

Definitions of terms used during the survey:

1. Vacancy

For the purposes of this survey, a position is considered vacant if:

- You are actively seeking to fill it.
- It is full-time, part-time, permanent, or temporary.
- It is currently being filled by a temporary help agency, volunteer, or independent contractor due to recruitment challenges.

A position is **not** considered vacant if:

- It will be filled through promotion, demotion, internal transfer, or recall from layoff.
- Its start date is more than 30 days in the future.
- A candidate has been hired, but they have not yet started work.
- It is a relief or casual position without guaranteed hours.

2. Vacancy Rate:

The job vacancy rate represents the proportion of permanent or temporary (not including casual) vacant positions within an organization as a percentage of the total number of positions (both filled and vacant). It is calculated using the following formula:

$$\text{Job Vacancy Rate} = \left(\frac{\text{Number of Vacant Positions}}{\text{Total Positions (Filled + Vacant)}} \right) \times 100$$

For example, if an organization has 10 vacant positions and 90 filled positions, the total number of positions is 100, resulting in a job vacancy rate of **10%**.

3. Turnover Rate:

The overall turnover rate measures the percentage of employees in permanent or temporary positions who leave an organization over a given period, regardless of whether the departure was voluntary (resignation, retirement) or involuntary (layoff, termination).

It is calculated using the following formula:

$$\text{Turnover Rate} = \left(\frac{\text{Total Number of Departures [Temporary and Permanent]}}{\text{Average Number of Total Employees [Temporary and Permanent]}} \right) \times 100$$

For example, if an organization has 30 departures of employees in permanent or temporary positions in a year and an average workforce of 300 employees in temporary or permanent positions, the overall turnover rate would be **10%**.

Rural areas are communities with a population of fewer than 10,000 people and/or located outside urban centers.

Remote areas are communities that are geographically isolated, with limited access to healthcare, transportation, or other essential services.