

**LABOUR FORCE SURVEY 2005**

**AD HOC MODULE ON  
“RECONCILIATION BETWEEN WORK  
AND FAMILY LIFE”**

**INTERVIEWER’S  
EXPLANATORY NOTES**

## **INTRODUCTION:**

The Ad hoc module on “Reconciliation between work and family life” is part of the Labour Force Survey (LFS 2005) and only covers the period April-June 2005 i.e. the 2<sup>nd</sup> quarter. The target population is persons aged 15-64 years old.

## **AIMS OF THE MODULE:**

Main aims are:

- a) To establish how far persons participate in the labour force as they would wish, and where they are unable to do so, whether the reasons are connected with a lack of suitable care services for children and dependant persons.
- b) To analyze the degree of flexibility offered at work in terms of reconciliation with family life.
- c) To estimate how far interviewees take parental leave to care for children and the main reason for not taking parental leave as well as time off from work in case of “Force majeure”.

## **FILLING OF QUESTIONNAIRE**

**THE AD HOC MODULE IS TO BE COMPLETED BY PERSONS AGED 15-64 YEARS OLD.**

**Question M0: Does he/she have at least one own/spouse’s child up to 14 years old, living in the household?**

This question refers to persons aged 15-64 years old.

**Question M1: During a normal/usual working week, while he/she is working, who is mainly caring for his/her own children or his/her spouse’s children up to 14 years old, living in the household?**

*(EXEMPTION: apart from the hours that the children are in compulsory school i.e. pre-primary grade, primary level, lower secondary level)*

*The question concerns a normal/usual working week and not the special arrangements that are made in case of school holidays or emergency arrangements (child’s sickness etc.)*

Question M1 is to be completed by all persons with at least one own/spouse’s child up to 14 years old, living in the household and who during the reference week worked or had a job from which they were temporarily absent.

Question's M1 objective is to know what allows mainly the person to work, in other words, the main childcare used for children up to 14 years old while person is working (i.e. childcare service, a relative, a partner).

Furthermore, we would like to know who is mainly caring for children up to 14 years old during a normal/usual working week while person is working and not the special arrangements that are made in case of school holidays or emergency arrangements (child's sickness etc.)

If the person can not decide (which type of childcare to choose for question M1) because childcare changes from one week to another, the reference period should be the reference week if not distorted or the first week before the reference week that is not distorted.

This question will be answered by all persons with own (including adopted) or spouse/partner's children up to and including 14 years old living in the household.

Childcare services: crèche, day care centre, organized family care (e.g. family crèches, home-based care by childminders affiliated to a child minding service), after school centre, paid carers. Paid childcare is included. Childcare services subsidized by state/employers are also included. Compulsory school attendance is excluded.

As sometimes persons are using several childcare arrangements for a child or different childcare arrangements from one child to another, the carer (codes 1 to 3) who spends the highest number of hours/week caring for one or several children should be coded. If it is impossible to choose, the first code that applies in the order of the list should be recorded.

**Code 1:** Childcare services i.e.: pre-schools, nurseries, crèches, after school centers, paid carers etc.

**Code 2:** Is chosen when spouse/partner who is living in the household takes care of children.

**Code 3:** Relatives/neighbours/friends (unpaid): includes grandparents, father/mother living outside or inside the household. This type of childcare is unpaid.

**Code 4:** Is chosen if:

- a) the children up to 14 always take care of themselves/each other
- b) person works at home/cares for the child at the work place
- c) no childcare is used at all (e.g. compulsory school hours correspond to working hours).

**Note:** if a sister/brother aged more than 14 takes care of the children up to 14, the sister/brother is considered as a relative and should be coded 3.

**Special case: Code 5-** if the person says that he/she can not answer because he/she is currently temporary absent from work (e.g. maternity/paternity leave, parental leave)

or has worked exceptionally during the reference week but has no usual work, this person should be coded 5.

**Question M21: Apart from his/her own children (and his/her spouse's children) living in the household, does he/she regularly take care (without pay) of OTHER children up to 14 years old?**

Question M21 is to be completed by all persons with at least one own/spouse's child up to 14 years old, living in the household (Question M0 code 1).

**Question M22: Does he/she regularly take care (without pay) of children up to 14 years old?**

Question M22 is to be completed by all persons who DO NOT HAVE at least one own/spouse's child up to 14 years old, living in the household (Question M0 code2).

**Question M23: Does he/she regularly take care (without pay) of ill, disabled or elderly friends/relatives aged 15 years or more in need of care?**

Question M23 is to be completed by all persons.

The main objective of the above questions (M21, M22, M23) is to identify all care responsibilities undertaken by the person interviewed to the extent that all care responsibilities are susceptible to remain an obstacle for the labour participation of the person.

Regularly is defined as on a fixed pattern (i.e. every day, every week...). The reference period is the current situation.

This question focuses on the carers and not on the persons who are cared for. Carers are defined as people who look after or provide regular help -on a fixed pattern- to children or to friends/relatives in need of care because they are sick/elderly/incapacitated/disabled (help, assistance, support, surveillance). The carer has to be responsible for the care.

If the care consists only of financial support or if the care is a volunteer work for a charity or for another organization, then it should not be considered as care.

**Care as a job should be excluded** (it means that care done in a professional capacity is excluded).

Persons who receive allowances to take care of disabled relatives should be considered as carers (Question M23 code 1).

“Other children” correspond to other than own/spouse's children living in the household that is to say to:

- a) own/spouse's children living outside the household
- b) other children (not own/spouse's) living inside or outside the household

The dependant adults helped (sick/elderly/incapacitated/disabled) can live inside or outside the household.

Persons that take care of children up to 14- who have a handicap, a disability or a health problem (since they are considered as “children”)- can select code 1 in questions M21 or M22.

Care for children aged 15 or more who are not ill/disabled is excluded.

Examples of caring tasks for other children up to 14: personal care, homework, playing games, reading, taking out, surveillance.

Examples of caring tasks for friends/relatives in need of care aged 15 or more: personal care (e.g. dressing, washing), physical help (e.g. walking), helping with paperwork or financial matters, domestic help (e.g. housework, laundry), company, talking, visiting.

### **Question M21**

**Code 1:** Is chosen when the person takes regularly care (without pay) of **other** children up to 14 and a) are either of his/her own or partner/spouse’s children **but don’t live** in the same household b) are not of his/her own or partner/spouse’s children living inside or outside the household.

**Code 2:** Is chosen when the person **does not** take regularly care (without pay) of **other children** up to 14.

### **Question M22**

**Code 1:** Is chosen when the person takes regularly care (without pay) of children up to 14 and a) are either of his/her own or partner/spouse’s children **but don’t live** in the same household b) are not of his/her own or partner/spouse’s children living inside or outside the household.

**Code 2:** Is chosen when the person **does not** take regularly care (without pay) of children up to 14.

### **Question M23**

Concern all persons.

**Code 1:** Is chosen when the person takes regularly care (without pay) of ill/disabled or elderly friends/relatives aged 15 years or more in need of care.

**Code 2:** Is chosen when the person **does not** take regularly care (without pay) of ill/disabled or elderly friends/relatives aged 15 years or more in need of care.

**Question M31: Would he/she wish to work more and reduce caring time, or to work less to have more time for caring or not, the same?**

Question M31 is to be completed by all persons (with at least one own/spouse's child up to 14 years old, living in the household or those who in Question M21 answered 1 or in Question M22 answered 1 or in Question M23 answered 1) and who during the reference week worked or had a job from which they were temporarily absent. (Question M0 code 1 or Question M21 code 1 or Question M22 code 1 or Question M23 code 1) and Question 1 codes 1,2.

**Question M32: Would he/she wish to work and reduce caring time or not?**

Question M32 is to be completed by all persons (with at least one own/spouse's child up to 14 years old, living in the household or those who in Question M21 answered 1 or in Question M22 answered 1 or in Question M23 answered 1) and who during the reference week **neither** worked **nor** had a job from which they were temporarily absent. (Question M0 code 1 or Question M21 code 1 or Question M22 code 1 or Question M23 code 1) and Question 1 codes 3, 4, 5.

The aim in questions M31 & M32 is to know the wish of the carers- those that take care of children up to 14 or ill/disabled/elderly persons aged 15 or more- in terms of work and care and in particular, if they wish to balance more work and care. In other words, the reconciliation between work and family can be to work more for persons who wish to and who wish then to reconcile a work with their family life. But it could be also to work less if they wish to spend more time with the persons cared for and then it is a way to reconcile their family life with their job.

Care responsibilities include care for children up to 14 and care for ill/disabled/elderly relatives/friends aged 15 years or more.

We want to know the current wish of the person i.e. if the person wishes to change the organization of his/her working life and his/her care responsibilities independently of the constraints (e.g. even if she/he can not work because of lack of childcare services or other constraints).

**Question M31**

**Code 1:** Is chosen when:

- a) The person does not wish to alter the organization of his/her working life and his/her caring time.
- b) The person wishes to work more and to increase at the same time his/her caring time.
- c) The person wishes to work less and to reduce simultaneously his/her caring time.

**Code 2:** Is chosen when the person wishes to work more and to reduce his/her caring

time.

**Code 3:** Is chosen when:

- a) The person wishes to work less to have more time for caring.
- b) The person does not wish to work at all to spend more time for caring.

### **Question M32**

**Code 1:** The person does not wish to work and reduce caring time.

**Code 2:** The person wishes to work and reduce caring time.

**Question M4: Is the fact that he/she does not work (IF HE/SHE DOES NOT HAVE A JOB)/ he/she does not work more (IF HE/SHE DOES HAVE A JOB) linked to the lack or the cost or the quality of childcare services or not it is not linked?**

Question M4 is to be completed by persons who in Question M31 answered 2 or in Question M32 answered 2 and (have at least one own/spouse's child up to 14 years old, living in the household or those who in Question M21 answered 1 or in Question M22 answered 1).

The first aim is to know if carers of children (including parents) who wish to work more do not do so because of constraints on childcare services (codes 1 to 5).

The second aim is to know which are the constraints on childcare services: mainly, is it the lack of childcare services? Is it the cost? Is it the quality? It will refer to the point of view of the person.

The main reason that the person does not work (if he/she does not have a job) or does not work more (if he/she does have a job) should be considered as the main current reason. For example, if a mother quit a job because of the lack of childcare services 2 years ago and if now, she finds it too expensive in relation to the expected salary, then code 4.

**Code 1:** This code should be used when the care would be needed approximately from 7h00 to 19h00. Means that a) there is no childcare service for the children in the area (accessible) at all b) no childcare service available (no place available) c) not enough care service for children who need more care (e.g. a child is cared for in the morning but lack of care services in the afternoon).

**Code 2:** This code should be used if the care would be needed at special times, that is to say approximately before 7h00 in the morning, at night, after 19h00 in the evening, during the weekend or during school holidays.

**Code 3:** Priority is given to codes 1 and 2. Code 3 should be used only if the person does not know the hours where the care would be needed (e.g. has no idea

about the future working hours).

**Code 4:** A person who is not working and who might expect a salary which is not high enough compared to the cost of the care should be also coded here (the salary can be higher than the cost of the care but not high enough to encourage the person to work).

**Code 5:** “Quality not sufficient” from the person’s point of view includes: educational contents not sufficient, too many children and not enough carers, person not confident (does not trust childcare services).

This code is also used in case of lack of suitable childcare services for children with special needs (up to 14).

**Code 6:** This code is used when the person does not work or does not work more for other reasons not relevant with the lack of suitable childcare services e.g. can not find a job, want the child to be cared for only by relatives but there is no relative who can do that, could work more if partner worked less.

In Question M4 the main reason is asked for. Even if there is a combination of reasons (e.g. quality not sufficient and cost too high), the person has to choose the main one. If it is impossible to choose, the first code that applies in the order of the list should be recorded.

**Question M6: Is the fact that he/she does not work (IF HE/SHE DOES NOT HAVE A JOB)/ he/she does not work more (IF HE/SHE DOES HAVE A JOB) linked to the lack or the cost or the quality of care services for ill, disabled or elderly adults or not, it is not linked?**

Question M6 is to be completed by persons who in (Question M31 answered 2 or in Question M32 answered 2) and in Question M23 answered 1.

The first aim is to know if carers of dependant adults (15 years old or more) who wish to work more do not do so because of constraint on care services (coded 1 to 5; lack or unsuitability of care services for dependant adults).

The second aim is to know which the constraints on care services for dependant persons are: mainly, is it the lack, the cost, the quality? It will refer to the point of view of the person.

In the term ‘care services’ paid carers are included. Care services include care services at home and/or care in institution, also including institutions where persons can go only during the day.

The main reason is asked for. Even if there is a combination of reasons (e.g. quality not sufficient and cost too high), the person has to choose the main one. If it is impossible to choose, the first code that applies in the order of the list should be recorded.

The main reason should be interpreted as the main current reason. For example, if the person quit a job because of the lack of care services 2 years ago and if now, the cost of an external care is too expensive for the person helped or for her, then code 4.

**Code 1:** This code should be used when the care would be needed approximately from 7h00 to 19h00. Means that a) there is no care service for the person at all b) no care service available (no place available) c) not enough care (need of a prolongation of the care service).

**Code 2:** This code should be used if the care would be needed at special times that is to say approximately before 7h00 in the morning, at night, after 19h00 in the evening, during the weekend, during holidays, 24 hours/24 hours.

**Code 3:** Priority is given to codes 1 and 2. Code 3 should be used only if the person does not know the hours where the care would be needed (e.g. has no idea about the future working hours).

**Code 4:** Is chosen when the care service is too expensive for the person helped or for the person who helps. A person who could expect a salary which is not high enough compared to the cost of the care he/she would have to support should be coded here (the salary can be higher than the cost of the care but not high enough to encourage the person to work).

**Code 5:** 'Quality not sufficient' from the person's interviewed point of view or from the helped person's point of view. Includes also persons not confident (do not trust the care services).

**Code 6:** This code is used when the person does not work or does not work more for reasons other than the lack of care services e.g. can not find a job, person helped does not want to be helped by someone else etc.

**Question M5: During school holidays or when the usual childcare services are closed or when the carer is on holidays: Over the last 12 months did he/she take days off or reduced the number of hours worked or took other special arrangements at work to care for the children? If yes, for what reason?**

Question M5 is to be completed by persons who have at least one own/spouse's child up to 14 years old, living in the household and who during the reference week worked or had a job from which they were temporarily absent (Question M0 code 1 and Question 1 codes 1, 2)

The aim of this question is to get information on the lack of suitable alternative childcare services during holiday periods when the usual childcare services are closed.

Alternative childcare services are those that substitute the usual childcare services in the case where the usual childcare arrangements are not available because closed, caring persons on holidays etc.

**Codes 2 to 5** should be used if person had problems with alternative childcare services (at least once) during the last 12 months. In between codes 2 to 5, the main problem should be recorded. If it is impossible for the person to choose between

codes 2 to 5, the first code that applies in the order of the list (2 to 5) should be recorded.

**Code 6:** Should be used if a) person had no problem at all with alternative childcare services during the last 12 months b) the person- even though there are alternative childcare arrangements- does not want to use them and takes days off to care the children.

Particular cases: a) if the person during the reference week worked or had a job from which he/she was temporarily absent but had not worked over the last 12 months during school holidays or other holidays (e.g. because of maternity/paternity/parental leave etc.) or b) if the person has only one child going to day care centre and the day care centre was opened all over the last 12 months without any interruption, code 1.

**Questions M7, M8, M9 are to be completed by persons who worked during the reference week or who had a job from which they were temporarily absent (Question 1 codes 1, 2).**

**Question M7: Does he/she have the possibility to vary start or/and end of his/her working day for family reasons (by at least one hour)? Formal or informal working arrangements should be taken into account.**

The aim is to evaluate the degree of flexibility of the job in terms of reconciliation with family life as a usual and exceptional mean.

Formal or informal working arrangements should be taken into account.

‘For family reasons’ includes also care for children and dependants.

**Code 1:** the person can generally start work later and/or finish earlier for family reasons (outside particular periods of urgent work).

**Code 2:** the person can but rarely starts later and/or finish earlier for family reasons

**Codes 1 and 2** are used where the possibility exists without using special leave.

Persons who have the general possibility to vary start or/and end of working day or a general possibility for working time banking should be coded 1 because they can do it in particular for family reasons when they want to.

Hours taken off are normally made up later/earlier. But they are not always necessary compensated in terms of hours done: the fact that the job is done is enough and this should be included.

**Question M8: Does he/she have the possibility to organize his/her working time in such a way in order to take 1 or more days off for family reasons (without using holidays or “special leave”)? Formal or informal working arrangements should be taken into account.**

The aim is to evaluate the degree of flexibility of the job in terms of reconciliation with family life as a usual and exceptional mean.

Formal or informal working arrangements should be taken into account.

‘For family reasons’ includes also care for children and dependants.

This question includes persons with working time banking that have the possibility to take whole days off, persons who have free working time who can be absent from work for a day without any special arrangements. The person plans to arrange the working time in order to take whole days off (e.g. plans to make the hours on beforehand or after, changes shift etc).

**Code 1:** The person can generally organize the working time in order to take whole days off for family reasons (outside particular periods of urgent work) even if a limit for the number of days exists.

**Code 2:** The person can but rarely organize the working time in order to take whole days off for family reasons.

**Codes 1 and 2** are used where the possibility exists without using special leave.

Persons who have the general possibility to organize working time in order to take whole days off should be coded 1 because they can do it in particular for family reasons.

Days taken off are normally made up later/earlier. But they are not always necessary compensated in terms of hours/days done: the fact that the job is done is enough and this should be included.

**Question M9: Over the last 12 months was he/she absent from work because of sickness of a family member or because of family emergencies (without using holidays)? If yes, has he/she taken “special leave” days ESPECIALLY PROVIDED for these occasions (either remunerated or not) or has he/she used other arrangements?**

The aim is to analyze the case of “Force majeure”.

### **Force majeure leave**

Any employee shall be entitled to take, upon application, unpaid leave of up to seven days each year, on grounds of force majeure by reason of a family emergency and related to an illness of, or an accident to, any dependant of the employee which makes the immediate presence of the employee indispensable.

Such leave may be taken by way of a single period of leave or by way of two or more separate periods.

In cases of a husband and wife, each of them is individually entitled to such leave.

Any employee who takes or intends to make use of the leave on grounds of force majeure shall notify his employer of the fact the soonest possible.

“Time off from work for family sickness or emergencies” includes the cases of sickness of child/relative (even not serious like a cold) or accident of a child/relative but also other family emergencies (child minder ill or having own urgent reasons, nursery closed because of flu epidemic, house burning). Most of the time, it refers to unplanned situations but it can also be planned in advance in some cases of sickness for example (e.g. operation of a family member). Own sickness or accident are excluded.

“Special leave” days are often provided in case of sick child or other family problems. They are remunerated in some countries, fully or partly. There is sometimes a limit in the number of days per year persons are allowed to take or they might be given examining each case/reason of absence. In Cyprus as aforementioned, the person has the right to take 7 days unpaid leave per year. The employer has the option to give more than 7 days unpaid leave per year (but never less).

**Code 2:** If “special leave” days were fully or partly remunerated, code 2 should be used.

**Code 3:** Is only used if all “special leave” days taken were not at all remunerated.

**Code 4:** No “special leave” days were used but person used other arrangements (time banking, sick leave instead of “special leave”, etc.).

**Code 1:** If person had not been absent from work for the aforementioned reasons during the last 12 months or if person was on maternity/paternity/parental leave over the last 12 months then code 1.

**Question M00: Does he/she have at least one own/spouse’s child up to 12 years old, living in the household?**

Question M00 is to be completed by all persons 15-64 years old.

**Question M10: Over the last 12 months has he/she taken PARENTAL LEAVE for his/her children living in the household? [INTERVIEWER, TO BE READ TO THE RESPONDENT- PARENTAL LEAVE: It is a leave in addition to maternity leave to take care of children. IN CYPRUS: All employed males or females who have completed 6 months of continuous employment at the same employer are entitled to total parental leave of 13 weeks without remuneration**

**(unpaid), (with minimum duration of 1 week and maximum duration of 4 weeks per year). If they are the natural parents they are entitled to parental leave until the child reaches the age of 6, if they have adopted a child, then for a period of 6 years from the day of adoption but given that the child does not become more than 12 years of age].**

Question M10 is to be completed by all persons who have at least one own/spouse's child up to 12 years old, living in the household (Question M00 code 1).

**INTERVIEWER when you ask this question you should always read the note for parental leave which is part of the question.**

### **Definition of Parental Leave**

It is a leave in addition to maternity leave or paternity leave to take care of children. It can be granted only when the employee has completed 6 months of continuous employment with the same employer.

Any employed parent shall be entitled to take unpaid parental leave of duration of up to thirteen weeks in total, by reason of the birth or adoption of a child, in order for the parent to take care of and participate in the raising of the child

It is an individual right for both parents and thus in principal granted on a non-transferable basis.

Where a parent has more than one child, the parent's right to parental leave is independent for each child, provided that at least one year of employment with the same employer has elapsed since the expiration of parental leave previously taken in respect of another child.

Where more than one child was born on the same day, the entitlement to parental leave shall be a total of thirteen weeks, irrespective of the number of children born.

If both parents of a child are employed by the same employer, they shall decide between themselves which of them shall take parental leave on any particular occasion and for how long.

### **Parental leave shall be taken:**

- a) in the case of natural parents, within the period commencing on the day after the expiration of the maternity leave and ending on the sixth anniversary of the child's birth
- b) in case of adoption, within a period of six years commencing on the date of the adoption and after the maternity leave has been taken, given that the child will not be over twelve years old.

An employee may take parental leave for a minimum period of one week and a maximum period of four weeks, per year.

### **Notification of receiving parental leave**

An employee intending to make use of his/her right to parental leave shall be obliged to notify his/her employer in writing of the dates that the parental leave is to commence and concluded, at least five weeks before such leave is to commence.

### **Refusal of granting parental leave**

An employer may deny in writing that the employee has a right to parental leave if the employer has reasonable cause to believe that the employee is not entitled to such leave. Before denying an employee such a right, the employer shall inform the employee to make any representations he/she may wish to make on the matter, within seven days. The employer is obliged to take any such representations into consideration before making a final decision on the matter. The reasons of the employer's denial shall be specified.

### **Postponement of granting parental leave**

An employer may, following consultation with the employee concerned, postpone the granting of the employee's parental leave for reasons related to the efficient operation of the undertaking, such as for example that the work is seasonal, or that no replacement can be found for the employee for the period he/she has notified, or that a large proportion of the workforce applies to take parental leave during the same period, or that the employee's position is of strategic importance:

Provided that the employer shall, within two weeks of the submission of a notification for the taking of parental leave by an employee, give to the employee in writing the reasons for an postponement of the date of the parental leave, which postponement may not be for a period exceeding six months from the date that the postponement is notified to the employee.

### **Termination of parental leave**

An employee shall make use of the right to parental leave for taking care of and participating in the raising of the child in respect of which the leave is taken.

An employer may terminate any parental leave if he/she has reasonable cause to believe that it is being used for a purpose other than that of taking care of and participating in the raising of the child in respect of which it is being taken.

An employer shall, before terminating any parental leave, inform the employee concerned, in writing, of his intention to do so, and request the employee to submit any representations he may have within seven days. The employer shall take into consideration any representations of the employee before deciding whether or not to terminate the parental leave.

If an employer decides to terminate any parental leave he/she shall inform the employee concerned accordingly by notice in writing. Such notice shall state the reasons for and the date of termination. The termination date of the parental leave shall be at least seven days after the date such notice is given.

Where parental leave is terminated, the employee shall return to work. Any period between the date that an employee returns to work and the date at which the parental leave would have expired if the employee had taken all of such leave, shall not be considered as parental leave.

### **Secure of rights**

On the expiration of any parental leave, the employee may return to work to the same or a similar position that is to say to a position which is not inferior to the position held before taking parental leave.

All the acquired rights or rights to be acquired of an employee on the date that parental leave starts shall be maintained the same until the day the parental leave ends. All such rights including any changes relating to his/her employment arising from legislation, collective agreements or practice shall accrue to him/her on expiration of the parental leave.

During the absence of an employee from his work he/she shall be credited with the insurable earnings.

The period of absence of an employee from work shall be treated as a working period for the purposes of determining his/her entitlement to annual holiday with pay. The period of absence of an employee from his/her work, shall not be treated as holiday.

The period of absence of an employee from his/her work shall be treated as a period of employment.

The aim of this question is to analyze the take up rate of parental leave to care for children for men and women. It gives also an indication on the fact that the leave was remunerated or not.

The person has to be at least one day on parental leave for his/her own children (living inside the household) over the last 12 months to be considered as having been on parental leave, whatever the duration of the leave and whatever the leave was remunerated or not.

**Code 1:** Is chosen when the person had not taken parental leave during the last 12 months.

**Code 2:** Is chosen when the person had taken the parental leave -and did not work at all when on parental leave- in one block full-time and remunerated.

**Code 3:** Is chosen when the person had taken the parental leave -and did not work at all when on parental leave- in one block full-time and not at all remunerated.

**Code 4:** Is chosen when the person had taken parental leave (paid) and was also working during the period of parental leave i.e. was working in the morning but not in the afternoon, or was working 2 days/week and the rest was no working or had a part time job.

**Code 5:** Is chosen when the person had taken parental leave (unpaid) and was also working during the period of parental leave i.e. was working in the morning but not in the afternoon, or was working 2 days/week and the rest was no working or had a part time job.

**Code 6:** Is chosen when the person had taken parental leave in another arrangement or combinations and remunerated (paid) i.e. has taken 1 week during winter and 2 weeks during summer or has taken 1 day, then 2 hours, then 6 days.

**Code 7:** Is chosen when the person had taken parental leave in another arrangement or combinations and not at all remunerated (unpaid) i.e. has taken 1 week during winter and 2 weeks during summer or has taken 1 day, then 2 hours, then 6 days.

**Question M11: What is the main reason for not taking parental leave for his/her own children living in the household over the last 12 months?**

Question M11 is to be completed by persons who in Question M10 answered 1 (Question M10 code 1).

The aim is to know the main reason why persons did not take parental leave over the last 12 months.

**Code 1:** Is chosen when the person had no legal right to take parental leave due to:

- a) Has not completed a continuous period of at least six months employment as an employee with the same employer.
- b) Does not have children up to the age allowed to take parental leave
- c) Has used all his/her parental leave
- d) He/she is not an employee
- e) She was on maternity leave

**Code 2:** Is chosen when the person preferred to work because parental leave was with no remuneration or with low remuneration.

**Code 3:** Is chosen when the person preferred to work because there was not enough flexibility in choice of the parental leave period.

**Code 4:** Is chosen when the person preferred to work because it had negative effects on social security.

**Code 5:** Is chosen when the person preferred to work because it had negative effects on the career/negative perception from the employer.

**Code 6:** Is chosen when the person preferred to work for reasons other than codes 2-5

**Code 7:** Other reasons

**Code 8:** Is chosen when the person did not know that he/she had the legal right to take parental leave (given that he/she did work for a continuous period of 6 months as an employee at the same employer and has children up to the age allowed to take parental leave and she is not on maternity leave).