

Definitions and instructions

Name of unit: The unit concerned (business group, municipality, county council, organisation, enterprise or department).

1. **Occupational group** means the various occupational categories into which the unit's employees are divided. Established definitions are available for different types of activities (Statistics Sweden, for instance, defines some 350 different occupations). Should such a list not be available, use definitions of your own. A 40-60 gender distribution means neither sex may have less than 40 per cent representation in the workforce.
2. The **senior management group** refers to the top management category at the organisation/unit concerned. The reporting period dates from 1/1 or from some other date that better corresponds to the beginning of the year under review. The period ends on 31/12 or on some other date that better corresponds to the end of the year under review.
3. By **managers**, we mean permanent employees with an explicit responsibility for staff or budgets, or as defined by the unit itself.
4. By **employees** (i.e. those whose pay is calculated), we mean all permanently employed staff, regardless of whether they are working, on leave of absence, on long-term sick leave, on parental leave or absent for some other reason, and regardless of whether they work full-time or part-time. This definition also applies to all employees working as temporary replacements, but not to consultants. Calculate the average rate or the median, depending on which criterion the organisation uses. The median is preferable. Part-time pay is adjusted upwards to correspond to full-time pay.

Wage costs = Total wages paid out excluding social security contributions for all employees, including those working as temporary replacements, divided by gender. The year 2004 represents the latest 12-month period and the year 2003 the preceding 12-month period.

5. Total number of **hours worked** including overtime but **excluding** holiday leave. The hours worked by both permanent employees and employees working as temporary replacements are counted here, and time allotted for training is also included. Other types of absence due to such things as illness, care of a sick child, military service or time off are **not** counted.

Sick leave from day 22 means the total number of sick leave days in the year from day 22 onwards. The time that the employee could/should have worked if she/he had not been absent through illness. Applies to both permanent and temporary staff.

6. Level of **parental leave** among male employees who claimed such leave during the year. State how many men among the permanent staff claimed parental leave and how many days of leave they took altogether.
- 7/8. By **permanent employees** we mean all staff on open-ended contracts, regardless of whether they are working, on leave of absence, on long-term sick leave, on parental leave or absent for some other reason, and regardless of whether they work full-time or part-time. In other words, all employees, including those working as temporary replacements, but excluding consultants. The number of employees with full-time jobs, regardless of whether they are working, on leave of absence, on long-term sick leave, on parental leave or absent for some other reason.