

BULGARIA
NATIONAL STATISTICAL INSTITUTE
INSTRUCTIONS

**ON 2005 LABOUR FORCE SURVEY AD HOC MODULE “RECONCILIATION
BETWEEN WORK AND FAMILY LIFE”**

1. The ad hoc module “Reconciliation between work and family life” is included into the LFS in the second quarter of 2005, following the requirements of Council Regulation № 29/2004. Purpose of questions included is:

- to reveal whether person’s participation in the labour force is in conformity with their wishes or it is impeded from lack of appropriate services connected to care for children or ill, disabled and elderly persons;
- to define the degree of flexibility offered at work in terms of reconciliation with family life;
- to estimate degree of parental leave taken.

2. Target population is persons 15-65 years of age in the sample of Labour force survey.

Information on the module is directly received from the persons concerned or other household member, who is in position to present the information.

3. Basic concepts used

3.1. Child-care services – creches, kindergartens, pre-school establishments, day care centers, study-halls (excluding compulsory study-halls at educational establishments), **paid** childminders are included. Establishments can be public, private or family ones, subsidized by the state, municipalities or employer.

3.2. Care for children and care for disabled – regular (daily, weekly or another **determined** periodicity) help, for which **responsibilities are undertaken** and which includes:

Care for children: personal care – feeding, dressing, washing; surveillance; homework, playing games, reading, taking out; accompanying to/from child care establishment or to school; talking.

Care for elderly: personal care – feeding, dressing, washing; accompanying outdoors or in physical activities; help in housework, filling in documents, payment of bills; talking; company.

Excluded from care for children and disabled are: financial help only; charity help; care for payment, i.e as employment.

FILLING IN THE QUESTIONNAIRE “RECONCILIATION BETWEEN WORK AND FAMILY LIFE”

4. Ad hoc module questions are asked after filling in the main LFS questionnaire. These are structured in three parts:

- I-M – EMPLOYED PERSONS
- II-M - INACTIVE PERSONS
- III-M - PARENTAL LEAVE

5. Questions marked by letter A (A1, A2....A7) are filters. These should not be read interviewed persons, but answered by the interviewer according to the instructions written on each question.

6. Question A1. Question purpose is to determine persons, who should answer the ad hoc module “Reconciliation of work and family life”. All the persons who answer the main LFS questionnaire, **born after 1.01.1940** are included here. Year of birth of person, as pointed in household list in LFS questionnaire, part I, should be written in the boxes for question A1. If the person is born in 1940 or after that, the interview should continue. Rest of the respondents or respondents born before 1940 are not asked ad hoc module questions.

7. Question A2. Employed and inactive persons during the observed period are distinguished through answers of question A2. It is necessary, because these two groups of persons answer different questions (parts) of the questionnaire. Defining persons as employed or inactive is based on their answers in part II of the main LFS questionnaire. **Employed are persons who answer “Yes” – 1 at least one of the questions NN 8,9,10 and 19 of part II and if code of question 20 differs from 6 (additional partly paid or unpaid leave for care for child up to 3 years of age).** Answer 1 is marked for these persons and they go to part I-M “EMPLOYED PERSONS”. Answer 2 in question A2 is marked for persons who are inactive during the observed period, i.e. persons who answer “No” to all the questions NN 8,9,10 and 19 of the questionnaire part II or code of the question 20 is 6 (additional partly paid or unpaid leave for care for child up to 3 years of age) and they go to questions in part II-M “INACTIVE PERSONS”.

FILLING IN PART I-M “EMPLOYED PERSONS”

Part I-M is filled in for employed persons, defined by the answer of question A2 only.

8. Question A3. The question is asked in order to find whether the respondent has at least one own or of his/her partner (husband, wife) child up to 14 years of age living in the same household. All respondent's children (own or adopted) or of his/her spouse (partner) up to 14 years living in the household are taken into account. Information from

the household list and question 3 in part I “Persons under 15 years of age” can be used for the purpose. Answer 1 is marked for these persons and they go to question M1. Answer 2 is marked for the persons who do not have their own or of their partner (spouse) children up to 14 years or who have children, but they do not live permanently in the same household and those persons go to question M3.

9. Question M1. Who is the person/institution mainly taking care for the child (children) while respondent (parent) is working should be marked here, i.e. how the possibility for the respondent is ensured to work while his/her parental responsibilities are undertaken by other persons or institutions.

Depending on person/institution taking care for the child (children) while the respondent is working the following is marked:

Code 1 is marked in case the child is visiting creches, kindergarten, pre-school or child establishment. All types of paid childcare services are included here, ensured by different types of institutions (incl. private, family) as well as services subsidized by the state or employer.

Code 2 is marked in case paid childminders is taking care for the child – services can be ensured at respondents home or elsewhere.

Code 3 is marked in case the spouse, living in the household is taking care for the child.

Code 4 is marked in case relatives (grandmother, grandfather, brother, sister) are taking care for the child. The last may live in or outside the household.

Code 5 is marked in case the services of neighbors or friend is used, **without payment**.

Code 6 is marked in case no services of other persons or institutions is used or in case the respondent's working hours correspond to child school hours. The code is also used in the following cases:

- children are taking care of themselves or another children (**up to 14 years**) living in the household are taking care;
- respondent works at home or is taking care for the child at his/her working place;

Code 6 **is not** marked in case child living in the same household, aged 15 and over is taking care for the child up to 14 – code 4 is marked in such case.

Time for out-of-school activities should be taken into account for students.

Only one answer should be marked in question M1. In case the respondent uses different types of childcare or different types of childcare for each child than as main should be considered the type having the longest duration (number of hours). In case the respondent cannot define the duration of different types than as main is considered the type having the lowest code.

Example: A family has 2 children – 4 and 10 years of age respectively. Kindergarten services are used for the first one and for the second – relatives (for out of school hours). If the respondent (parent) can determine the approximate duration of stay in the kindergarten and care of relatives (10 hours – kindergarten and 4 hours – relatives for example) than the code 1 should be marked due to the fact that the duration of stay in the

kindergarten is longer compared to the care of relatives. In case the duration of the two activities is equal or the person cannot define it – also code 1 is marked.

10. Question M2. Question aim is to define if respondent is regularly taking care, without payment, not only for his/her own (or spouse's) child, but for *another* child up to 14 years of age also.

The following should be considered as *another* child:

- each child up to 14 no matter living in the household or not – for example grandchild, child of relatives, neighbors or friends, excluding respondents own or spouse's children;
- respondents own children or his/her spouse children living out of the household.

Code 2 “No” should be pointed if the respondent is not engaged with care for another child as in the following cases:

- in case the childcare is financial support only;
- in case the care is for a charity or for an organization;
- in case the childcare is for payment, i.e. as an employment.

11. Question M3. The question is analogous to question M2. Persons given code 2 to the question A1 are asked this question, i.e. persons **who has no** own or spouse's children up to 14, living in the household.

12. The aim of **question M4** is to define the respondent **wish** to change the proportion between working hours and childcare responsibilities, i.e:

- to increase working hours and decrease caring time respectively or
- to work less hours (or stop working) and to increase caring time.

Question concerns the employed persons who care themselves for own or another child up to 14 years.

It is of a great importance to reveal here whether the person **wish to work more**, no matter the **restrictions existing at the moment**.

Code “3” should be marked if the person answer that wish to increase both working hours and caring time at the same time.

13. Question M5. It should be marked here whether **the reason** for not working more is due to the difficulties in finding **appropriate** childcare institution, childminders or other childcare services.

As an *appropriate* is considered institution offering acceptable price and satisfactory, according to the respondent, quality.

14. Question M6. **The main reason** should be marked that creates difficulties in finding childcare institution, childminders or other childcare services – lack of such in the region, the price or the quality.

As a quality criteria (code 3) should be considered: quality of educational programme, number of children in one group, number of persons taking care for the children, possibilities for satisfaction specific children necessities, etc.

“Other reasons...” (code 4) is for example marked if the person cannot find work with longer duration or does not want to use childcare services (prefers relatives to care for his/her children).

The **main current reason (i.e. for the observed period)** should be taken into account in coding.

Example: In case a mother have accepted part time employment two years ago due to the lack of appropriate childcare services in the region, but at the moment she considers childcare services offered as quite expensive in respect her wage if she shift to full time employment than code 2 should be marked.

In case there are several reasons connected to the childcare services, **the main reason** according to the person’s opinion should be marked. If it is not possible to find the main reason – *the reason given the lower code* should be marked.

15. The aim of question M7 is to determine the time when person needs childcare services having in mind his/her working engagements.

One of the following should be pointed:

- lack of services during the day – *code 1*. Time between 7:00 a.m – 7:00 p.m in general is considered.

- lack of services for specific hours – *code 2*.

Time before 7:00 a.m and after 9:00 p.m, in Saturdays (Sundays), weekends, holidays, night and day (24 hours), etc. are considered as *specific hours*.

As an exception, if a person does not have an idea for his/her working hours – *code 3* should be marked.

16. Questions M8 to M10 concern childcare during given *specific periods*. Under a specific periods here, the periods are intended of children’s vacations, childcare institutions closures or childminders holidays.

Question M8 – it have to be pointed here whether during the last 12 months any *change* in person’s work duration and/or organization occurred in such a specific period.

Taking days off, reduced working hours and other special arrangements should be considered as *change of work duration and organization*.

17. Question M9. The question helps defining whether the change (absence of work for a given period for example) is imposed *mainly* due to the fact that the person could not find another childcare institution, childminders or to use any paid childcare service in order to replace usually used ones.

18. Question M10. Concerns persons who answered “Yes” to the questions M8 and M9. The **main difficulty** in finding appropriate alternative childcare services (childcare institution or childminders) during the specific period (vacation, childcare institutions closure, childminders holidays) should be marked.

Alternative are the services used in case the usual ones cannot be used – childcare institutions closed, childminders holidays, etc.

19. Question M11. Regular responsibilities (each day, each week) of the person to take care of **ill, disabled or elderly relatives, neighbors or friends no matter living in the household or not** are marked.

Code 1 should be marked also in case the person receives given sum of money for taking care of disabled relatives, i.e. as an accompanying person.

Care for children **up to 14 years of age** having health problems, handicapped or disabled are excluded (these are included in question M1-M3) as well as for children 15 and more who do not have such problems, but who also usually are cared.

In case the care is a financial support only or if it is done for charity or for an organization, it should not be considered as care (in the sense of survey).

Care undertaken for payment, i.e. as an employment is excluded. Personal assistants engaged according to the Employment Agency programmes are not included even in case they are taking care for relatives or known persons.

20. Question M12. The aim is to reveal the wish of persons taking care for relatives, neighbors or friends to change the proportion between working hours and hours for care, i.e.:

- to increase working hours and decrease hours for care of elderly (ill, disabled) respectively or
- to work less hours (or stop working at all) and to increase time devoted to such care.

Question of interest is the person's wish during the observed period, no matter the limitations during the same period (for example: even if she/he cannot work more hours due to the lack of appropriate services for ill, disabled, elderly or other limitations).

21. Question M13. The question concerns employed persons who pointed "Yes, wishes to increase working hours – code1" to the question M12. The aim is to find out whether the reason for not working more hours (working less than desired) is connected to the difficulties in finding appropriate institution or carer (personal assistant) to take care **for payment** of ill, disabled, elderly relative or friend.

22. Question M14. The question concerns employed persons who pointed "Yes – code1" to the question M13. The main restriction is pointed, connected to the care services: lack of such services in the region, the price or quality for example.

Care services include: services at cared person home done by paid carer (personal assistants) and/or care at institution, including daily institutions only.

Code 2 "Care services of ill, disabled, elderly are quite expensive" is marked in case the services are quite expensive for the cared person **or** for the carer.

When defining services quality (code 3), the opinion of interviewed carer is meant **or** the opinion of cared person. Here also the cases are included when persons do not trust offered services.

Code 4 "Other reason" include answers like the following: cannot find work, cared person does not accept care of another person and similar.

Main reason should be interpreted as a **main current reason** (i.e. concerning the observed period). For example, in case two years ago the person shift to part-time employment due to the lack/absence of care services close to the place of residence and

now a days such service seems quite expensive for her/him or for cared person than the answer “Care services of ill, disabled, elderly are too expensive” – code 2” should be marked.

In case several reasons are pointed (unsatisfactory quality and quite expensive services for example), the person have to choose **the main** amongst them. In case the person cannot choose, than the reason with the lowest code, corresponding to the person's answer has to be marked.

23. Question M15. The question concerns employed persons, answered “Lack of appropriate institution or carer (assistant)” – code 1 to the question M14. The question aim is to find out is there lack of care services during the time the person will be engaged if increase his/her working hours.

Answer “Lack of care services during the day” – code 1 should be used in case the care service will be needed between 7:00 a.m. – 7:00 p.m. approximately. Lack of necessary care service at all is meant **or** lack of capacity of respective institutions.

Answer “Lack of care services at special times” – code 2 should be used in case the care service will be needed at time before 7:00 a.m. or after 7:00 p.m. approximately, during the night, in Saturdays/Sundays or during weekends, holidays, night and day (24 hours).

Answer “do not know” - code 3 have to be used only in case the person does not know the time (hours) he/she will need care services (has no idea for his/her working hours in the future for example).

One answer only has to be marked, according to the person's opinion.

24. Question M16. The question aim is to estimate the working time flexibility **within the working day** and possibilities for reconciliation with family life, i.e. is it possible for the person to vary (at least one hour) start and end of the working day for **family reasons**.

Not only the formal possibilities (according to the enterprise order or collective labour agreement) should be taken into account, but also informal (verbal) permission, including shift changes between colleagues. Term “for family reasons” includes also care for children or for elderly, disabled, ill persons. The possibility to vary working time should be pointed, no matter whether off hours used have to be worked after that or not (i.e. important for the employer is only work to be finished). Possibility to use annual or other type of leave is not included here.

Answer “Generally possible” – code 1 is marked in case the person generally (in most of the cases) may start later and/or finish earlier his/her work due to the family reasons (separate periods of emergency/urgent work are not taken into account).

Persons who generally have a possibility to vary start or/and end of their working day or a possibility to define their working day as a sum are given code 1, because they can do the same due to the family reasons if necessary.

Answer “Rarely possible” – code 2 is marked in case varying working time is possible as exclusion.

25. Question M17. The question aim is to estimate working time flexibility, i.e. is it possible for respondents to organize their working time so that to take off day (days) for family reasons, without using annual leave, official leave, unpaid leave.

Term “For family reasons” includes also care for children and elderly – disabled, ill.

Not only the formal possibilities (according to the enterprise order or collective labour agreement) should be taken into account, but also informal (verbal) permission, including shift changes between colleagues. The possibility to vary working time should be pointed, no matter whether off hours used have to be worked after that or not (i.e. important for the employer is only work to be finished).

Cases when annual or other type of leave is used are excluded.

Answer “Generally possible” – code 1 is marked in case the person usually has a possibility to organize his/her working time so that to able to take days off for family reasons (separate periods of emergency/urgent work are not taken into account) even if there is a restriction concerning number of days. It concerns also the persons who have a possibility to define their working day as a sum combined with the possibility to use off days; whose have no fixed working time; can take day off without special reservation.

Answer “Rarely possible” – code 2 is marked in case the person is allowed as exclusion to take days off for family reasons.

26. Question M18. The question aim is to find out whether the person has taken official leave (incl. leave at marriage or at death of parent, child or other close relatives), off (free) days (**out of annual leave**) due to the illness of family member or family emergency case (childminders is ill or has her/his own problems, childcare institution is closed, fire at home and others). Most of the cases are connected to non-planed situations, but planned absences are not excluded also – in case of illness for example (surgery of family member and others).

Regulated leave, connected to the care for ill or under quarantine family member, compulsory accompanying family member at medical examination or treatment, as well as for healthy child who cannot visit the childcare institution due to the quarantine in the institution or of the child itself (Labour Code, article 162) is included in code 1. Code 1 are given also other regulated absences for family reasons, paid or unpaid, collectively or individually negotiated.

Code 2 are given cases in which the person has used unpaid leave for family reasons or has been absent from work without using any kind of leave (for example: has great freedom in determining working time, has a possibility to work days of absence off in advance or later on, etc.).

Absence due to personal disease or disability, as well as maternal leave for child up to 2 or 3 years of age is not included – these are included in code 3.

27. Question M19. It have to be marked here whether the absence of person who take off (free) days (out of annual leave) due to the illness of family member or other emergency case and pointed in question M18 is paid, even partially.

Answer “Yes” - code 1 is marked if the person have received full or partial remuneration for his/her absence.

Answer “No” – code 2 is marked in case the days off are not remunerated at all.

FILLING IN PART II-M “INACTIVE PERSONS”

28. Questions in this part are analogous to the part of questions in part I, but concern inactive persons, identified by the answer of question A2 (point 7).

29. Question A4 is analogous to question A3. It have to be marked here whether the person (spouse) has at least one child up to 14 living in the household.

30. Question M20. The question is asked to persons who have no own children up to 14 living in the household and aims to find out if they have a responsibility to care regularly, without payment for **other** child up to 14 years.

Under **other** children the following should be considered:

- all children up to 14, excluding own or of the spouse, no matter living in the household or not, for example: brother/sister, child of relatives, neighbors or friends;
- own or of the spouse children, living outside the household.

31. Question M21. Concerns all persons who care for child up to 14. Question aim is to find out whether the interviewed person wishes to start work (to work), no matter the restrictions existing and imposed by the lack of appropriate services or lack of another possibility for childcare.

32. Questions M22, M23 and M24 are analogous to questions M5, M6, M7 in part I-M, but concern the inactive persons. Instructions presented in points 13-15 should be considered in answering these questions.

33. Questions M25 to M29 deal with care for disabled and are analogous to questions M11-M15 in part I-M, but concern the inactive persons. Instructions presented in points 19-24 should be considered when answering these questions, as well as skip instructions, included in the questionnaire.

FILLING IN PART III-M “PARENTAL LEAVE”

34. Parental is the leave, which according to the Labour Code, article 167a, §1 each parent (adopter) has a right do receive in case he/she is **working under a labour contract** and the child is not get into institution at fully state maintenance. The parental leave is **unpaid** and may lasts 6 months (for each of the parents). It can be used between the second and eight year of the child. Parental leave revoke the previous unpaid leave for caring for child aged 2-3 and can be used after usage the leaves according to the article 164, §1 and 165, §1 (after usage of unpaid leave for caring for child up to 2 years of age). The leave according to the article 167a, §1 can be used in one block-full time or in part-time, but its duration if used in part-time cannot be less than 5 working days.

Each parent may dispose his/her leave to the other parent or to his/her own parents if they are not working under a labour contract.

As the parental leave according to the article 167a, §1 is in force since 1.08.2004 and the following situations is possible to occur:

- in case the mother have used entirely her unpaid leave up to the third year of child, the parents **have no right** to the new leave;

- in case the mother have not used the unpaid leave up to the third year of child, the parents may fully use the new leave up to the eight year of child;
- in case the mother have partially used the unpaid leave up to the third year of child (2 months for example), she has a right to the rest part (4 months), which can be used up to the eight year of child. The father can use the six months he has a right or to dispose it to the mother or to his own parents.

35. Question A5. The question aim is to define the persons for who part III-M “Parental leave” is filled in. Question reveals if the interviewed person has at least one own or of the partner (spouse) child up to 8 years of age living in the same household. All own or adopted children of interviewed person and of his/her spouse (partner) up to 8 living in the respondent’s household are taken into account. Information from the household list and question 3 “Persons under 15 years of age” of in part I “Household questionnaire” can be used for the purpose. Answer 1 should be marked for persons having children at pointed age and after that question M30 is asked. For persons who have no children at pointed age – interview ends.

36. Question M30. The question aim is to find out if during the last 12 months interviewed person have used parental leave.

Code 1 is marked for persons who during the observed period (last 12 months) have used parental leave and they go to the next question (M31).

In case during the last 12 months the interviewed person have used the minimum allowed parental leave (5 working day according to the legislation) also code 1 is marked.

37. Question M31. The way interviewed persons have used parental leave is marked.

Code 1 is marked for persons who have fully used their parental leave (6 months) at one block-time (at once) and who did not work during the leave period.

Code 2 is marked for persons who have partially used their parental leave (the minimum duration is 5 working days) and who did not work during the leave period (for example: during the school vacation, when childcare institutions are closed, etc.).

Code 3 is marked for persons who have used parental leave, working part-time at the same time.

For persons, working part-time and who have used parental leave, also code 1 has to be marked.

Code 4 is marked for persons who have used parental leave in a different from above mentioned way or as a combination of above. Examples for combination are the following: person uses part of the parental leave (1 month for example) not working during this period and the rest part – working part-time; person uses parental leave at several parts working part-time.

38. Question M32. The question aim is to find out which is the **main reason** for persons, who have not used parental leave during the last 12 months, not to do so. The personal reason has to be pointed here. In case the interviewed person pointed as reason for not using parental leave the fact that the other parent have used unpaid leave for care for

child up to 2 or parental leave during the same period, it should not be considered as personal reason.

Code 1 is marked in case the person has no legal right for parental leave. Such are the cases in which the person has fully used unpaid leave for child up to 3 years of age or if **the child has no 3 years of age completed**.

No answer has to be given to this question in case the person does not know whether has a right to parental leave.

Code 2 is marked in case the main reason for not using parental leave is the fact that the leave is unpaid.

Code 3 is marked in case the person points that usage of parental leave influence negatively his/her social insurance (due to the fact that no payments for pension are done during the period).

Code 4 is marked in case the person has no possibility to use parental leave within the period he/she needed parental leave; or has no possibility to take parental leave in part-time job.

Code 5 is marked in case the person points that usage of parental leave is an obstacle for his/her professional development – i.e. absence of work influences negatively his/her qualification, adaptation to the changes, remuneration and others.

Code 6 is marked in case the person points the reason connected to the employment, but different from the above mentioned.

Code 7 is marked in case the person did not know whether has a right to parental leave.

Code 8 is marked in case the person points another reason (not connected to the employment) – for example: the other parent has used parental leave during the mentioned period, there was a person to care for the child.

39. Question M33. The question aim is to find out whether the interviewed person has used during the last 12 months additional paid or unpaid leave for child up to 3 years of age (no matter the duration).

Code 1 is marked for the persons who during the observed period have used additional leave for child up to 2 years of age only.

Code 2 is marked for the persons who during the observed period have used unpaid leave for child 2-3 years of age only.

Code 3 is marked for the persons who during the observed period have used both types of leave.

Code 4 is marked for the persons who during the observed period did not used leave for childcare.

40. Question A6. Interviewer has to write down the interview duration and how long it takes to fill in ad hoc module questionnaire **“Reconciliation of work and family life”**.

41. After completion of the interview, the interviewer has to mark if the person is interviewed on the module or not. It has to be done at the marked place at the beginning of ad hoc module (immediately after the title). As non-interviewed on module “Reconciliation of work and family life” are considered persons, subject of

interview on the module, i.e. born after 1.01.1940 and for who main questionnaire on Labour Force Survey is completed. Nothing has to be marked for persons that are not subject of observation, as well as for the persons for who information on the main questionnaire have not been received

42. Question A7. In case main Labour Force Survey questionnaire is filled in within a given household and for any of its members, **but information on module “Reconciliation of work and family life” cannot be received** for this person due to his/her absence and impossibility to receive information from his/her relatives or if the person refuses to answer questions, than the interviewer marks the respective reason in question A7.

In case the persons did not answer all ad hoc module questions, but answered some of them (filter questions A1, A2, etc. are excluded) – nothing have to be marked in question A7.