREN AGED UNDER 12 YEARS . . . . .		TOTAL . . . . .	
	Males	Females	Males	Females	Males	Females
	'000	'000	'000	'000	'000	'000
<b>Whether entitled to a rostered day off</b>						
Entitled to a rostered day off	274.8	76.4	741.1	480.9	1 015.9	557.2
Every week	17.8	9.7	64.8	58.1	82.7	67.8
Every fortnight	62.8	8.9	134.5	69.9	197.3	78.8
Every month	149.7	40.6	413.1	253.7	562.7	294.3
Other	44.5	17.2	128.7	99.1	173.2	116.3
Not entitled to a rostered day off	842.3	706.9	2 339.9	2 253.3	3 182.2	2 960.2
<b>Whether start and finish times are fixed</b>						
Start and finish times are not fixed	462.7	250.0	1 120.7	765.7	1 583.4	1 015.7
Variable daily	336.5	179.1	722.8	470.4	1 059.3	649.5
Not variable daily	126.1	70.9	398.0	295.2	524.1	366.2
Start and finish times are fixed	654.4	533.3	1 960.2	1 968.5	2 614.7	2 501.8
Times were negotiated with employer	143.7	195.4	422.3	505.8	566.1	701.2
Times were not negotiated with employer	510.7	337.8	1 537.9	1 462.7	2 048.6	1 800.5
<b>Whether overtime is worked on a regular basis</b>						
Worked on a regular basis	508.5	168.1	1 140.3	726.9	1 648.8	895.0
Not worked on a regular basis	21.3	10.6	54.8	34.1	76.1	44.7
Overtime not worked	587.3	604.6	1 885.9	1 973.2	2 473.2	2 577.7
<b>Whether worked shift work in the last four weeks</b>						
Worked shift work in the last four weeks	174.7	102.5	440.3	358.6	615.0	461.1
Did not work shift work in the last four weeks	942.5	680.8	2 640.7	2 375.6	3 583.1	3 056.4
<b>Whether able to choose when holiday leave is taken</b>						
Can choose	799.5	530.6	2 183.7	1 882.4	2 983.2	2 413.0
Sometimes can choose	177.1	92.0	440.2	365.3	617.2	457.2
Cannot choose	140.6	160.8	457.1	486.5	597.6	647.2
<b>Whether able to work extra hours in order to take time off</b>						
Able to work extra hours	460.1	314.7	1 152.8	1 033.5	1 612.8	1 348.2
Unable to work extra hours	657.1	468.6	1 928.2	1 700.7	2 585.2	2 169.3
<b>Days of the week usually works in main job</b>						
Monday to Friday	754.0	301.9	1 950.8	1 512.6	2 704.8	1 814.5
Nine-day fortnight	12.2	*2.5	28.0	15.8	40.2	18.3
Days vary from week to week	126.0	125.7	385.6	421.0	511.6	546.7
Days vary from month to month	12.7	7.0	32.0	26.6	44.7	33.6
Other	212.2	346.3	684.6	758.1	896.8	1 104.4
Usually works weekdays only	26.6	256.7	139.9	348.0	166.5	604.7
Usually works weekends only	*2.9	14.8	27.1	42.6	30.0	57.3
Works some weekdays and some weekends	182.7	74.9	517.6	367.5	700.3	442.4
<b>Full-time or part-time employees</b>						
Full-time employees	1 040.3	282.6	2 591.0	1 693.0	3 631.3	1 975.6
Part-time employees	76.8	500.7	490.0	1 041.2	566.8	1 541.8
<b>Leave entitlements in main job</b>						
Has leave entitlements in main job	906.3	474.7	2 253.0	1 889.1	3 159.3	2 363.8
Does not have leave entitlements in main job	210.8	308.6	828.0	845.0	1 038.8	1 153.6
<b>Whether works in a job-share arrangement</b>						
Job-shares	*4.4	68.9	19.5	96.4	23.9	165.3
Does not job-share	1 111.4	711.2	3 057.8	2 628.6	4 169.3	3 339.7
Don't know	*1.3	*3.2	*3.6	9.2	4.9	12.4
<b>Total</b>	<b>1 117.1</b>	<b>783.3</b>	<b>3 081.0</b>	<b>2 734.2</b>	<b>4 198.1</b>	<b>3 517.5</b>

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



## 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 . . . . .			
	<i>Variable daily</i>	<i>Not variable daily</i>	<i>Total</i>	<i>Times negotiated</i>	<i>Times not negotiated</i>	<i>Total</i>	<i>Total</i>
	'000	'000	'000	'000	'000	'000	'000
<b>Age group (years)</b>							
15-19	27.5	103.4	130.9	82.7	388.4	471.2	602.0
20-24	104.6	137.9	242.5	157.5	553.5	711.0	953.5
25-34	414.4	218.4	632.8	321.3	988.8	1 310.1	1 942.8
35-44	515.3	205.0	720.3	317.6	863.7	1 181.3	1 901.7
45-54	432.1	164.1	596.2	279.3	760.4	1 039.7	1 635.9
55-69	201.4	60.8	262.2	105.3	290.1	395.4	657.6
70 and over	13.5	*0.8	14.3	*3.6	*4.2	7.8	22.1
<b>Relationship in household</b>							
Family member	1 381.9	680.7	2 062.6	1 023.5	3 121.7	4 145.2	6 207.8
Husband or wife	1 198.0	453.2	1 651.2	780.0	2 107.7	2 887.7	4 538.9
With dependants	697.9	253.8	951.7	457.3	1 137.8	1 595.1	2 546.8
Without dependants	500.2	199.3	699.5	322.7	969.9	1 292.6	1 992.1
Lone parent	63.8	38.0	101.8	65.9	173.5	239.4	341.3
Dependent student	18.4	34.7	53.2	46.7	90.6	137.3	190.5
Non-dependent child	82.0	133.1	215.2	108.4	673.7	782.1	997.3
Other family person	19.5	21.6	41.2	22.4	76.3	98.7	139.9
Non-family member	267.6	168.8	436.5	198.6	611.3	809.9	1 246.4
Lone person	163.7	76.2	240.0	102.5	300.7	403.1	643.1
Not living alone	103.9	92.6	196.5	96.1	310.6	406.8	603.3
Not determined	59.3	40.7	100.0	45.1	116.2	161.3	261.4
<b>Full-time and part-time employees</b>							
Full-time employees	1 358.0	567.6	1 925.7	813.8	2 867.4	3 681.3	5 606.9
Part-time employees	350.7	322.7	673.4	453.5	981.7	1 435.2	2 108.6
<b>Leave entitlements in main job</b>							
Has leave entitlements in main job	1 175.8	507.7	1 683.6	902.2	2 937.4	3 839.6	5 523.2
Does not have leave entitlements in main job	532.9	382.6	915.5	365.1	911.8	1 276.9	2 192.4
<b>Sex</b>							
Males	1 059.3	524.1	1 583.4	566.1	2 048.6	2 614.7	4 198.1
Females	649.5	366.2	1 015.7	701.2	1 800.5	2 501.8	3 517.5
<b>Sector of main job</b>							
Public	382.8	130.1	512.9	214.1	811.3	1 025.4	1 538.3
Private(a)	1 326.0	760.2	2 086.2	1 053.2	3 037.9	4 091.1	6 177.3
<b>Total</b>	<b>1 708.8</b>	<b>890.3</b>	<b>2 599.1</b>	<b>1 267.3</b>	<b>3 849.2</b>	<b>5 116.5</b>	<b>7 715.6</b>

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

(a) Includes 'did not know'.

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

	START AND FINISH TIMES ARE NOT FIXED . . . . .			START AND FINISH TIMES ARE FIXED . . . . .			
	<i>Variable daily</i>	<i>Not variable daily</i>	<i>Total</i>	<i>Times negotiated</i>	<i>Times not negotiated</i>	<i>Total</i>	<i>Total</i>
	'000	'000	'000	'000	'000	'000	'000
<b>Industry</b>							
Agriculture, forestry and fishing	68.9	31.5	100.4	21.6	59.7	81.3	181.7
Mining	13.4	6.3	19.7	8.6	48.9	57.5	77.2
Manufacturing	182.5	87.2	269.7	147.4	636.8	784.2	1 053.9
Electricity, gas and water supply	17.7	*2.8	20.5	7.6	39.1	46.7	67.2
Construction	130.6	63.8	194.5	46.5	197.3	243.7	438.2
Wholesale trade	121.2	38.3	159.6	65.7	190.0	255.7	415.2
Retail trade	114.9	123.2	238.1	256.5	562.1	818.6	1 056.7
Accommodation, cafes and restaurants	59.9	108.4	168.3	82.2	180.0	262.2	430.5
Transport and storage	53.7	73.4	127.2	46.6	171.4	218.0	345.2
Communication services	40.0	20.2	60.2	19.1	82.9	102.1	162.3
Finance and insurance	96.7	28.3	125.0	54.5	142.4	196.9	321.9
Property and business services	329.0	92.1	421.1	135.5	371.1	506.6	927.7
Government administration and defence	172.4	22.1	194.6	46.0	130.3	176.3	370.8
Education	98.7	49.1	147.8	84.7	385.6	470.4	618.2
Health and community services	110.5	78.9	189.4	170.2	444.0	614.2	803.5
Cultural and recreational services	40.4	33.5	73.9	33.2	75.6	108.8	182.6
Personal and other services	58.2	31.1	89.3	41.5	131.9	173.5	262.8
<b>Occupation</b>							
Managers and administrators	243.7	37.2	280.9	50.1	78.5	128.6	409.5
Professionals	466.7	129.7	596.4	209.7	671.8	881.5	1 477.9
Associate professionals	288.2	97.5	385.7	164.8	297.1	461.9	847.6
Tradespersons and related workers	134.9	93.4	228.3	128.6	611.2	739.9	968.2
Advanced clerical and service workers	93.6	25.0	118.6	68.6	141.3	209.9	328.5
Intermediate clerical, sales and service workers	298.3	181.4	479.7	305.4	749.5	1 054.9	1 534.6
Intermediate production and transport workers	54.9	119.0	173.9	76.1	394.9	471.0	644.9
Elementary clerical, sales and service workers	48.5	104.8	153.3	175.7	457.0	632.7	786.0
Labourers and related workers	79.9	102.4	182.3	88.2	447.7	536.0	718.3
<b>Sector of main job</b>							
Public	382.8	130.1	512.9	214.1	811.3	1 025.4	1 538.3
Private(a)	1 326.0	760.2	2 086.2	1 053.2	3 037.9	4 091.1	6 177.3
<b>Total</b>	<b>1 708.8</b>	<b>890.3</b>	<b>2 599.1</b>	<b>1 267.3</b>	<b>3 849.2</b>	<b>5 116.5</b>	<b>7 715.6</b>

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

(a) Includes 'did not know'.

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

	ABLE TO WORK EXTRA HOURS .		UNABLE TO WORK EXTRA HOURS . . . .		TOTAL . . . . .	
	Males	Females	Males	Females	Males	Females
	'000	'000	'000	'000	'000	'000
<b>Age group (years)</b>						
15-19	74.5	67.5	223.9	236.2	298.4	303.7
20-24	179.8	178.9	308.1	286.7	487.9	465.6
25-34	444.1	365.5	636.4	496.8	1 080.5	862.3
35-44	414.6	358.8	617.8	510.4	1 032.4	869.2
45-54	346.3	286.5	527.0	476.1	873.3	762.6
55-69	147.6	89.6	263.1	157.3	410.6	246.9
70 and over	6.1	*1.3	8.9	5.8	15.0	7.1
<b>Relationship in household</b>						
Family member	1 291.4	1 073.6	2 089.2	1 753.6	3 380.6	2 827.2
Husband or wife	1 047.5	792.8	1 528.8	1 169.8	2 576.3	1 962.6
With dependants	625.8	414.9	898.8	607.2	1 524.6	1 022.1
Without dependants	421.6	377.9	630.0	562.6	1 051.7	940.5
Lone parent	20.3	107.9	41.9	171.1	62.2	279.0
Dependent student	13.0	23.2	54.2	100.0	67.3	123.2
Non-dependent child	184.9	126.6	414.6	271.2	599.5	397.8
Other family person	25.8	23.0	49.6	41.5	75.4	64.5
Non-family member	276.0	225.1	411.8	333.5	687.8	558.6
Lone person	145.1	126.2	201.8	170.0	346.9	296.2
Not living alone	130.9	98.9	210.0	163.5	340.9	262.4
Not determined	45.4	49.6	84.3	82.1	129.7	131.7
<b>Full-time or part-time employees</b>						
Full-time employees	1 473.0	859.6	2 158.2	1 116.0	3 631.3	1 975.6
Part-time employees	139.8	488.5	427.0	1 053.3	566.8	1 541.8
<b>Leave entitlements in main job</b>						
Has leave entitlements in main job	1 277.2	1 031.7	1 882.1	1 332.2	3 159.3	2 363.8
Does not have leave entitlements in main job	335.6	316.5	703.1	837.1	1 038.8	1 153.6
<b>Sector of main job</b>						
Public	282.2	338.4	419.0	498.7	701.2	837.1
Private(a)	1 330.7	1 009.8	2 166.2	1 670.6	3 496.9	2 680.3
<b>Trade union membership</b>						
Member of a trade union	349.4	270.7	736.7	552.8	1 086.1	823.5
Not a member of a trade union	1 216.6	1 048.1	1 740.9	1 573.0	2 957.4	2 621.1
<b>Total(b)</b>	<b>1 612.8</b>	<b>1 348.2</b>	<b>2 585.2</b>	<b>2 169.3</b>	<b>4 198.1</b>	<b>3 517.5</b>

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

(a) Includes 'did not know'.

(b) Includes trade union membership status 'not known'.

## EMPLOYEES IN MAIN JOB, Whether able to work extra hours in order to take time off by job characteristics

	ABLE TO WORK EXTRA HOURS		UNABLE TO WORK EXTRA HOURS		TOTAL	
	Males	Females	Males	Females	Males	Females
	'000	'000	'000	'000	'000	'000
<b>Industry</b>						
Agriculture, forestry and fishing	70.2	22.5	61.0	28.1	131.2	50.5
Mining	20.1	*3.6	49.1	*4.4	69.2	8.0
Manufacturing	278.0	108.4	496.8	170.8	774.8	279.1
Electricity, gas and water supply	26.5	5.2	28.5	7.0	55.0	12.2
Construction	165.7	30.3	223.1	19.2	388.8	49.4
Wholesale trade	107.4	63.0	178.4	66.4	285.8	129.4
Retail trade	171.3	191.4	315.6	378.4	486.9	569.8
Accommodation, cafes and restaurants	58.9	62.8	135.2	173.7	194.0	236.5
Transport and storage	70.4	35.0	192.2	47.5	262.6	82.6
Communication services	36.4	23.7	72.5	29.6	108.9	53.3
Finance and insurance	63.1	89.1	71.1	98.6	134.2	187.6
Property and business services	240.0	197.9	265.5	224.3	505.5	422.1
Government administration and defence	121.9	120.0	72.0	57.0	193.9	176.9
Education	50.3	102.8	155.2	309.9	205.5	412.7
Health and community services	60.7	205.9	116.8	420.0	177.6	625.9
Cultural and recreational services	27.1	32.3	62.9	60.3	90.0	92.6
Personal and other services	44.9	54.3	89.2	74.3	134.1	128.7
<b>Occupation</b>						
Managers and administrators	164.8	51.6	148.6	44.5	313.4	96.1
Professionals	318.7	256.9	404.7	497.6	723.4	754.5
Associate professionals	230.8	152.5	298.2	166.1	529.0	318.6
Tradespersons and related workers	341.2	36.5	535.8	54.8	877.0	91.2
Advanced clerical and service workers	23.2	148.4	21.9	134.9	45.2	283.3
Intermediate clerical, sales and service workers	183.5	464.0	262.1	625.0	445.6	1 089.0
Intermediate production and transport workers	142.6	24.0	416.6	61.7	559.2	85.8
Elementary clerical, sales and service workers	76.3	146.5	185.1	378.1	261.5	524.6
Labourers and related workers	131.7	67.8	312.2	206.6	443.9	274.4
<b>Sector of main job</b>						
Public	282.2	338.4	419.0	498.7	701.2	837.1
Private(a)	1 330.7	1 009.8	2 166.2	1 670.6	3 496.9	2 680.3
<b>Total</b>	<b>1 612.8</b>	<b>1 348.2</b>	<b>2 585.2</b>	<b>2 169.3</b>	<b>4 198.1</b>	<b>3 517.5</b>

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

(a) Includes 'did not know'.

## EMPLOYEES WHO USUALLY WORK OVERTIME IN MAIN JOB, By occupation

	<i>Managers and Administrators</i>	<i>Professionals</i>	<i>Associate Professionals</i>	<i>Tradespersons &amp; Related Workers</i>	<i>Advanced Clerical and Service Workers</i>	<i>Intermediate Clerical, Sales and Service Workers</i>
	'000	'000	'000	'000	'000	'000
<b>Sex</b>						
Males	175.3	366.7	257.0	322.8	18.4	145.6
Females	51.7	346.6	112.0	18.9	63.5	200.6
<b>Hours of overtime usually worked per week</b>						
1-4	23.0	183.2	83.2	95.6	35.1	156.0
5-9	58.7	211.8	107.5	129.3	26.9	115.4
10-14	72.4	190.2	92.7	62.9	14.8	51.8
15-19	25.1	66.0	27.5	26.2	*2.2	11.7
20-24	31.8	42.7	37.3	15.1	*2.4	8.3
25 and over	15.9	19.6	20.8	12.6	**0.4	*2.9
<b>Whether overtime was paid and method of payment</b>						
Paid overtime	15.3	104.3	73.5	258.3	20.4	136.4
Normal time	*4.5	39.9	19.2	43.2	4.8	40.1
Time and a half	5.3	38.3	26.2	126.5	11.2	66.4
Double time	**0.4	9.2	11.9	28.1	*1.7	8.4
Rate varied	*1.6	10.7	8.9	45.6	*2.0	13.6
Other	*3.6	6.2	7.3	14.9	*0.8	7.9
Included in salary package	99.1	201.1	111.8	27.4	17.4	58.4
Time off in lieu	9.3	42.8	24.2	8.8	6.8	28.2
Unpaid overtime	95.7	356.8	151.0	41.4	36.2	118.4
Other arrangements	7.5	8.4	8.5	5.9	*1.1	4.8
<b>Total</b>	<b>227.0</b>	<b>713.4</b>	<b>368.9</b>	<b>341.7</b>	<b>81.9</b>	<b>346.2</b>

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

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

EMPLOYEES WHO USUALLY WORK OVERTIME IN MAIN JOB, By occupation *continued*

	<i>Intermediate Production and Transport Workers</i>	<i>Elementary Clerical, Sales and Service Workers</i>	<i>Labourers and Related Workers</i>	<i>Public sector</i>	<i>Private sector(a)</i>	<i>Total</i>
	'000	'000	'000	'000	'000	'000
<b>Sex</b>						
Males	201.1	60.2	101.7	280.5	1 368.3	1 648.8
Females	15.3	58.3	28.2	277.1	618.0	895.0
<b>Hours of overtime usually worked per week</b>						
1-4	50.5	63.9	48.2	178.6	560.1	738.7
5-9	66.8	33.2	40.6	173.7	616.5	790.2
10-14	52.1	15.6	23.5	125.1	450.9	576.1
15-19	20.0	*2.1	6.6	45.2	142.2	187.4
20-24	18.4	*2.9	8.1	23.2	143.9	167.1
25 and over	8.5	*0.8	*2.8	11.8	72.5	84.3
<b>Whether overtime was paid and method of payment</b>						
Paid overtime	186.1	76.2	106.6	150.7	826.3	977.0
Normal time	29.1	19.4	21.2	24.3	197.0	221.3
Time and a half	88.1	37.7	49.7	67.8	381.5	449.3
Double time	20.0	7.3	10.3	20.3	77.1	97.4
Rate varied	39.1	5.9	16.1	29.4	114.2	143.6
Other	9.7	5.9	9.3	8.9	56.6	65.5
Included in salary package	11.1	7.3	6.7	92.4	447.9	540.3
Time off in lieu	*1.9	7.6	*2.3	53.5	78.5	132.0
Unpaid overtime	13.3	25.3	13.1	257.3	593.9	851.2
Other arrangements	*4.0	*2.0	*1.1	*3.6	39.7	43.3
<b>Total</b>	<b>216.4</b>	<b>118.5</b>	<b>129.8</b>	<b>557.6</b>	<b>1 986.2</b>	<b>2 543.8</b>

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

(a) Includes 'did not know'.

	Rotating	Regular morning/ afternoon	Regular evening, night or graveyard	Other(a)	Total
	'000	'000	'000	'000	'000
<b>Sex</b>					
Males	292.2	88.7	101.8	132.2	615.0
Females	187.9	58.6	81.0	133.6	461.1
<b>Age group (years)</b>					
15-19	29.5	10.8	20.7	30.1	91.1
20-24	63.2	19.1	26.8	39.1	148.2
25-34	138.3	35.5	47.1	66.1	287.0
35-44	131.8	36.2	40.8	64.2	273.0
45-54	90.6	32.0	36.2	50.1	208.9
55-69	26.6	13.8	11.2	16.3	67.9
<b>Relationship in household</b>					
Family member	375.1	113.2	139.9	206.2	834.4
Husband or wife	278.2	84.3	94.8	137.1	594.5
With dependants	174.4	47.2	61.6	76.8	360.1
Without dependants	103.8	37.1	33.2	60.2	234.4
Lone parent	20.5	4.9	9.2	16.9	51.5
Dependent student	7.6	*2.8	7.9	10.5	28.7
Non-dependent child	57.9	17.5	20.9	38.9	135.2
Other family person	11.0	*3.6	7.0	*2.9	24.5
Non-family member	90.7	27.4	36.3	49.4	203.8
Lone person	46.8	15.7	19.8	25.7	108.0
Not living alone	43.9	11.7	16.5	23.6	95.7
Not determined	14.2	6.8	6.6	10.2	37.9
<b>Full-time or part-time employees</b>					
Full-time employees	379.3	94.9	100.5	154.6	729.3
Part-time employees	100.8	52.4	82.3	111.2	346.7
<b>Leave entitlements in main job</b>					
Has leave entitlements in main job	403.5	106.1	128.5	170.9	809.1
Does not have leave entitlements in main job	76.5	41.3	54.3	94.9	267.0
<b>Sector of main job</b>					
Public	150.3	20.5	34.1	70.2	275.1
Private(b)	329.8	126.8	148.7	195.6	801.0
<b>Industry</b>					
Mining	19.6	*2.2	*3.1	*4.0	28.9
Manufacturing	87.7	43.7	34.4	16.5	182.3
Accommodation, cafes and restaurants	39.6	13.8	31.9	46.3	131.6
Transport and storage	57.0	9.2	7.9	23.9	98.0
Health and community services	115.2	28.9	43.8	72.8	260.7
Cultural and recreational services	17.6	*3.4	5.6	10.9	37.5
Personal and other services	39.5	*3.8	*3.5	15.1	61.8
All other industries	103.9	42.4	52.6	76.3	275.3
<b>Occupation</b>					
Intermediate production and transport workers	77.0	27.3	27.1	24.4	155.8
Elementary clerical, sales and service workers	46.7	19.5	19.1	34.8	120.1
Associate professionals	72.7	11.5	14.8	40.5	139.5
Labourers and related workers	39.8	27.2	28.4	28.1	123.5
All other occupations	243.9	62.0	93.4	138.0	537.3
<b>Trade union membership</b>					
Member of a trade union	239.1	56.4	71.3	99.3	466.2
Not a member of a trade union	226.0	86.1	107.0	158.3	577.4
<b>Total(c)</b>	<b>480.1</b>	<b>147.4</b>	<b>182.8</b>	<b>265.8</b>	<b>1 076.1</b>

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

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

(b) Includes 'did not know'.

(c) Includes trade union membership status 'not known'.

	USED FORMAL CHILDCARE . . . . .			DID NOT USE FORMAL CHILDCARE . . . . .			TOTAL(a) . . . . .		
	<i>Males</i>	<i>Females</i>	<i>Persons</i>	<i>Males</i>	<i>Females</i>	<i>Persons</i>	<i>Males</i>	<i>Females</i>	<i>Persons</i>
	'000	'000	'000	'000	'000	'000	'000	'000	'000
<b>FULL-TIME EMPLOYEES</b>									
<b>Whether start and finish times are fixed</b>									
Start and finish times are not fixed	109.8	35.6	145.4	324.5	53.2	377.7	435.2	89.1	524.3
Variable daily	88.5	29.5	118.1	233.9	39.3	273.2	323.3	68.9	392.2
Not variable daily	21.2	6.0	27.3	90.6	13.9	104.5	111.9	20.2	132.1
Start and finish times are fixed	139.8	78.4	218.2	459.9	113.1	573.0	605.1	193.5	798.6
Times were negotiated with employer	34.8	25.4	60.2	96.9	30.2	127.1	131.7	55.6	187.2
Times were not negotiated with employer	105.1	53.0	158.0	363.0	83.0	445.9	473.4	138.0	611.4
<b>Whether entitled to a rostered day off</b>									
Entitled to a rostered day off	56.6	25.0	81.6	213.6	33.8	247.4	272.5	59.2	331.7
Not entitled to a rostered day off	193.1	88.9	282.0	570.8	132.5	703.3	767.8	223.4	991.2
<b>Whether able to work extra hours in order to take time off</b>									
Able to work extra hours	115.9	61.8	177.7	322.1	66.1	388.2	438.5	128.2	566.7
Unable to work extra hours	133.7	52.1	185.9	462.2	100.3	562.5	601.8	154.4	756.2
<b>Whether prefers to work more hours</b>									
Prefers more hours	17.5	*2.2	19.7	54.1	5.5	59.6	71.5	7.7	79.3
Prefers less hours	95.7	52.1	147.9	258.3	61.5	319.8	356.0	114.3	470.3
Prefers no change in hours	136.5	59.6	196.0	472.0	99.4	571.3	612.7	160.6	773.4
<b>Sector of main job</b>									
Public	53.5	39.4	93.0	146.9	52.9	199.9	201.7	92.7	294.5
Private(b)	196.1	74.5	270.6	637.4	113.4	750.9	838.6	189.9	1 028.5
<b>Total</b>	<b>249.6</b>	<b>113.9</b>	<b>363.6</b>	<b>784.4</b>	<b>166.4</b>	<b>950.7</b>	<b>1 040.3</b>	<b>282.6</b>	<b>1 322.9</b>
<b>PART-TIME EMPLOYEES</b>									
<b>Whether start and finish times are fixed</b>									
Start and finish times are not fixed	6.1	50.2	56.3	21.4	109.3	130.7	27.5	160.9	188.4
Variable daily	*3.4	33.4	36.8	9.8	75.7	85.5	13.2	110.2	123.5
Not variable daily	*2.7	16.8	19.5	11.6	33.6	45.2	14.3	50.7	65.0
Start and finish times are fixed	7.0	111.7	118.8	42.3	224.6	266.8	49.4	339.7	389.1
Times were negotiated with employer	*1.5	53.3	54.7	10.5	85.6	96.1	12.1	139.9	151.9
Times were not negotiated with employer	5.5	58.5	64.0	31.8	139.0	170.7	37.3	199.9	237.2
<b>Whether entitled to a rostered day off</b>									
Entitled to a rostered day off	**0.4	5.1	5.5	*1.9	12.1	14.0	*2.3	17.1	19.4
Not entitled to a rostered day off	12.7	156.9	169.6	61.8	321.8	383.5	74.6	483.5	558.1
<b>Whether able to work extra hours in order to take time off</b>									
Able to work extra hours	*3.2	73.8	77.0	18.2	112.1	130.3	21.5	186.5	208.0
Unable to work extra hours	9.9	88.2	98.0	45.4	221.8	267.2	55.3	314.2	369.5
<b>Whether prefers to work more hours</b>									
Prefers more hours	6.6	25.7	32.3	25.2	72.4	97.6	31.7	99.6	131.4
Prefers less hours	*0.8	17.7	18.5	*3.9	29.7	33.6	4.6	47.5	52.1
Prefers no change in hours	5.8	118.5	124.2	34.7	231.6	266.3	40.5	353.5	394.0
<b>Sector of main job</b>									
Public	*2.9	39.6	42.5	8.1	80.2	88.3	11.0	120.3	131.3
Private(b)	10.2	122.4	132.6	55.6	253.7	309.3	65.8	380.3	446.2
<b>Total</b>	<b>13.1</b>	<b>162.0</b>	<b>175.0</b>	<b>63.7</b>	<b>333.8</b>	<b>397.5</b>	<b>76.8</b>	<b>500.7</b>	<b>577.5</b>

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

(a) Includes 'not determined'.

(b) Includes 'did not know'.

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



	USED FORMAL CHILDCARE . . . . .			DID NOT USE FORMAL CHILDCARE . . . . .			TOTAL(a) . . . . .		
	<i>Males</i>	<i>Females</i>	<i>Persons</i>	<i>Males</i>	<i>Females</i>	<i>Persons</i>	<i>Males</i>	<i>Females</i>	<i>Persons</i>
	'000	'000	'000	'000	'000	'000	'000	'000	'000
TOTAL									
<b>Whether start and finish times are fixed</b>									
Start and finish times are not fixed	115.9	85.8	201.6	345.9	162.5	508.4	462.7	250.0	712.7
Variable daily	91.9	62.9	154.9	243.7	115.0	358.7	336.5	179.1	515.6
Not variable daily	23.9	22.8	46.8	102.2	47.5	149.7	126.1	70.9	197.1
Start and finish times are fixed	146.8	190.1	337.0	502.1	337.7	839.8	654.4	533.3	1 187.7
Times were negotiated with employer	36.3	78.7	114.9	107.4	115.8	223.1	143.7	195.4	339.2
Times were not negotiated with employer	110.6	111.4	222.0	394.7	221.9	616.7	510.7	337.8	848.5
<b>Whether entitled to a rostered day off</b>									
Entitled to a rostered day off	56.9	30.1	87.0	215.5	45.9	261.4	274.8	76.4	351.2
Not entitled to a rostered day off	205.8	245.8	451.6	632.5	454.3	1 086.9	842.3	706.9	1 549.3
<b>Whether able to work extra hours in order to take time off</b>									
Able to work extra hours	119.1	135.6	254.7	340.4	178.2	518.5	460.1	314.7	774.8
Unable to work extra hours	143.6	140.3	283.9	507.7	322.0	829.7	657.1	468.6	1 125.7
<b>Whether prefers to work more hours</b>									
Prefers more hours	24.0	27.9	52.0	79.2	77.9	157.2	103.3	107.4	210.6
Prefers less hours	96.5	69.9	166.4	262.2	91.3	353.4	360.6	161.8	522.4
Prefers no change in hours	142.2	178.1	320.3	506.6	331.0	837.6	653.2	514.2	1 167.4
<b>Sector of main job</b>									
Public	56.4	79.0	135.4	155.0	133.1	288.1	212.7	213.1	425.8
Private(b)	206.3	196.9	403.2	693.0	367.1	1 060.1	904.4	570.2	1 474.6
<b>Total</b>	<b>262.7</b>	<b>275.9</b>	<b>538.6</b>	<b>848.0</b>	<b>500.2</b>	<b>1 348.2</b>	<b>1 117.1</b>	<b>783.3</b>	<b>1 900.4</b>

(a) Includes 'not determined'.

(b) Includes 'did not know'.

	1995		1997		2000		
	Males	Females	Males	Females	Males	Females	Persons
	'000	'000	'000	'000	'000	'000	'000
<b>Main reason for most recent absence</b>							
Personal Reasons	566.0	488.7	588.5	509.5	613.0	584.3	1 197.3
Holiday/travel or other recreational purpose	156.7	119.2	157.7	117.6	270.7	221.5	492.2
Attending a medical/dental appointment	23.7	15.1	14.9	11.4	15.6	18.4	34.1
Own ill-health/physical disability	320.8	303.5	343.3	328.2	242.1	261.5	503.6
Attending a funeral/death in family	20.2	17.4	20.8	15.7	18.6	14.2	32.8
Attending an educational institution/study/exams	13.1	12.6	10.7	8.7	22.3	26.5	48.8
Home maintenance/housework	*3.6	*1.5	*2.7	*2.0	*3.3	*1.4	4.7
Other personal reason	27.9	19.4	38.4	25.9	40.3	29.4	69.7
Pregnancy(a)	—	—	—	—	—	11.5	11.5
Family Reasons	40.1	52.1	37.3	51.5	36.0	56.2	92.2
Caring for ill/disabled child	10.7	29.6	8.0	25.3	9.5	21.2	30.7
Caring for other ill/aged/disabled family member	13.9	9.4	13.3	8.0	9.6	13.9	23.5
Difficulty with childcare/pupil free days/school vacation	*0.5	*1.9	—	*1.1	*1.7	*2.4	*4.1
Spending time with children	*2.2	*2.8	*2.1	*4.9	*1.9	*2.3	*4.2
Attending school activities	*1.1	*2.0	*2.7	*3.4	*1.4	*3.2	4.7
Other family reasons	11.8	6.5	11.2	8.8	11.8	13.1	24.9
Work-related reason	42.5	18.3	32.2	9.4	83.2	29.1	112.4
Other reason	12.3	7.4	12.9	9.8	21.9	14.4	36.3
No particular reason	5.1	*3.5	*2.5	*2.3	*0.8	*1.0	*1.8
<b>Type of leave taken for most recent absence</b>							
Sick leave	343.0	308.9	360.7	330.7	259.9	277.2	537.1
Holiday leave	168.3	112.1	155.7	112.8	262.4	195.4	457.8
Study leave/exam leave	14.8	15.6	13.6	8.2	18.8	33.4	52.2
Bereavement leave	14.1	14.4	15.0	14.8	10.6	9.8	20.4
Maternity/paternity leave	6.8	19.4	8.0	19.7	*3.5	15.2	18.7
Parental/carers leave(a)	—	—	—	—	6.8	13.7	20.5
Long service leave	6.9	9.4	8.9	6.1	9.5	7.7	17.2
More than one type of leave	*2.8	*1.9	*4.5	*3.3	5.7	*3.5	9.2
Unapproved leave	19.7	15.1	27.2	19.0	21.9	22.4	44.3
Other	89.6	73.3	79.8	67.9	155.8	106.7	262.5
<b>Whether paid or unpaid leave for most recent absence</b>							
Paid Leave	513.7	400.8	527.1	419.8	573.1	477.8	1 050.9
Unpaid leave	137.5	155.7	133.7	151.0	170.0	191.6	361.6
Both paid and unpaid leave	5.6	5.6	*2.6	*4.9	*4.3	*3.4	7.6
Don't know	9.2	8.0	10.0	6.6	7.6	12.4	19.9
<b>Number of days absent in the last two weeks</b>							
Had an absence in the last two weeks	666.0	570.1	673.4	582.4	754.9	685.1	1 440.0
One or more (whole) days off	590.7	518.1	607.9	545.4	681.8	624.0	1 305.8
1 day	271.2	245.8	263.7	250.2	310.1	303.0	613.2
2 days	102.4	89.8	109.5	100.7	114.5	111.1	225.6
3–5 days	128.7	104.0	144.1	121.7	138.0	119.3	257.4
6–9 days	34.1	26.7	41.6	29.0	48.4	32.3	80.7
10 days or more	54.3	51.8	49.1	43.8	70.6	58.3	129.0
Only part days off	75.3	52.0	65.5	37.0	73.1	61.1	134.2
<b>Total</b>	<b>666.0</b>	<b>570.1</b>	<b>673.4</b>	<b>582.4</b>	<b>754.9</b>	<b>685.1</b>	<b>1 440.0</b>

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

— nil or rounded to zero (including null cells)  
(a) Data not collected in 1995 and 1997.

	HAD CHILDREN AGED UNDER 12 YEARS . . .		DID NOT HAVE CHILDREN AGED UNDER 12 YEARS . . . . .		TOTAL . . . . .	
	Males	Females	Males	Females	Males	Females
	'000	'000	'000	'000	'000	'000
<b>Main reason for most recent absence</b>						
Had an absence in the last two weeks	216.8	144.9	538.1	540.2	754.9	685.1
Personal Reasons	163.4	101.8	449.6	482.6	613.0	584.3
Holiday/travel/recreational purposes	69.4	35.0	201.3	186.5	270.7	221.5
Attending own medical/dental appointment	*3.7	*2.5	12.0	16.0	15.6	18.4
Own ill health/physical disability	72.2	51.8	169.9	209.7	242.1	261.5
Attending a funeral/death in family	5.3	4.6	13.3	9.6	18.6	14.2
Attending an educational institution/study/exams	4.8	*1.3	17.5	25.2	22.3	26.5
Other personal reason	8.0	*4.5	35.6	26.2	43.6	30.7
Family Reasons	24.2	33.8	11.8	22.4	36.0	56.2
Caring for family members	12.8	21.9	6.3	13.2	19.2	35.1
Other family reason	11.4	11.9	5.5	9.2	16.8	21.1
Pregnancy	—	*2.1	—	9.4	—	11.5
Other reasons	*4.0	*2.4	17.9	12.1	21.9	14.4
Work-related reason	25.2	6.8	58.0	22.4	83.2	29.1
No particular reason	—	**0.3	*0.8	*0.8	*0.8	*1.0
Did not have an absence in the last two weeks	900.3	638.4	2 542.9	2 194.0	3 443.2	2 832.3
<b>Type of leave taken for most recent absence</b>						
Had an absence in the last two weeks	216.8	144.9	538.1	540.2	754.9	685.1
Sick leave	79.0	60.4	180.9	216.9	259.9	277.2
Holiday leave	72.8	33.4	189.6	162.0	262.4	195.4
Study leave/exam leave	*3.9	**0.6	15.0	32.8	18.8	33.4
Bereavement leave	*3.1	*3.0	7.5	6.8	10.6	9.8
Maternity/paternity leave	*3.5	*3.6	—	11.6	*3.5	15.2
Parental/carers leave	5.2	8.6	*1.6	5.1	6.8	13.7
Long service leave	**0.3	**0.4	9.2	7.3	9.5	7.7
More than one type of leave	*2.5	*1.0	*3.2	*2.5	5.7	*3.5
Unapproved leave	*2.8	5.7	19.1	16.7	21.9	22.4
Other	43.7	28.3	112.1	78.4	155.8	106.7
Did not have an absence in the last two weeks	900.3	638.4	2 542.9	2 194.0	3 443.2	2 832.3
<b>Whether paid or unpaid leave for most recent absence</b>						
Had an absence in the last two weeks	216.8	144.9	538.1	540.2	754.9	685.1
Paid Leave	172.9	94.7	400.2	383.0	573.1	477.8
Unpaid leave	39.9	46.9	130.1	144.7	170.0	191.6
Both paid and unpaid leave	*1.3	*1.1	*2.9	*2.2	*4.3	*3.4
Don't know	*2.7	*2.2	4.9	10.2	7.6	12.4
Did not have an absence in the last two weeks	900.3	638.4	2 542.9	2 194.0	3 443.2	2 832.3
<b>Number of days absent in the last two weeks</b>						
Had an absence in the last two weeks	216.8	144.9	538.1	540.2	754.9	685.1
One or more (whole) days off	194.6	131.0	487.1	493.0	681.8	624.0
1 day	92.9	71.8	217.3	231.2	310.1	303.0
2 days	37.3	26.2	77.2	84.9	114.5	111.1
3–5 days	39.6	22.5	98.4	96.9	138.0	119.3
6–9 days	12.3	6.4	36.2	26.0	48.4	32.3
10 days or more	12.6	*4.2	58.1	54.1	70.6	58.3
Only part days off	22.2	13.9	51.0	47.1	73.1	61.1
Did not have an absence in the last two weeks	900.3	638.4	2 542.9	2 194.0	3 443.2	2 832.3
<b>Total</b>	<b>1 117.1</b>	<b>783.3</b>	<b>3 081.0</b>	<b>2 734.2</b>	<b>4 198.1</b>	<b>3 517.5</b>

\* estimate has a relative standard error of between 25% and 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

	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	1 441.9	1 094.3	744.7	305.9	407.4	87.9	38.1	77.8	4 198.1
<b>Population 2</b>									
Employees who usually work less than 35 hours a week in their main job	168.2	117.4	88.7	37.3	53.0	12.4	5.0	11.2	493.0
<b>Population 3</b>									
Employees entitled to a rostered day off in their main job	375.1	273.0	179.4	77.3	69.8	20.3	6.9	14.1	1 015.9
<b>Population 4</b>									
Employees who usually work overtime in their main job	538.0	453.5	306.8	121.3	149.1	33.8	14.9	31.4	1 648.8
<b>Population 5</b>									
Employees who worked shift work in their main job in the last four weeks	210.8	148.4	124.6	47.9	56.4	12.8	6.0	8.1	615.0
<b>Population 6</b>									
Employees in main job with children aged under 12 years	392.4	279.4	205.8	79.9	106.0	25.7	9.4	18.4	1 117.1
<b>Population 7</b>									
Employees who had an absence from their main job of at least three hours in the last two weeks	229.8	222.3	139.3	61.0	65.4	15.6	7.6	14.1	754.9
FEMALES									
<b>Population 1</b>									
Employees in main job	1 181.8	893.9	644.0	260.2	351.1	76.3	33.2	76.9	3 517.5
<b>Population 2</b>									
Employees who usually work less than 35 hours a week in their main job	476.4	389.2	290.4	124.9	164.4	39.1	10.0	29.6	1 524.0
<b>Population 3</b>									
Employees entitled to a rostered day off in their main job	221.4	128.5	105.5	35.3	43.0	10.1	6.0	7.5	557.2
<b>Population 4</b>									
Employees who usually work overtime in their main job	278.7	239.0	171.9	64.6	93.0	20.1	8.7	19.0	895.0
<b>Population 5</b>									
Employees who worked shift work in their main job in the last four weeks	138.2	124.1	92.1	42.3	40.1	12.3	4.6	7.4	461.1
<b>Population 6</b>									
Employees in main job with children aged under 12 years	266.5	187.9	148.0	59.0	76.3	18.1	8.8	18.6	783.3
<b>Population 7</b>									
Employees who had an absence from their main job of at least three hours in the last two weeks	198.2	207.8	126.1	55.1	56.8	15.0	6.5	19.7	685.1

(a) Refers to mainly urban areas only. For further information see paragraph 4 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	2 623.7	1 988.3	1 388.7	566.1	758.5	164.3	71.3	154.7	7 715.6
<b>Population 2</b>									
Employees who usually work less than 35 hours a week in their main job	644.6	506.6	379.1	162.2	217.4	51.5	14.9	40.7	2 017.0
<b>Population 3</b>									
Employees entitled to a rostered day off in their main job	596.4	401.5	284.9	112.6	112.8	30.4	12.9	21.7	1 573.1
<b>Population 4</b>									
Employees who usually work overtime in their main job	816.7	692.5	478.6	185.9	242.2	53.9	23.6	50.4	2 543.8
<b>Population 5</b>									
Employees who worked shift work in their main job in the last four weeks	349.1	272.5	216.7	90.2	96.5	25.1	10.6	15.5	1 076.1
<b>Population 6</b>									
Employees in main job with children aged under 12 years	659.0	467.3	353.9	138.9	182.3	43.8	18.3	37.1	1 900.4
<b>Population 7</b>									
Employees who had an absence from their main job of at least three hours in the last two weeks	428.0	430.0	265.4	116.1	122.1	30.6	14.1	33.8	1 440.0

(a) Refers to mainly urban areas only. For further information see paragraph 4 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 2000 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. 6203.0) contains information about survey design, sample redesign, scope, coverage and population benchmarks relevant to the monthly 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.

### SCOPE

**3** The scope of this supplementary survey was restricted to employees aged 15 years or more. The survey also excluded the following persons:

- persons attending school (including students at boarding schools);
- patients in hospitals;
- residents in homes (e.g. retirement homes);
- inmates of prisons; and
- employees who worked solely for payment in kind in their main job.

**4** In addition to those already excluded from the monthly LFS, there were approximately 80,000 persons living in remote and sparsely settled parts of Australia who were out of scope of this survey. The exclusion of these persons has only a minor impact on any aggregate estimates produced for individual States and Territories, except for the Northern Territory. Please contact the person listed on the front cover of this publication if you require more information.

### COVERAGE

**5** The estimates in this publication relate to persons within scope of the survey in November 2000. 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. 6203.0).

### RELIABILITY OF THE ESTIMATES

**6** 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 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

**7** 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.

### CHANGES IN CLASSIFICATION

**8** From August 1996, occupation data are classified according to the second edition of the Australian Standard Classification of Occupations (ASCO). For more detailed information, see *ASCO — Australian Standard Classification of Occupations, Second Edition* (Cat. no. 1220.0) and *Information Paper — Census*

## EXPLANATORY NOTES *continued*

### CHANGES IN CLASSIFICATION *continued*

*of Population and Housing: Link Between First and Second Editions of Australian Standard Classification of Occupations (ASCO) (Cat. no. 1232.0).*

**9** From August 1994, industry data are classified according to the Australian and New Zealand Standard Industrial Classification (ANZSIC), a detailed description of which appears in *Australian and New Zealand Standard Industrial Classification (ANZSIC), 1993* (Cat. no. 1292.0). Like the previous Australian Standard Industrial Classification, ANZSIC classifies businesses according to their economic activities, in a structure consisting of four levels (Division, Subdivision, Group and Class). Supplementary survey data are coded at the Group level, as was the practice under the previous Australian Standard Industrial Classification.

### CHANGES IN THIS SURVEY

**10** The following data items were collected in the 1997 survey, but not in the 2000 survey:

- Size of location (employees)
- Hours worked in main job
- Weekly earnings in main job
- Type of standard benefit received — Superannuation and Long service leave

**11** The following new data items were collected in the 2000 survey:

- Number of days usually worked per week/month
- Whether normally works the same number of hours each week in main job (excluding overtime)
- Whether would prefer more, less or the same number of hours as usually worked
- Whether works in a job-share arrangement in main job
- Main reason for working overtime in main job

### NOTES ON ESTIMATES

**12** In November 2000 there were 35,400 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.

**13** In November 2000 there were 13,600 persons who had children aged under 12 years for whom use of both formal and informal childcare could not be determined. These persons have been classified to a 'could not be determined' category in this publication.

### CHANGES TO TERMINOLOGY

**14** In the August 2000 survey, the terms 'Permanent' and 'Casual' were replaced to more accurately reflect what is collected in the survey. The term 'Permanent' has been replaced with 'With leave entitlements', and 'Casual' has been replaced with the term 'Without leave entitlements'. Definitions of 'With leave entitlements' and 'Without leave entitlements' are included in the Glossary.

### COMPARABILITY OF TIME SERIES

**15** Revisions are made to population benchmarks for the LFS after each five-yearly Census of Population and Housing. The last such revision was made in February 1999 to take account of the results of the 1996 Census of Population and Housing. Estimates from supplementary surveys conducted from and including February 1999 are therefore based on revised population benchmarks.

**16** Supplementary surveys are not always conducted on the full LFS sample. Apart from scope exclusions, such as those listed in paragraphs 3 and 4, since August 1994, the sample available for supplementary surveys has been restricted to no more than seven-eighths of the LFS sample. Since it was introduced, this survey has been conducted on various proportional samples. Therefore, sampling errors associated with previous surveys may vary from the sampling errors for this survey.

## EXPLANATORY NOTES *continued*

### COMPARABILITY OF TIME SERIES *continued*

**17** In August 1993, employees attending school were included in the tabulations of total employees. From August 1995 those attending school have been excluded.

### COMPARABILITY WITH LABOUR FORCE STATISTICS

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

### PREVIOUS SURVEYS

**19** Results of similar surveys, conducted in August 1993, August 1995, and August 1997 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) respectively.

### NEXT SURVEY

**20** The ABS plans to conduct this survey again in November 2003.

### ACKNOWLEDGMENT

**21** ABS publications draw extensively on information provided freely 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

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

- *Employment Benefits, Australia* (Cat no. 6334.0.40.001)
- *Weekly Earnings of Employees (Distribution), Australia* (Cat no. 6310.0)
- *Career Experience, Australia* (Cat. no. 6254.0)
- *Labour Force, Australia* (Cat. no. 6203.0)
- *Labour Statistics: Concepts, Sources and Methods* (Cat. no. 6102.0)

**23** Current publications produced by the ABS are listed in the *Catalogue of Publications and Products* (Cat. no. 1101.0). The ABS also issues, on Tuesdays and Fridays, a *Release Advice* (Cat. no. 1105.0) which lists publications to be released in the next few days. The Catalogue and Release Advice are available from any ABS office or from the ABS Information Service on the Internet, <<http://www.abs.gov.au>>.



## APPENDIX 1 POPULATIONS AND DATA ITEM LIST

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The ABS has a range of data available on request 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 person in the survey to whom the data item 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. Birthplace (2)).

For more information about ABS data available on request, contact Sue Barker on Canberra 02 6252 6112, or by facsimile on 02 6252 7784.

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

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

Data Items	Populations	Data Items	Populations
<b>1 State or Territory of usual residence</b>	<b>All</b>	<b>7B Birthplace (1)</b>	<b>All</b>
New South Wales		Born in Australia	
Victoria		Born outside Australia	
Queensland		Born in main English-speaking countries	
South Australia		Born in other countries	
Western Australia			
Tasmania		<b>7C Birthplace (2)</b>	<b>All</b>
Northern Territory		Born in Australia	
Australian Capital Territory		Born outside Australia	
<b>2 Area of usual residence</b>	<b>All</b>	The Middle East and North Africa	
Capital City		Africa (excluding North Africa)	
Balance of State/Territory		Northern America	
<b>3 Region of usual residence</b>	<b>All</b>	South America, Central America and the Caribbean	
Standard labour force dissemination regions		North-East Asia	
<b>4 Sex</b>	<b>All</b>	South-East Asia	
Males		Southern Asia	
Females		Europe and the Former USSR	
<b>5 Marital status</b>	<b>All</b>	Oceania and Antarctica	
Married		<b>8 Age group (years)</b>	<b>All</b>
Not married		15–19	
<b>6A Relationship in household (1)</b>	<b>All</b>	20–24	
Family member		25–34	
Husband or wife		35–44	
With dependants		45–54	
Without dependants		55–59	
Lone parent		60–64	
With dependants		65 and over	
Without dependants		<b>9 Full-time or part-time employees</b>	<b>All</b>
Dependent student		Full-time employees	
Non-dependent child		Part-time employees	
Other family person		<b>10 Full-time or part-time workers</b>	<b>All</b>
Non-family member		Full-time workers	
Lone person		Part-time workers	
Not living alone		<b>11 Occupation</b>	<b>All</b>
Not determined		Managers and administrators	
<b>6B Relationship in household (2)</b>	<b>All</b>	Professionals	
Family member		Associate professionals	
Husband or wife		Tradespersons and related workers	
With children under 15		Advanced clerical and service workers	
Without children under 15		Intermediate clerical, sales and service workers	
Lone parent		Intermediate production and transport workers	
With children under 15		Elementary clerical, sales and service workers	
With dependent student(s) but without children under 15		Labourers and related workers	
Without dependants		<b>12 Industry</b>	<b>All</b>
Dependent student		Agriculture, forestry and fishing	
Non-dependent child		Mining	
Other family person		Manufacturing	
Non-family member		Electricity, gas and water supply	
Lone person		Construction	
Not living alone		Wholesale trade	
Not determined		Retail trade	
Did not have child(ren) under 15 years		Accommodation, cafes and restaurants	
<b>7A Birthplace and period of arrival</b>	<b>All</b>	Transport and storage	
Born in Australia		Communication services	
Born outside Australia		Finance and insurance	
Arrived before 1971		Property and business services	
Arrived 1971–1980		Government administration and defence	
Arrived 1981–1990		Education	
Arrived 1991 to survey date		Health and community services	
		Cultural and recreational services	
		Personal and other services	

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

Data Items	Populations	Data Items	Populations
<b>13 Sector of main job</b> Public Private Don't know	All	<b>25 Whether can choose when a rostered day off is to be taken</b> Has some choice in when a rostered day off is to be taken Can choose Sometimes can choose Has no choice when a rostered day off is to be taken	All
<b>14 Leave entitlements in main job</b> Has leave entitlements in main job Does not have leave entitlements in main job	All	<b>26 Whether overtime is worked on a regular basis</b> Worked on a regular basis Not worked on a regular basis Overtime not worked	All
<b>15 Hours worked in all jobs</b> 0 or less than 1 hour 1-14 15-19 20-24 25-29 30-34 35 36-39 40 41-44 45-48 49 and over	All	<b>27 Hours of overtime usually worked per week</b> 1-4 5-9 10-14 15-19 20-24 25 and over	4
<b>16 Number of days usually worked per week/month</b> Days per week Days per month	All	<b>28 Main reason for working overtime in main job</b> Required to get the job done Expected part of the job Doesn't want to let work colleagues down Peer pressure To enhance promotional prospects/career development Needs the money Enjoys work Other (specify)	4
<b>17 Whether normally works the same number of hours each week in main job (excluding overtime)</b> Works same hours Does not normally work same hours	All	<b>29 Whether overtime was paid and method of payment</b> Paid overtime Normal time Time and a half Double time Rate varied Set overtime allowance Other Don't know Included in salary package Time off in lieu Unpaid overtime Other arrangements	4
<b>18 Whether prefers to work more hours</b> Prefers more hours Prefers less hours Prefers no change in hours	All	<b>30 Whether worked shift work in the last four weeks</b> Worked shift work in the last four weeks Did not work shift work in the last four weeks Away from work for four weeks or more	4
<b>19 Whether works in a job-share arrangement</b> Job-shares Does not job-share Don't know	All	<b>31 Type of shift work in most recent shift</b> Rotating Regular morning Regular afternoon Regular evening/night/graveyard Irregular Split shift On call Other	5
<b>20 Trade union membership</b> Member of a trade union Not a member of a trade union Not known	All	<b>32 Whether able to choose when holiday leave is taken</b> Can choose Sometimes can choose Cannot choose	All
<b>21 Type of standard benefit received</b> Holiday leave Sick leave	All		
<b>22 Whether start and finish times are fixed</b> Start and finish times are not fixed Variable daily Not variable daily Start and finish times are fixed Times were negotiated with employer Times were not negotiated with employer	All		
<b>23 Whether able to work extra hours in order to take time off</b> Able to work extra hours Unable to work extra hours	All		
<b>24 Whether entitled to a rostered day off</b> Entitled to a rostered day off Every week Every fortnight Every month On an irregular basis Flex Other Not entitled to a rostered day off	All		

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

Data Items	Populations	Data Items	Populations
<p><b>33 Main reason for working part-time hours in main job</b> <span style="float: right;"><b>2</b></span></p> <p>Work-related reason</p> <ul style="list-style-type: none"> <li>Not enough work available</li> <li>Standard work arrangements/requirement of the job</li> <li>No other jobs available</li> <li>Hours worked in other jobs</li> </ul> <p>Personal reason</p> <ul style="list-style-type: none"> <li>Attending an educational institution</li> <li>Own ill health/physical disability/pregnancy</li> <li>Welfare payments/pensions may be affected</li> </ul> <p>Family/childcare reason</p> <ul style="list-style-type: none"> <li>Caring for ill/disabled child(ren)</li> <li>Caring for other ill/aged/disabled family member</li> <li>Unable to find suitable childcare</li> <li>Childcare too expensive</li> <li>Child(ren) too young/too old for childcare</li> <li>Prefer to look after child(ren)</li> <li>Other family/childcare reason</li> </ul> <p>Other</p> <ul style="list-style-type: none"> <li>Own choice</li> <li>Other reasons</li> </ul> <p>Don't know</p>		<p><b>38 Main reason for not using formal childcare</b> <span style="float: right;"><b>6</b></span></p> <p>Used formal childcare</p> <p>Did not use formal childcare</p> <ul style="list-style-type: none"> <li>No need</li> <li>Prefer friends/family to look after child(ren)</li> <li>Prefer self to look after child(ren)</li> <li>Cost/too expensive</li> <li>Child(ren) too young/too old</li> <li>Not available at all</li> <li>Booked out/no places available</li> <li>On leave — spent time with child(ren)</li> <li>Other</li> <li>Don't know</li> <li>Not determined</li> </ul> <p><b>39 Type of childcare used in the last four weeks</b> <span style="float: right;"><b>6</b></span></p> <p>Used formal childcare</p> <ul style="list-style-type: none"> <li>Before and/or after school care</li> <li>Long day care centre</li> <li>Family day care centre</li> <li>Occasional care centre</li> <li>Vacation care</li> <li>Pre-school or kindergarten</li> <li>Other formal care</li> </ul> <p>Used informal childcare</p> <ul style="list-style-type: none"> <li>Self/took child to work</li> <li>Partner/spouse/child's parent/guardian</li> <li>Child's grandparents</li> <li>Brother/sister (step) of child</li> <li>Other relatives</li> <li>Neighbours/friends</li> <li>Nanny/person privately employed for childcare</li> <li>Other</li> </ul> <p>Did not use childcare</p> <p>Don't know</p>	
<p><b>34 Days of the week usually works in main job</b> <span style="float: right;"><b>All</b></span></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> <li>Other</li> <ul style="list-style-type: none"> <li>Usually works weekdays only</li> <li>Usually works weekends only</li> <li>Works some week days and some weekends</li> </ul> </ul>		<p><b>40 Whether had an absence from main job in the last two weeks</b> <span style="float: right;"><b>All</b></span></p> <ul style="list-style-type: none"> <li>Had an absence in the last two weeks</li> <li>Did not have an absence in the last two weeks</li> </ul>	
<p><b>35 Whether had child(ren) aged less than 12 years old</b> <span style="float: right;"><b>6</b></span></p> <ul style="list-style-type: none"> <li>Had child(ren) aged under 12 years</li> <li>Did not have child(ren) aged under 12 years</li> </ul>		<p><b>41 Number of days absent in the last two weeks</b> <span style="float: right;"><b>7</b></span></p> <ul style="list-style-type: none"> <li>Had an absence in the last two weeks</li> <ul style="list-style-type: none"> <li>One or more (whole) days off</li> <li>1 day</li> <li>2 days</li> <li>3–5 days</li> <li>6–9 days</li> <li>10 days or more</li> </ul> <li>Only part days off</li> <li>Did not have an absence in the last two weeks</li> </ul>	
<p><b>36 Age of youngest child</b> <span style="float: right;"><b>6</b></span></p> <ul style="list-style-type: none"> <li>Under 2 years</li> <li>2 and under 3 years</li> <li>3 and under 6 years</li> <li>6 and under 12 years</li> </ul>			
<p><b>37 Whether used formal childcare in the last four weeks and type of formal care</b> <span style="float: right;"><b>6</b></span></p> <ul style="list-style-type: none"> <li>Used formal childcare</li> <ul style="list-style-type: none"> <li>Used formal childcare only</li> <li>Used formal and informal childcare</li> </ul> <li>Did not use formal childcare</li> <li>Not determined</li> </ul>			

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

Data Items . . . . . Populations

- |           |  |          |
|-----------|--|----------|
| <b>42</b> | <b>Day of the week on which most recent absence occurred</b> | <b>7</b> |
|           | Last week  |          |
|           | Monday   |          |
|           | Tuesday  |          |
|           | Wednesday  |          |
|           | Thursday   |          |
|           | Friday   |          |
|           | Saturday   |          |
|           | Sunday   |          |
|           | Previous week  |          |
|           | Monday   |          |
|           | Tuesday  |          |
|           | Wednesday  |          |
|           | Thursday   |          |
|           | Friday   |          |
|           | Saturday   |          |
|           | Sunday   |          |
| <b>43</b> | <b>Main reason for most recent absence</b>                   | <b>7</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                                   |          |
|           | Other personal reason  |          |
|           | Pregnancy  |          |
|           | Family reasons   |          |
|           | Caring for ill/disabled child(ren)                           |          |
|           | Caring for other ill/aged/disabled family member             |          |
|           | Difficulty with childcare/pupil free days/school vacation    |          |
|           | Spending time with children                                  |          |
|           | Attending school activities                                  |          |
|           | Other family reason  |          |
|           | Work related reasons   |          |
|           | Other reasons  |          |
|           | No particular reason   |          |
| <b>44</b> | <b>Type of leave taken for most recent absence</b>           | <b>7</b> |
|           | Sick leave   |          |
|           | Holiday leave  |          |
|           | Flex leave/time off in lieu                                  |          |
|           | Study/exam leave   |          |
|           | Bereavement leave  |          |
|           | Maternity/paternity leave                                    |          |
|           | Parental/carers leave  |          |
|           | Long service leave   |          |
|           | Worker's compensation  |          |
|           | Rostered Day Off (RDO)                                       |          |
|           | More than one type of leave                                  |          |
|           | Unapproved leave   |          |
|           | Self-employed — no leave                                     |          |
|           | Other  |          |
| <b>45</b> | <b>Whether paid or unpaid leave for most recent absence</b>  | <b>7</b> |
|           | Paid leave   |          |
|           | Unpaid leave   |          |
|           | Both paid and unpaid leave                                   |          |
|           | Don't know   |          |

## APPENDIX 2 SUPPLEMENTARY SURVEYS

### 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 by contacting the ABS.

- *Career Experience*. Irregular. Latest issue November 1998 (Cat. no. 6254.0)
- *Career Paths of Persons with Trade Qualifications*. Final issue 1993 (Discontinued) (Cat. no. 6243.0)
- *Child Care*. Irregular. Latest issue June 1999 (Cat. no. 4402.0)
- *Education and Training Experience*. Irregular. Latest issue 1997 (Cat. no. 6278.0)
- *Employee Earnings, Benefits and Trade Union Membership*. Annual. Latest issue August 2000 (Cat. no. 6310.0)
- *Employment Benefits*. Final issue August 1994 (Discontinued) (Cat. no. 6334.0.40.001)
- *Forms of Employment*. Irregular. Latest issue August 1998 (Cat. no. 6359.0)
- *Job Search Experience of Unemployed Persons*. Annual. Latest issue July 2000 (Cat. no. 6222.0)
- *Labour Force Experience*. Two-yearly. Latest issue February 1999 (Cat. no. 6206.0)
- *Labour Force Status and Educational Attainment*. Final issue February 1994 (Discontinued) (Cat. no. 6235.0)
- *Labour Force Status and Other Characteristics of Families*. Annual. Latest issue June 2000 (Cat. no. 6224.0)
- *Labour Force Status and Other Characteristics of Migrants*. Irregular. Latest issue November 1999 (Cat. no. 6250.0)
- *Labour Mobility*. Two-yearly. Latest issue February 2000 (Cat. no. 6209.0)
- *Locations of Work*. Irregular. Latest issue June 2000 (Cat. no. 6275.0)
- *Multiple Jobholding*. Irregular. Latest issue August 1997 (Cat. no. 6216.0)
- *Participation in Education*. Final issue September 1999 (Discontinued) (Cat. no. 6272.0)
- *Persons Not in the Labour Force*. Annual. Latest issue September 2000 (Cat. no. 6220.0)
- *Persons Who had Re-entered the Labour Force*. Final issue July 1995 (Discontinued) (Cat. no. 6264.0.40.001)
- *Persons Who Have Left the Labour Force*. Final issue September 1994 (Discontinued) (Cat. no. 6267.0.40.001)
- *Retirement and Retirement Intentions*. Irregular. Latest issue November 1997 (Cat. no. 6238.0)
- *Retrenchment and Redundancy*. Irregular. Latest issue July 1997 (Cat. no. 6266.0)
- *Successful and Unsuccessful Job Search Experience*. Two-yearly. Latest issue July 2000 (Cat. no. 6245.0)
- *Superannuation*. Final issue November 1995 (Discontinued) (Cat. no. 6319.0)
- *Trade Union Members*. Final issue August 1996 (Discontinued) (Cat. no. 6325.0)
- *Transition from Education to Work*. Annual. Latest issue May 2000 (Cat. no. 6227.0)
- *Underemployed Workers*. Annual. Latest issue September 2000 (Cat. no. 6265.0)
- *Working Arrangements*. Irregular. Latest issue November 2000 (Cat. no. 6342.0)

## TECHNICAL NOTE DATA QUALITY

### DATA QUALITY

**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.

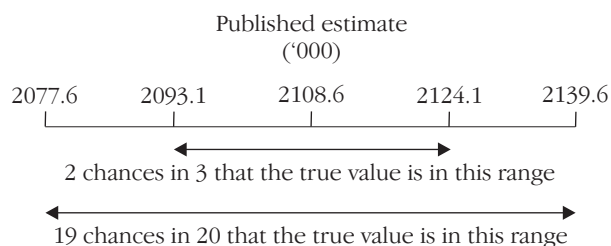
**2** Due to space limitations, it is impractical to print the SE of each estimate in the publication. Instead, a table of SEs is provided to enable readers to determine the SE for an estimate from the size of that estimate (see table T1). The SE table is derived from a mathematical model, referred to 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 2,108,600. 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:

$$\begin{aligned}
 &SE \text{ of estimate (est.)} \\
 &= \text{lower SE} + \left( \left( \frac{\text{size of est.} - \text{lower est.}}{\text{upper est.} - \text{lower est.}} \right) \times (\text{upper SE} - \text{lower SE}) \right) \\
 &= 15,250 + \left( \left( \frac{2,108,600 - 2,000,000}{5,000,000 - 2,000,000} \right) \times (23,400 - 15,250) \right) \\
 &= 15,500 \text{ (rounded to the nearest 100)}
 \end{aligned}$$

**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 2,093,100 to 2,124,100 and about 19 chances in 20 that the value will fall within the range 2,077,600 to 2,139,600. This example is illustrated in the diagram below.



**CALCULATION OF STANDARD  
ERROR** *continued*

**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 so 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%, 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 25% or less.

**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 2,108,600 part-time employees, 566,800 or 26.9% were male. The SE of 566,800 may be calculated by interpolation as 9,200. To convert this to a RSE we express the SE as a percentage of the estimate, or  $(9,200/566,800) = 1.6\%$ . The SE for 2,108,600 was calculated previously as 15,500 which converted to a RSE is  $(15,500/2,108,600) = 0.7\%$ . Applying the above formula, the RSE of the proportion is

$$RSE = \sqrt{(1.6)^2 - (0.7)^2} = 1.4\%$$

**8** Therefore, the SE for the proportion of part-time employees who were male is 0.4 percentage points  $(= (26.9/100) \times 1.4)$ . Thus, there are about two chances in three that the proportion of part-time employees who were male is between 26.5% and 27.3% and 19 chances in 20 that the proportion is within the range 26.1% to 27.7%.

**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*

### T1 STANDARD ERRORS OF ESTIMATES

#### AUSTRALIA

Size of Estimate (persons)	NSW	Vic.	Qld.	SA	WA	Tas.	NT	ACT	SE	RSE
	no.	no.	no.	no.	no.	no.	no.	no.	no.	%
100	90	100	180	160	160	110	110	130	80	80.0
200	160	170	260	220	220	140	140	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	270	270	440	44.0
1,500	690	630	650	500	550	330	320	310	580	38.7
2,000	820	750	740	570	620	370	360	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	400	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	450	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	650	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	850	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	1 100	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	1 750	2 000	5 600	3.7
200,000	5 900	5 150	5 300	3 650	3 750	2 150	1 950	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>	An absence from the workplace during normal working hours of at least three hours. Absences due to the following have been excluded: <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; and</li><li>■ self-employed (no leave)</li></ul>
<b>Bereavement leave</b>	A short period of leave granted upon the death of a close family relative.
<b>Dependants</b>	All family members under 15 years of age; all sons or daughters aged 15–19 attending school or aged 15–24 attending a tertiary educational institution full time, except those classified as husbands, wives or lone parents.
<b>Employees</b>	Employed persons aged 15 years and over who worked in their main job for an employer for wages or salary or in their own incorporated enterprise with or without hiring employees.
<b>Examination leave</b>	Refer to Study leave.
<b>Family</b>	Two or more related persons (relationship includes relationships by blood, marriage or adoption) usually resident in the same household at the time of the survey. A family comprises a married couple, or a family head, together with any persons having any of the following relationships with them: <ul style="list-style-type: none"><li>■ sons or daughters of any age, if not married and with no children of their own present;</li><li>■ other relatives if not accompanied by a spouse, sons or daughters, or parents of their own; or</li><li>■ any children under 15 years of age who do not have a parent present.</li></ul> Further details on the determination of family relationships are given in <i>Labour Force, Australia</i> (Cat no. 6203.0).
<b>Flex leave</b>	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.
<b>Flexible start and finish times</b>	Flexible start and finish times are start and finish times that are not fixed and are variable daily, or start and finish times that are fixed but negotiated with employer.
<b>Formal childcare</b>	Includes any arrangements made for the care of children under 12 years of age by one or more of the following: <ul style="list-style-type: none"><li>■ a childcare 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; or</li><li>■ the workplace.</li></ul>
<b>Full-time employees in main job</b>	All employees for whom 'full-time' was the response to the question 'Is your main job full-time or part-time?'.
<b>Full-time workers</b>	Employees who usually worked a total of 35 hours or more a week in all jobs and others who usually work less than 35 hours a week but worked 35 hours or more during the reference week.
<b>Holiday leave</b>	Provision by employers of paid holiday 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?'.
<b>Hours worked</b>	The number of hours actually worked during the reference week.

## GLOSSARY *continued*

<b>Industry</b>	Classified using 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 and is shown at the ANZSIC Division level.
<b>Informal childcare</b>	Includes any arrangements made for the care of children under 12 years of age by one or more of the following: <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; and</li><li>■ child was not looked after by anyone or no childcare 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 part-time.
<b>Leave entitlements</b>	The entitlement of employees to either paid holiday leave or paid sick leave in their main job.
<b>Long-service leave</b>	Provision by employers or industries of long-service leave to an employee, as collected by responses to the question 'Does your employer or industry provide long-service leave?'. Persons who 'did not know' whether they were provided with long-service leave were considered to be not in receipt of this benefit.
<b>Main English-speaking countries</b>	Comprises Canada, Ireland, New Zealand, South Africa, the United Kingdom and the United States of America.
<b>Main job</b>	The job in which most hours were usually worked.
<b>Maternity leave</b>	Leave for women, covering the period preceding and following the birth of a child.
<b>Occupation</b>	Classified according to <i>ASCO — 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 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>Part-time employees in main job</b>	All employees for whom 'part-time' was a response to the question 'Is your main job full-time or part-time?'
<b>Part-time workers</b>	Employees who usually worked a total of less than 35 hours a week in all jobs and who did so during the reference week.
<b>Parental leave</b>	Leave taken by either parent to care for children.
<b>Paternity leave</b>	Leave for men to attend the birth of their child or to care for the child after birth.
<b>Reference week</b>	The week before the survey.
<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; and</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.
<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.

## GLOSSARY *continued*

<b>Sector of main job</b>	Is used to classify a respondent's employer as a public or private enterprise. Public sector includes local government authorities, government departments, agencies and authorities created by, or reporting to, the Commonwealth and State Parliaments.
<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.
<b>Sick leave</b>	Provision by employers of paid sick leave, as collected by responses to the question 'Does your employer provide you with paid sick leave?'.
<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>With leave entitlements in main job</b>	Employees who were entitled to either paid holiday leave or paid sick leave 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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