

NATIONAL STATISTICAL INSTITUTE

INSTRUCTIONS

**ON 2010 LABOUR FORCE SURVEY AD HOC MODULE
“RECONCILIATION BETWEEN WORK AND FAMILY LIFE”**

2009

I. GENERAL REMARKS

The ad hoc module “Reconciliation between work and family life” is included into the 2010 Labour force survey (all quarters) following the requirements of EC Regulation № 20/2009. The purpose of included questions is:

- to find out to what extent the care for children or elderly, sick or disabled persons influence the participation in the labour market;
- to analyze the flexibility of working time in terms of reconciliation between work and family life;
- to estimate the use of supplementary maternity leave, parental leave or other career breaks in order to take care for children.

Subject of survey are persons born in 1945 and afterwards, members of the households which are in the sample for the third time. In 2010 these are the households as follows:

- 26 and 28 for the first quarter;
- 30 and 32 for the second quarter;
- 1 and 3 for the third quarter;
- 5 and 7 for the forth quarter.

Questionnaire “Reconciliation between work and family life” is filled in after completion of the Version 1 of the basic LFS questionnaire. Persons who are not interviewed with the basic questionnaire should not be interviewed with the questionnaire on the ad hoc module.

There is a filter question M0 at the end of basic questionnaire - Version 1. Using this question the persons are distinguished who have to answer the ad hoc module “Reconciliation between work and family life”.

In case the person is born in 1945 or afterwards, answer 1 is marked and question M from the module questionnaire is asked.

In case the person is born in 1944 or earlier, answer 2 is marked and the interview is over, i.e. persons do not answer questions included into the module.

Information on the ad hoc module is received directly by the persons concerned or by another household member who could present them.

In case a person is interviewed with the basic LFS questionnaire, but cannot be interviewed with the ad hoc module, the respective reason is pointed in question №M21.

Questions marked by ☺ concern the interviewer. These questions are not read to the interviewed persons, but are filled in by the interviewer according to the respective instructions.

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

Identification part of the questionnaire “Reconciliation between work and family life”- district, number of cluster within the district, number of household within the cluster - should correspond to the identification part of the household questionnaire.

Question M. The sequence number of person within the household is pointed.

The pointed number should be the same as in the Persons questionnaire - Version 1 and answers on the module should be recorded in the same column.

Question M1. Filter question. 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 is taken from the list of persons in the household questionnaire, part I “Household data”. One answer only is pointed. **In case the interviewed person has more than one child up to 14 years of age living in the household, the answer concerns the youngest child.** Taken into account that part of the questions in the questionnaire (M11 - M15.A) concerns persons with child/children up to 7 years of age and in order to facilitate the interviewers two answers are provided:

- code 1 - the child/the youngest child of the interviewed person (spouse) living in the household is up to 7 completed years incl.;

- code 2 - the child/the youngest child of the interviewed person (spouse) living in the household is aged 8 to 14 completed years incl.

The respective answer - 1 or 2 is pointed for persons with youngest child up to 14 years of age and question M3 is asked next.

Answer 3 is pointed for persons with no children up to 14 years of age and question M2 is asked next.

Question M2. This question concerns persons **without** own (or to the spouse) children up to 14 years of age, living in the household (question M1=3). The purpose is to find out whether these persons take care regularly, without payment for children up to 14 years of age who are:

- own or to the spouse, but **living outside the household**;
- other children up to 14 years of age, no matter living in the household or not - for example: grandchildren, younger brother/sister, child of relatives, neighbours or friends.

Care for child means regular (every day, every week or with other **defined periodicity) care, **for which the engagement is undertaken.** For example: personal care - feeding, dressing, washing up; supervising; help in doing homework, different occasions, walks and games; reading; accompanying to the child care establishment or school and/or back to home; talking.**

The following are excluded from the child care: financial support only; care done for charity or organization; supervising done for payment, i.e. as a job. In such cases answer “No” - code 2 is pointed.

In case the interviewed person has a health problem or disability and it is obvious that he/she cannot take care for child/children, answer “No” is pointed to the question M2, without asking it.

Question M3. Persons **having** own (or to the spouse) children up to 14 years of age living in the household are asked this question. **In case there is more than one child up to 14 years of age living in the household, the answer concerns the youngest child,** assuming that this child needs care most. The purpose is to find out whether services of childcare or other institutions are used or paid childminder is engaged for bringing up the youngest child in the household.

Childcare services include: crèches, kindergartens, and pre-school establishments, day care centers, paid study-homes, **paid** childminders. Establishments could be public or private; subsidized by the state, community or the employer. Services could be public or private; subsidized by the state, community or the employer. Generally the services are paid except in case are fully subsidized by the community or the employer. Help of relatives, friends or neighbors done without payment is not considered service. Sport clubs and language courses should not be considered as childcare services also. Services for students are considered those offered outside the compulsory school time, incl. compulsory study-homes.

The usual/every day situation should be taken into account, excluding vacancies or emergency cases like illness of child or another problem.

Answer “No” - code 2 is pointed in case the services of childcare or other establishments, as well as childminders are not usually used, for example:

- the spouse living in the household takes care for the child;
- help of relatives is used - grandmother, grandfather, aunt, brother, sister (the last might live in or outside the household);
- help of neighbours or friends is used, **without payment**;
- children care themselves or other children (**up to 14 years of age**) members of the household take care for them;
- older brother/sister (over 14 years) takes care for the child;
- the interviewed person works at home or cares for the child at his/her working place.

Question M4. Persons who use childcare establishments’ services or paid childminders for **the youngest child in the household** answer this question. **All types of services used during a typical week should be taken into account. Services used during the vacancies or in emergency cases like illness of child or another problem are excluded.**

Approximate number of hours per day is pointed. In case not only services of a childcare establishment, but also another childcare institution or childminder are used during the typical week, the total number of hours is pointed. **Example 1:** the youngest child in the household visits kindergarten (5 days per week, 8 hours per day) and after that a childminder takes care for part of the day (5 days per week, 3 hours per day) - the number of hours which should be pointed is 55. **Example 2:** the youngest child in the household visits kindergarten (5 days per week, 8 hours per day) and in Saturdays services of study-home are used - number of hours is 46. In case different number of hours is used during the separate weeks, than the average number of hours per week should be pointed.

In case both parents are available during the time of interview, questions M3 and M4 are asked to one of them and the answers received are recorded for both parents.

Question M5. This question is analogical to the question M2, but concerns persons **with** own (or to the spouse) children up to 14 years living in the household (question M1=1 or 2). The purpose is to find out whether the respondent cares regularly, without payment except for his/her own (or to the spouse) child and to **other** child up to 14 years of age.

The **other** child is considered:

- all children up to 14 years of age (**excluding own or to the spouse**), no matter living in the household or not - for example: grandchild, younger brother/sister, child of relatives, neighbours or friends;
- own or children to the spouse living outside the household.

In case the interviewed person has a health problem or disability and it is obvious that he/she cannot take care for child/children, answer “No” is pointed to the question M5, without asking it.

Question M6. Filter question. The interviewer has to record from the basic questionnaire whether the respondent works full-time or part-time and in case the respondent is not working during the reference period - whether has ever worked. The distinction is necessary for distinguishing persons who has to answer question M7. These are:

- **Persons who have worked part-time during the reference period** - at least one of the answers to questions 2, 3, 4 or 5 is „Yes” - 1 (excluding persons on maternity leave for child up to 1 year - q.6=7, persons on supplementary maternity leave for child up to 2 years - q. 6=8 and seasonal workers - q.6=12), and q.22=2. Code 2 is marked for these persons and question M7.1 is asked next.
- **Persons who have not worked during the reference period, but have ever worked** - q.46=1. Code 3 is marked for them and question M7.2 is asked next. The same code is given to the persons on supplementary maternity leave for child up to 2 years (q. 6=8), as well as to the seasonal workers (q.6=12).
- **Persons who have never worked** - q.46=2 - code 4 is marked and question M7.2 is asked next.

In case the respondent has worked full-time during the reference period - **at least one of the answers to the questions 2, 3, 4 or 5 is „Yes” - 1** (excluding persons on maternity leave for child up to 1 year - q.6=7, persons on supplementary maternity leave for child up to

2 years - q. 6=8 and seasonal workers - q.6=12), and q.22=1, code 1 is marked and question M10 is asked.

In case at the end of the reference period the respondent is on leave for bringing up a child up to 1 year (q.6=7), code 5 is marked and question M16 is asked next.

Question M7. There are two ways to ask the question: the text to p.1) - concerns the persons who have worked part-time during the reference period and the text to p.2) - persons who have not worked during the reference period, no matter whether have ever worked or not.

The purpose is to estimate to which extent the lack of **suitable childcare services** prevents people to work full-time or to search job. It is quite important to find out whether the person wants to work more/to work, **no matter the limitations existing at the moment.**

Suitable services are the following:

- available within the district - close enough in respect travelling, availability of free capacity, convenient in respect working time;
- with a sufficient quality according to the respondent i.e. respondent is satisfied with the personnel work, possibilities to ensure specific children necessities etc.;
- suitable in respect the costs, i.e. person can afford it - the ratio between the expected salary if the respondent works or works more in case of availability of suitable services and the price that should be paid for such services.

Lack of services might concern usual working time, a given period of the day - early in the morning or late in the evening, or a given period of the year (during the holidays for example) depending on necessities.

Question M8. Main reason should be pointed, causing difficulties in finding out suitable childcare establishment, childminders or other childcare services - lack of such services, the price or the quality. In case the difficulties are due to several reasons, the main reason according to the person should be pointed. If impossible, the reason given lower code should be pointed.

Answer 1 is pointed in case there are no childcare establishments within the district or the existing services are too far away; there is no free capacity; services offered do not satisfy the persons requirements - for example, services offered do not cover the whole day; working time is not convenient; lack of services at specific time (outside the usual working time - between 7 a.m. and 7 p.m.) - before 7 a.m., after 7 p.m., during nights or vacancies.

Answer 2 is pointed in case the services are not suitable in respect price and the person cannot afford them. Here should be referred the cases when the expected salary if the respondent works or works more in case of availability of suitable services is not high enough compared to the price of childcare services and so the person is not encouraged to work/work more.

Answer 3 is pointed in case the quality of services offered is not sufficient. Criteria for quality are: educational contents; number of children within the group; number of carers in the group; confidence to the carers; lack of suitable services for children with special needs.

Answer 4 is pointed in case the reasons cannot be referred to the above mentioned.

The main reason should be interpreted as **the main current reason (i.e. concerning the reference period)**.

Example: If a mother quit a job because of the lack of childcare services two years ago and if now, she finds it too expensive in relation to the expected salary then code 2 should be pointed.

Questions M9 and M10. Filter questions. In order to answer these questions, the information from question M6 and M1 of the module questionnaire is used.

Purpose is to define persons who answer the questions on change of working time, usage of supplementary maternity leave, parental leave or other job termination in order to care for children (questions M11 - M15.A).

Persons who have never worked (M9=3) or who have no own children (to the spouse) up to 7 years of age living in the household (M10=2), answer directly to question M16.

In case there is more than one child up to 7 years of age in the family, questions M11 to M15.A concern the youngest child.

Question M11. Purpose is to find out the number of persons who within the period from the expiration of the paid maternity (parental) leave to the end of the reference period have worked reduced hours - less hours per week than usual for at least one month (4 consecutive weeks) in order to take care for child, no matter changes in the enumeration.

Under reduced working time are considered cases when the person in order to take care for child has worked at least one month at:

- part time job - less working hours per usual working day;
- partial working week - less working days per usual week.

Cases when the person has not worked whole week at reduced time are not considered. Exclusion: in case the parents are separated and each of them spend one week with the child and the respective parent does not work during that week, than it is considered that the parent has worked at reduced working time in order to care for hi/her child.

Answer „Yes” - code 1, is also to be pointed in case the person started to work part-time (in order to care for child) and never went back to full working time.

In case the respondent has more than one job, the reduction of working time concerns all of them. For example, the person has two jobs and has reduced number of working hours at one of them or has stopped one of them at all.

Answer “No” - code 2, is pointed in case the person uses regular holidays only or compensations based on flexible working time in order to care for child, without reducing his/her working time anyhow.

Answer “No” - code 2, is pointed also in case when at the end of reference period the person is using supplementary maternity leave (leave for bringing up child up to 2 years of age).

Question M12. Purpose is to find out whether the respondent has used supplementary maternity leave (incl. unpaid maternity leave existing up to 2004) or parental leave for at least one month (minimum 20 working days) without working at all in order to care for the

youngest child. Answer to the question concerns the period after expiration of the paid maternity leave and to the end of reference period.

The supplementary maternity leave for child up to 2 years of age is a leave to which the mother (adopter) is entitled after expiration of the leave for pregnancy and birth.

The duration of the supplementary maternity leave changes during the last years due to legislative change in the duration of the leave for pregnancy and birth.

Since 2 January 2009, the leave for pregnancy, birth and bringing up of a child (article 163, p.1) increases up to completion of 1 year of the child (410 calendar days, of which 45 compulsory to be used before the birth) and **the supplementary maternity leave (article 164, p.1) is granted to completion of 2 years**. Duration of the supplementary maternity leave is longer before 2009 due to the lower duration of the leave for pregnancy, birth and bringing up of a child.

Clear distinction between the two types of leave should be done in order to produce correct information. The following could be used as a landmark - the mother receives 90% of her enumeration during the leave for pregnancy, birth and bringing up of a child and the minimum salary for the country - during the supplementary maternity leave.

The supplementary maternity leave could be granted to the father (adopter) under mother's (adopter's) consent or to one of their parents in case they are working under working contract (article 164, p.3 of the Labour Code).

Each parent is entitled to a **parental leave** (article 167a, p. 1 of the Labour Code) in case he/she is working under **labour contract** and the child is not institutionalized at full state maintenance. The parental leave is **unpaid** and its duration is 6 months (for each parent) and it could be used between the 2nd and the 8th year of the child. Single parents are entitled to 12 months leave in the following cases: if are not in marriage with the other parent and are not living in one and the same household with him/her; in case of severance of parental rights of one of the parents; in case the other parent has die.

The leave under article 167, p.1 could be taken at once or in parts and its duration in parts cannot be less than 5 working days.

The parental leave under article 167, p.1 is **in force since 1 August 2004** and it revokes the existing unpaid leave for bringing up a child aged 2 to 3 years.

It is possible, but rarely, to have respondents who have used **unpaid leave for bringing up a child aged 2 to 3 years** and this leave should be taken into account also.

Code 1 (answer "Yes") is pointed for persons who have used at least one month supplementary maternity leave or parental leave (at least 20 working days) in order to care for the youngest child and the next question (M13) is asked. **This answer is to be pointed also for persons who at the end of reference period are in supplementary leave for bringing up a child up to 2 years - code 8 to question 6, as well as for persons at parental leave - code 9 to question 6.**

Answer „No” - code 2, is pointed in the following cases:

- respondents have not used supplementary maternity leave or parental leave; respondents have used supplementary maternity leave in parts and with duration no lower than 30 calendar days;
- respondents have used parental leave in parts and with duration lower than 20 calendar days.

If the person has stopped to work, but has used regular annual leave or compensations from flexible working time only in order to care for his/her child, answer “No” - code 2, has to be pointed.

Question M13. This question concerns persons who answered “Yes” - code 1, to question M12. The purpose is to find out the duration of the supplementary maternity leave or of the parental leave. Number of months of the respective leave has to be pointed.

In case the person has used the two types of leave without interruption, the total duration of the two leaves has to be pointed.

In case the person has use leave several times, with duration at least one month (no matter supplementary maternity leave or parental leave), the longest period should be pointed.

In case the person is still in supplementary leave for bringing up a child aged up to 2 years (q.6=8) or parental leave (q.6=9), code 88 has to be pointed and question M16 is asked next.

Question M14. Purpose is to find out whether the persons have stopped to work for at least one month (4 consecutive weeks) in addition to the paid maternity leave, supplementary maternity leave (incl. unpaid maternity leave existing up to 2004) and the parental leave used. Both paid and unpaid interruptions should be taken into account.

Answer „Yes” - code 1, is pointed in the following cases:

- the person has stopped to work for at least one month in order to care for the youngest child, no matter whether return or not to work afterwards, and if still not at work - no matter his/her intentions for return;
- the person has leaved his/her job in order to care for the child, no matter whether start new job afterwards;
- the person has worked under fixed labour contract and has terminated this contract or do not wish or refuse this contract to be continued and the reason is the care for the child. Termination by the employer is not considered.
- the person has used leave for illness of the child, under the Labour code (article 162) or unpaid leave and the duration of the leave is at least 30 calendar days;
- the person has temporary terminated work for given circumstances and for at least one month to care for his/her child.

If the person has not stopped working in order to care for his/her chills, code 2 (answer “No”) has to be pointed and question M16 is asked next.

Code 2 should be pointed also when the person is still in supplementary leave for bringing up a child aged up to 2 years (q.6=8) or parental leave (q.6=9). If the person has stopped work for less than one month or has used regular annual leave or compensations from flexible working time in order to care for his/her child, answer “No” - code 2, has to be pointed.

Question M15. Persons who have answered positively to the question M14 answer this question. The purpose is to find out the duration of interruption of work. Number of

months has to be pointed during which the person has not worked in order to care for his/her child.

In case the person has interrupted work several times for at least one month, the longest interruption has to be pointed.

For persons who have leaved their job in order to care for his/her child, but after that have not started work immediately, only the period of interruption should be pointed directly connected to care for the child.

In case the respondent has worked at several jobs, the interruption concerns all of them i.e. the persons should have stopped working as a whole.

In case the person is still not working due to care for his/her child, code 88 is pointed and question M16 is asked next.

Question M15.A. The purpose is to find out whether the interruption of work is right after the supplementary maternity leave, as well as before or after the parental leave.

Question M16. All respondents to the module questionnaire should answer this question.

It should be pointed whether the respondent **has an engagement** to care **regularly** (each day, each week) **for disabled or elderly relatives, neighbours or friends who need regular care, no matter living in the household or not.**

Cares for elderly, ill, disabled persons could be: personal care - feeding, dressing, washing; accompanying outside the home or in physical activities; help with housework - shopping, cooking, cleaning dwelling; helping with paperwork or financial matters; talking; reading newspapers, books; keeping company.

Answer „Yes” - code 1, should be pointed also for persons receiving a given lump sum for cares for disabled relatives i.e. for accompanying person.

Cares for ill, disabled or elderly persons do not include: financial support only; help for charity or working for organization; care done for payment i.e. as a job.

Answer „No” - code 2, should be pointed for persons employed as personal or social assistants under the Employment Agency programmes even in case they are care for their relatives or friends (these persons are working under labour contract and this activity is considered job).

Cares for children **up to 14 years of age** with health problems, handicapped or disabled are not included - questions connected with cares for children are referred to them. Usual care for children aged 15 and more without health problem are not included also.

Question M17. Filter question. The question is analogical to the question M6 and its purpose is to distinguish persons who should answer question M18. These are:

- **Persons who have worked part-time during the reference period** - at least one of answers to the questions 2, 3, 4 or 5 is „Yes” - 1 (without persons in supplementary maternity leave for child aged up to 2 years - q.6=8 and persons with seasonal job -

q.6=12) and q.22=2. Code 2 has to be pointed for them and question M18.1 is asked next).

- **Persons who has not worked during the reference period** - q.46=1 or q.46=2. Code 3 has to be pointed for them and question M18.2 is asked next). **This code concerns also persons** in supplementary maternity leave for child aged up to 2 years (q.6=8) and persons with seasonal job (q.6=12).

In case the respondent has worked full-time during the reference period - **at least one of answers to the questions 2, 3, 4 or 5 is „Yes” - 1 (without persons in supplementary maternity leave for child aged up to 2 years - q.6=8 and persons with seasonal job - q.6=12) and q.22=1** code 1 has to be pointed and question M20 is asked next.

Question M18. There are two ways to ask the question: the text to p.1) - concerns the persons who have worked part-time during the reference period and the text to p.2) - persons who have not worked during the reference period, no matter whether have ever worked or not.

Cares for ill, disabled or elderly people could be performed at the person home by paid carers (personal assistants) and/or at specialized establishments, including daily centers.

The question purpose is to estimate to what extent the lack of **suitable services** for ill, disabled or elderly people prevents full-time employment or searching for a job. Of a great importance is to reveal whether the person **wishes** to work/to work more, **no matter the limitations existing at the moment.**

Suitable services are the following:

- available within the district - close enough in respect travelling, availability of free capacity, convenient in respect working time;
- with a sufficient quality according to the respondent (person who cares) or according to the cared person;
- suitable in respect the costs for the person who need care or person who cares.

Question M19. Main reason should be pointed, causing difficulties in finding out suitable establishment, carers or other services for ill, disabled or elderly - lack of such services within the district, the price or the quality.

Answer 1 is pointed in case there are no establishments within the district or the existing services are too far away; there is no free capacity; services offered do not satisfy the requirements of cared person/person who cares - for example, services offered do not cover the whole day; working time is not convenient; lack of services at specific time (outside the normal working time - approximately between 7 a.m. and 7 p.m.) - before 7 a.m., after 7 p.m., during nights, on Saturday or Sundays, overnight services or during vacancies.

Answer 2 is pointed in case the services are not suitable in respect price for cared person/person who cares. Here should be referred the cases when the expected salary if the respondent works or works more in case of availability of suitable services is not high enough compared to the expenditure on such kind of services and so the person is not encouraged to work/work more.

Answer 3 is pointed in case the quality of services offered is not sufficient. The point of view of the respondent is considered (person who cares) or the cared person. Cases of distrust to the services offered are also included here.

Answer 4 is pointed in case the reasons cannot be referred to the above mentioned.

The main reason should be interpreted as **the main current reason (i.e. concerning the reference period)**. For example: the person has quit a job three years ago because of the lack of services at the appropriate distance and now the price seems to him/her or to the cared person too high, then code 2 should be pointed - "Services for ill, disabled or elderly (hospital or social establishments, carers) are too expensive".

In case several reasons are pointed (for example, insufficient quality and too high price) the person should choose the main one. If impossible to choose, the reason with lowest code should be recorded.

Question 20. The interviewer records the duration of interview on the questionnaire **"Reconciliation between work and family life" only.**

After completion of the interview the interviewer should mark at the respective place in the beginning (just after the title) whether the person is interviewed on the module or not. Not interviewed are considered persons who should be interviewed i.e. born in 1945 or afterwards and for who the basic LFS questionnaire is filled in. For persons who are not subject of the survey, as well as for persons without filled in basic questionnaire noting should be recorded.

Question M21. The respective reason in question M21 has to be pointed in case the **basic questionnaire is filled in** for a given household member, but the **module "Reconciliation between work and family life" questionnaire is not** due to absence (and family member cannot present necessary information) or refusal.

In case there are answers just to part of the module questions (filter questions filled in by the interviewer are not taken into account), person is considered interviewed also.

III. FILLING IN QUESTIONS 29M1 - 29M3

Three of the questions connected to reconciliation between work and family life are included into the basic LFS questionnaire - Version 1, just after the questions concerning the working time (after question 29). These questions concern employed persons who have job during the reference period only. The purpose of these questions is to measure the flexibility of working time of employed persons as a basic element in reconciliation between work and family life.

Question 29M1. The question concerns usual working time organization (except specific periods of urgency or extraordinary situations). The real working time is referred, not the defined in the labour contract.

Persons on maternity leave or another absence for long time should present information on working time before the leave.

Code 1 is marked in case there are fixed start and end of the working day, for example from 8:30 to 16:30 (there is no possibility existing to start or to finish work earlier or later), as well as in case the employer (not the employee) defines the start and the end of the working day, shift work for instance. It might concern also persons granted additional paid leave for

non-fixed working day i.e. persons who are obliged to fulfill their job obligations beyond the defined working time if necessary.

Code 2 covers cases when according to the internal enterprise rules or according to the his/her labour contract the person might start or finish work earlier/later, regarding given time interval within which the presence is obligatory (works from 10 a.m. to 18 p.m. instead from 9 a.m. to 5 p.m.). Total number of working hours should be equal to the contractual.

Here cases should be included when the duration of working time is fixed, but a given freedom is allowed, persons serving clients for instance have to respect the working time of the shop, office, but have a freedom outside it.

Code 3 concerns flexible working time when the duration of work is defined as a whole for a bigger period, week and month for instance. Within this period, the start and the end of working time may vary, but the number of hours worked for the whole period should be equal to the contractual. For example, the contractual working time is 40 hours (5 days per week) and usual duration of the working day is 8 hours. It is possible one given day to work 7 hours, but this hour should be worked during one of the rest days. Here also the cases are referred when the person may take day-off, but earlier or later on, within a given period should work off the necessary number of hours. These cases should not be mixed with the cases when the person has full independency in respect his/her working time.

Code 4 concerns cases when the employed person has full independency in respect duration, start and end of the working day. Persons working under civil contracts engaged for a given work and without special requirements concerning the working time are referred here.

Code 5 is marked if the working time cannot be referred to the above, for instance when the start of working time is only defined, but the end depends on duration of the work. Teacher and lecturers should be referred here, for whom just part of the working time is defined by the employer and the duration depends on teachers themselves. In case the persons have specific working time, defined under an agreement with the employer are also referred here.

Question 29.M2. the question concerns persons who have fixed duration of working time generally. It should be pointed whether a possibility exists to change the start and/or the end of the working day with at least one hour for family reasons.

Formally existing possibility should be taken into account (according to the rules or to the contracted conditions), as well as non-formal (verbal) permission, incl. exchange of shifts between colleagues. The term “for to family reasons” include cares for children or elderly, disabled, ill persons also. The possibility to change the working time has to be pointed, no matter whether the hours-off should be worked later or not (i.e. the employer might be interested in completion of the work only), as well as whether these hours are paid or not.

Code 1 concerns persons who generally are allowed to start/end the working day earlier/later (except in case of urgent work).

Code 2 should be pointed if such a possibility exists, but in exceptional cases only.

Code 3 is pointed for persons who cannot change the working day boundaries for family reasons, as well as for persons who work at specific conditions, persons on fishing shipping for instance, where the question is not relevant.

Question 29.M3. The formal possibility is meant (according to the enterprise rules or according to the contract) or in case the working time is defined for longer period, as well as non-formal - verbal permissions, incl. exchange of shifts between colleagues. The term “for family reasons” include cares for children or elderly, disabled, ill persons also The possibility to change the working time has to be pointed, no matter whether the hours-off should be worked later or not (i.e. the employer might be interested in completion of the work only), as well as whether these hours are paid or not.

Usage of the paid annual leave should be excluded.

Code 1 „generally possible” is pointed in case the person has a possibility to organize his/her own working time so that to be able to take days-off for family reasons (except periods of urgent works), even if there is a limitation existing concerning the number of days.

Code 2 „rarely possible” is pointed if the person can take days-off for family reasons in exceptional cases.

Code 3 concerns persons who cannot organize their working time so that to take days-off.