

Instructions for reporting short-term employment statistics for the private sector

Information on how to handle transfer of ownership or other changes

If you are not going to have any employees during the year, please inform Statistics Sweden thereof. Please also notify Statistics Sweden of any new name, corporate identity number or other change. A small part of the survey sample only consists of the first two questions. All questions are broken down by the number of men and women.

Question 1 Business operators (not owners of limited liability companies)

Enter the active business operators/co-owners in sole proprietorships, partnerships, general partnerships and limited partnerships, and any assisting family members who work at the workplace but who are not employees.

Question 2 Total number of employees

Reporting shall only refer to the staff (both blue-collar and white-collar employees) who belong to the workplace stated on the form. It must be possible to assign all staff (including mobile staff such as construction workers, travelling sales representatives and cleaners) to one of the workplaces of the company/organisation, for example to the workplace from which they are managed. The reporting also refers to absent staff. Staff on leave of absence shall be reported as employees, except for when the leave of absence has been taken to pursue other work.

Permanent employees

Enter the number of employees who, on the measurement date, had formal permanent employment. This includes **active owners** of limited liability companies and co-owners of cooperatives. Absent employees shall also be included.

Temporary employees

Enter the number of employees with time-limited employment. This shall also include employees who did not work on the measurement date. The exception is intermittent staff or employees appointed on a needs basis; these shall only be included if they worked on the measurement date.

Include the following employees:

- employees appointed on a needs basis/intermittent staff who worked on the measurement date
- staff employed on a project, activity, seasonal and trial basis
- teachers/study group leaders employed by the hour with regular teaching/courses equalling at least one hour per week
- temporary holiday substitutes
- paid school pupils/trainees
- employees with special employment support and salary subsidies
- foothold jobs
- new-start jobs

Do not include the following employees:

- people in the youth work guarantee scheme
- school pupils on an unpaid work experience placement
- crew in international and coastal shipping
- people doing unpaid work experience
- people undergoing work-oriented rehabilitation
- people in stage 3 of the work and development guarantee programme
- people pursuing practical skills development

Question 3 Total number of employees absent for the entire day

Here, all employees who were absent for the entire day on the measurement date are reported. Scheduled leave shall not be included.

Illness/work injury

State employees who were absent for the entire day due to illness or work injury.

Holiday

State employees who were absent for the entire day due to holiday.

Other absence

State employees who were absent for the entire day due to:

- basic military training
- holiday lay-off
- labour conflict
- leave with pregnancy and parental benefit
- leave for care of a sick child and contact days
- study leave
- leave under the Compensation of Carriers Act (SFS 1989:225)
- leave with benefit to care for a relative
- leave under the Act (1986:163) on the right to leave for studies in Swedish for immigrants
- compensatory leave
- military exercise training
- civil defence service
- paid trade-union activity and trade-union training
- work dispensation due to lack of work (at home with pay)

Question 4 New employees

Enter the number of permanent and temporary employees who commenced their employment at the workplace during the measurement month. People who have had several temporary positions during the month are only counted once. If it is difficult to report new employees for persons employed on a needs basis during the measurement month, they can be reported as follows:

- the people employed on a needs basis who have had salary paid out for the measurement month count as new employees.

Question 5 Terminated employment

Enter the number of permanent and temporary employees who ended their employment at the workplace during the measurement month. People who have had several temporary positions during the month are only counted once. If it is difficult to report terminated employment for persons employed on a needs basis during the measurement month, they can be reported as follows:

- the people employed on a needs basis who have ceased having salary paid out for the measurement month count as terminated.