LABOUR FORCE SURVEY 2010

AD HOC MODULE:

“ON RECONCILIATION BETWEEN WORK AND FAMILY LIFE”

INSTRUCTIONS TO THE INTERVIEWERS
1. INTRODUCTION:

The ad hoc module on “Reconciliation between work and family life” has been incorporated in the Labour Force Survey (LFS) and covers only the second quarter that is the period April-June 2010. This module is being conducted in all member states in 2010 and refers only to people aged 15 – 64 years old.

2. SCOPE:

The principle aim of this module is to collect statistical data in order to promote a better work-life balance for both men and women in terms of childcare, care facilities for other dependents and the promotion of parental leave for both men and women.

The module consists of three parts:

**Part one:**
Questions (CHILD14, REGCARE, CHILDCAR, IMPFACIL, NOWRECHI, NOWRECAR):

The aim of the first part is to find out whether restrictions exist regarding the participation of the persons in the labour market and whether these restrictions are associated with the lack of care facilities (childcare, care facilities for other dependents age 15 years or more).

More specific we will try to:
1. Identify the care responsibilities (child and dependents)
2. Analyze of the consequences on labour market participation taking into account the options and constraints given
3. In case of constraints, to try to identify those linked with the lack or the unsuitability of the care services.

**Part two:**
Questions (VARHOURS, POSSTEND, POSORGWT)

These questions will be part of the main questionnaire and will be asked after question Q.16 – HOURREAS. These questions concern only the employees.

The aim of the second part is the analysis of the degree of flexibility that is provided at work for the reconciliation between work and family life.

**Part three:**
Questions (REDWORK, STOPWORK, PARLEAVE)

The aim of the third part is to measure the frequency of stop of work and the duration of that stop from the workplace.

More specific we will study:
1. Any changes occurred in the current work time (schedule) for child care
2. Parental leave for child care
The aim of this module is not:
1. The detailed analysis of the way children and other dependant are cared for
2. The detailed analysis of the sharing tasks inside the household

3. COVERAGE
The 2010 LFS module covers only to people aged 15 – 64 years old.

4. ANALYSIS OF THE QUESTIONNAIRE

**Question CHILD14**

<table>
<thead>
<tr>
<th>CHILD14</th>
<th>Do you have at least one own/spouse’s child up to 14 years old, living in the household?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>1</td>
</tr>
<tr>
<td>No</td>
<td>2</td>
</tr>
</tbody>
</table>

Question CHILD14 is used as a supplementary for questions (REGCARE1 – REGCARE3) and aims to find out if there is a child age up to 14 years old living in the household. This will be completed on its own in BLAISE and if the answer is positive, then the next question (REGCARE1) follows in which issue is being made regarding the care of OTHER children (apart from their own living in the household). If his response is negative then the program jumps to question REGCARE2 regarding the care of children (since he/she does not have children of their own that live with them inside the household).

**QUESTIONS REGCARE1 – REGCARE3**

Questions REGCARE1 – REGCARE3 refer to all people who take care (unpaid) of OTHER children (apart from his/her own/spouse’s child up to 14 years old living in the household) as well as other dependant persons aged 15 years or more who are in need of care.

<table>
<thead>
<tr>
<th>REGCARE1</th>
<th>Apart from your own/spouse’s children living in the household, do you regularly take care WITHOUT PAY of OTHER children up to 14 years old?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>1</td>
</tr>
<tr>
<td>No</td>
<td>2</td>
</tr>
</tbody>
</table>

The person irrespective of his response (YES or NO) to question REGCARE1 goes to REGCARE3.

<table>
<thead>
<tr>
<th>REGCARE2</th>
<th>Do you regularly take care WITHOUT PAY of children up to 14 years old?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>1</td>
</tr>
<tr>
<td>No</td>
<td>2</td>
</tr>
</tbody>
</table>

The person irrespective of his response (YES or NO) to question REGCARE2 goes to REGCARE3.
Do you regularly take care WITHOUT PAY of ill, disabled, elderly relatives/friends aged 15 years or more in need of care?

<p>| | | | | | | |</p>
<table>
<thead>
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</thead>
<tbody>
<tr>
<td>Yes</td>
<td>1</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>No</td>
<td>2</td>
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</tr>
</tbody>
</table>

The aim of the questions REGCARE1 – REGCARE3 is to find out all the responsibilities (as far as care is concerned - - child and of other dependant persons) that the person has since they tend to be an obstacle to the participation of the person in the labour market.

**Note:** We take for granted the fact that parents with children up to 14 years old living in the household with them have the responsibility of providing child care and therefore question REGCARE1 refers to the care of OTHER children aged up to 14 years old.

**Definitions**

**OTHER CHILDREN**

Other children refer to the other apart from his/her own/spouse´s child living in the household with them. Therefore other children can be:

- His/her own/spouse´s child aged 14 years old living **OUTSIDE** the household
- OTHER children (NOT his/her own/spouse´s child) living either inside or outside of the household.

**Note:** Adopted children should be regarded as their own, foster children as other children.

**Other dependant persons**

They are persons aged 15 years or more in need of care. These persons can be:

- Ill persons
- Disabled persons
- Old / elderly persons (friends/relatives)

Care being provided as a job, in the form of financial support or like a volunteer work for a charity or for another organization should be excluded. On the other hand, persons who receive allowances to take care of disabled relatives should be considered as carers.

Questions REGCARE1 –REGCARE3 focuses on the carers and not on the persons who are cared for. Carers are defined as the people who take care (look after) children or friends/relatives in need of care.

Examples of childcare: personal care, homework, playing games, taking out and surveillance.

Examples of care for other dependant persons aged 15 years 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) and keeping company.
“Regular” care is defined as the care that is being provided on a fixed basis (e.g. every day, every week etc).

Note: The adults taken care of can live inside or outside the household. Disabled persons who are obviously not able to take care of others need not to be asked as this could be annoying for them.

Questions CHILDCAR1 – CHILDCAR2

For your YOUNGEST child living in the household, do you use childcare services ie: pre-schools, nurseries, after school centres, baby sitters or PAID carers?
Compulsory school, partners/relatives/neighbours/friends doing (unpaid) care for the child, sports clubs (or sports activities) and language courses are excluded.
(Note: It concerns one normal/usual working week)

<table>
<thead>
<tr>
<th>CHILDCAR1</th>
<th>198</th>
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<th>198</th>
<th>198</th>
<th>198</th>
<th>198</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes …………………………………………</td>
<td>1</td>
<td>↓</td>
<td></td>
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<td></td>
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<tr>
<td>No …………………………………………</td>
<td>2</td>
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<tr>
<td>IMPFACIL1</td>
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</tbody>
</table>

Question CHILDCAR1 refers to all persons with at least one own/spouse’s child up to 14 living in the household. The aim of this question is to measure how far childcare services are used for the (own/spouse’s) youngest child in the household. The focus is on the youngest child as this is in general the child most likely to require care.
If the respondent answers positively (that is, he uses childcare services), he goes to CHILDCAR2, where he is asked to state the exact amount of hours per week that he uses these services for his youngest child living in the household. If he answers negatively (NO), then he jumps to question IMPFACIL 1.

The person answers negative to CHILDCAR1 in the cases where:

- The partner/relative/neighbour/friend (unpaid) takes care for the child age up to 14 years
- When the children living in the household take care of one another or when the person works from home and therefore takes care of the child in the workplace (household)
- Or when no childcare services are used

So in a normal/usual working week, how many hours?
(in total for all childcare services that you pay for)

<table>
<thead>
<tr>
<th>CHILDCAR2</th>
<th>198</th>
<th>198</th>
<th>198</th>
<th>198</th>
<th>198</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 10 hours per week …………………</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>More than 10 hours and up to 20 hours per week …………………</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>More than 20 hours and up to 30 hours per week …………………</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>More than 30 hours and up to 40 hours per week …………………</td>
<td>4</td>
<td></td>
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</tr>
<tr>
<td>More than 40 hours per week……………</td>
<td>5</td>
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</tr>
</tbody>
</table>

Note:
All childcare services should be included in order to have a broad/ clear picture of the degree of childcare services used by the households.
Definition
With the term children we mean the children aged up to 14 years old. As childcare services we define pre-schools, nurseries, after school centers or paid carers or any person who looks after – takes care (paid) children up to 14 years old. Childcare services subsidized by state/employers are also included. Compulsory school, sports clubs or sports activities) and language courses are excluded.

Code explanation
CHILDCAR1 addresses one normal/regular period / situation apart from holidays or other settlements-arrangements (e.g. any arrangements made on emergency situations due to child illness or other problems). If the youngest child goes to school, only childcare services which are provided apart from the usual school schedule should be included.

Codes 1 – 5 of CHILDCAR2
Codes 1 – 5 are related to the exact number of hours (per week) of childcare services used.

Note:
If a child (brother/sister) aged up to 14 years old takes care of children up to 14 then code 2 in CHILDCAR1 should apply: no use of childcare services. For consistency and accuracy of the data as far as household level is concerned, both partners (father, mother) should give the same answers. In cases where both parents are present while conducting the interview it is advisable – required to ask one of the two and record the same answers for the other one as well.

Code explanations regarding the names used for the questions IMPFACIL (1,2), NOWRECHI (1,2), NOWRECAR (1,2)

The questions below address whether lack and cost of suitable services are an obstacle (are related) to the participation of the person in the labour market (that is either forcing the person to work part time or not working at all). They are separated in 1 and 2. Code 1 in the name used for the questions is to be completed by persons working part time and code 2 is to be completed by persons that are not working.

Participation in the labour market (labour market participation)
• Questions IMPFACIL (1,2): Examines the general impact of services (both child and of other dependants aged 15 years or more).
• Questions NOWRECHI (1,2): Examines the main reason associated with childcare services that prevents the person from working full – time (full – time participation in the labour market)
• Questions NOWRECAR (1,2): Examines the main reason associated with the care of other dependant persons aged 15 years or more that prevents the person from working full time (full time participation in the labour market)

Persons with part time employment: questions IMPFACIL1, NOWRECHI1, NOWRECAR1
Persons with no employment: questions IMPFACIL2, NOWRECHI2, NOWRECAR2
Questions IMPFACIL1, IMPFACIL2

<table>
<thead>
<tr>
<th>IMPFACIL1</th>
<th>Is the fact that you are working part-time related to the lack or the cost of suitable childcare services or of suitable care services for ill, disabled, elderly relatives/friends aged 15 years or more in need of care or not, it is not related?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes, to the lack or the cost of suitable childcare services……………………………………</td>
<td>1 → NOWRECHI1</td>
</tr>
<tr>
<td>Yes, to the lack or the cost of suitable care services for ill, disabled, elderly relatives or friends…………………………………….</td>
<td>2 → NOWRECAR1</td>
</tr>
<tr>
<td>Yes, to the lack or the cost of both services above……………………………………</td>
<td>3 → NOWRECHI1</td>
</tr>
<tr>
<td>No, not related, other reasons……………………………………</td>
<td>4 → CHILD7</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IMPFACIL2</th>
<th>Is the fact that you are not working related to the lack or the cost of suitable childcare services or of suitable care services for ill, disabled, elderly relatives/friends aged 15 years or more in need of care or not, it is not related?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes, to the lack or the cost of suitable childcare services……………………………………</td>
<td>1 → NOWRECHI2</td>
</tr>
<tr>
<td>Yes, to the lack or the cost of suitable care services for ill, disabled, elderly relatives or friends…………………………………….</td>
<td>2 → NOWRECAR2</td>
</tr>
<tr>
<td>Yes, to the lack or the cost of both services above……………………………………</td>
<td>3 → NOWRECHI2</td>
</tr>
<tr>
<td>No, not related, other reasons……………………………………</td>
<td>4 → CHILD7</td>
</tr>
</tbody>
</table>

Questions IMPFACIL1 and IMPFACIL2 are to be competed by all persons working either part time and Q11a≠3 or not working and Q32a≠3 respectively, and answered YES in questions REGCARE1 or REGCARE2 or REGCARE3 or have at least one/own spouse’s child up to 14 years old living in the household.

Flow of questionnaire – from questions IMPFACIL (1,2) (based on employment status)

- If the respondent answers code 1 then the questionnaire jumps to NOWRECHI which is related with childcare services.
- If the respondent answers code 2 then the questionnaire jumps to NOWRECAR which is related with the care of other dependent persons aged 15 years or more.
- If the respondent answers code 3 (i.e. related to both childcare and the care of other dependent persons) then the questionnaire jumps first to NOWRECHI and then to NOWRECAR.
- If the respondent answers code 4 (that the participation of the person to the labour market is not affected by care services), then it jumps to question CHILD7.

The aim of the questions IMPFACIL1 and IMPFACIL2 is to measure the extent that limited access to care services is an obstacle to the participation in the labour market (part time employment or no employment). All persons with care responsibilities working either part time or not working at all will be asked to state whether the lack or the cost of suitable services affect negatively their full entrance (full time employment) to the labour market.
Note:
For persons working full time it is assumed that they manage their time between work and family life, as far as the responsibilities in providing care services are concerned and therefore are excluded.

Applications
The word suitability of care services has to do with the quality of the services and states the minimum (quality) criteria which a person seeks in a care service. With the term quality we mean all the spectrums of quality control of a care service: that is the quality of the staff – personnel, the quality of specialty in providing a certain care (e.g. disability) that is required etc).

The word availability of care service has to do with the distance (the care service must be in a logical distance) taking into consideration the available means of transportation and whether the service is available for use by the person the time he/she wishes. This means that any overpopulated – full care services or not available in times (beyond the usual working schedule) should not be included.

The word cost of care services means that the services should not be very expensive taking into consideration the relation between:
- Future wage of the person if he/she worked (in case that he doesn’t) or worked more (in case that he works part time), if the care services were available
- And the cost of the required services.

Code 4:
The care services do not affect the person’s decision regarding his/her participation in the labour market. Code 4 applies for:
- Unemployed persons who look only for jobs with full time employment
- Persons on maternity leave
- Parents who believe that the care of the children is their responsibility

Questions NOWRECHI1, NOWRECHI2

<table>
<thead>
<tr>
<th>NOWRECHI1</th>
<th>So, which is the main reason (linked with childcare) for working part-time?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The lack of suitable childcare services…</td>
</tr>
<tr>
<td></td>
<td>Available childcare services are too expensive …………………………………..</td>
</tr>
<tr>
<td></td>
<td>Available childcare services are not of sufficient quality …………………………</td>
</tr>
<tr>
<td></td>
<td>Other reasons linked with the lack of suitable childcare services</td>
</tr>
</tbody>
</table>

NOWRECAR1 200 200 200 200 200 200
The lack of suitable childcare services… 1
Available childcare services are too expensive ………………………………….. 2
Available childcare services are not of sufficient quality …………………………….. 3
Other reasons linked with the lack of suitable childcare services 4

SO, WHICH IS THE MAIN REASON (LINKED WITH CHILDCARe SERVICES) FOR NOT WORKING?

<table>
<thead>
<tr>
<th>Reason</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>The lack of suitable childcare services</td>
<td>1</td>
</tr>
<tr>
<td>Available childcare services are too expensive</td>
<td>2</td>
</tr>
<tr>
<td>Available childcare services are not of sufficient quality</td>
<td>3</td>
</tr>
<tr>
<td>Other reasons linked with the lack of suitable childcare services</td>
<td>4</td>
</tr>
</tbody>
</table>

The aim of the questions NOWRECHI1 and NOWRECHI2 is to find out the main reason linked with childcare services, for which the person is forced either to work part time (instead of full time) or not work at all. According to the persons employment status (part time employment – NOWRECHI1 or no employment – NOWRECHI2) the person then answers questions NOWRECAR1 or NOWRECAR2 respectively.

The main reasons – obstacles that are related with childcare services that affect the persons’ full participation in the labour market are:

- The lack of childcare services
- The cost of these services
- The quality of these services

We ask the person to state the main reason. In cases where more than one reason exists it is recommended to make clear to the respondent that we want the main – most important reason. The main reason has to do with the person’s current situation, the main current reason, and not with any former reasons that occurred in the past. For example if a mother was forced to stop her work 3 years ago due to the lack of childcare services and now finds these services to be too expensive, take into consideration the relation between wage if she had a job and cost of the required service, then code 2 should be recorded (the available childcare services are too expensive).

**Codes explanation**

**Code 1**

Code 1 should be used in cases where:

- There aren’t any childcare services in the area or the services are too far away
- Childcare services are full – there is no more space
- Childcare services are insufficient – are not in a position to take proper care of the children that need more time to care
- The operational hours are specific leaving no flexibility of care in hours outside this fixed schedule (e.g. for children who need care before 07:00 in the morning or after 19:00 in the evening).

**Code 2**

Code 2 should be used when:

- The future wage of the person is not considered to be high enough in relation with the cost of the care service so in order to encourage the person to work (in the case that is not working) or work more (in the case is working part time).
Code 3
Code 3 should be used when:

- The educational system is not proper – insufficient
- Classes are over populated - too many children for the carers creating lack of proper supervision
- The person does not trust the quality of the childcare service provided by the staff
- Lack of specialized personnel to deal with children that have certain – special needs

Code 4
In code 4 all the cases that do no belong in codes 1 to 3 should be recorded.

Questions NOWRECAR1, NOWRECAR2

<table>
<thead>
<tr>
<th>NOWRECAR1</th>
<th>So, which is the main reason (linked with the care of ill, disabled, elderly relatives and friends) for working part-time?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The lack of suitable care services... 1</td>
</tr>
<tr>
<td></td>
<td>Available care services are too expensive ................................................................. 2</td>
</tr>
<tr>
<td></td>
<td>Available care services are not of sufficient quality .............................................. 3</td>
</tr>
<tr>
<td></td>
<td>Other reasons linked with the lack of suitable care services........................................ 4</td>
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<tr>
<td></td>
<td>201 201 201 201 201 201</td>
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<tr>
<td></td>
<td>CHILD7</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NOWRECAR2</th>
<th>So, which is the main reason (linked with the care of ill, disabled, elderly relatives and friends) for not working?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The lack of suitable care services... 1</td>
</tr>
<tr>
<td></td>
<td>Available care services are too expensive ................................................................. 2</td>
</tr>
<tr>
<td></td>
<td>Available care services are not of sufficient quality .............................................. 3</td>
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<tr>
<td></td>
<td>Other reasons linked with the lack of suitable care services........................................ 4</td>
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<td></td>
<td>201 201 201 201 201 201</td>
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<tr>
<td></td>
<td>CHILD7</td>
</tr>
</tbody>
</table>

The aim of the questions NOWRECAR1 and NOWRECAR2 is to find out the main reason linked with the care of other dependants aged 15 years or more, for which the person is forced either to work part time (instead of full time) or not work at all. According to the persons employment status (part time employment – NOWRECAR1 or no employment – NOWRECAR2) the person then continuous to question CHILD7.

The main reasons – obstacles that are related with the care of other dependants aged 15 years or more that affect the persons’ full participation in the labour market are:

- The lack of services
- The cost of the services
- The quality of the services

We ask the person to state the main reason. In cases where more than one reason exists it is recommended to make clear to the respondent that we want the main – most important reason. The main reason has to do with the person’s current situation, the main current reason, and not with any former reasons that occurred in the past. For
example if a person was forced to quit his work 3 years ago due to the lack of care services and now finds these services to be too expensive, take into consideration the relation between wage if he had a job and cost of the required service, then code 2 should be recorded (the available care services are too expensive).

**Codes explanation**
The term care services includes providing care for ill, disabled, elderly relatives/friends aged 15 years or more both in the house and in special institutions (it also includes institutions where the person can go only during day time).

**Code 1**
Code 1 should be used in cases where:
- There aren’t any care services in the area or the services are too far away
- Care services are full – there is no more space
- Care services are insufficient – are not in a position to take proper care of the ill, disabled, elderly relatives/friends that need more time to care
- The operational hours are specific leaving no flexibility of care in hours outside this fixed schedule (e.g. for persons who need care before 07:00 in the morning or after 19:00 in the evening, during weekends, holidays, 24/7).

**Code 2**
Code 2 should be used when:
- The future wage of the person is not considered to be high enough in relation with the cost of the care service so in order to encourage the person to work (in the case that is not working) or work more (in the case is working part time).

**Code 3**
Code 3 should be used when:
- The quality that is provided is not adequate – sufficient (either on behalf of the respondent or either on behalf of the person that the care is being provided.
- In code 3 should also be recorded in cases of persons that do no trust these care services.

**Code 4**
In code 4 all the cases that do no belong in codes 1 to 3 should be recorded.

**Question CHILD7**

<table>
<thead>
<tr>
<th>CHILD7</th>
<th>Do you have at least one own/spouse’s child up to 7 years old, living in the household?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes ........................................................................................................</td>
<td>1 ⊲ END</td>
</tr>
<tr>
<td>No .........................................................................................................</td>
<td>2</td>
</tr>
</tbody>
</table>

CHILD7 is completed by itself in the electronic questionnaire in BLAISE. If the answer is positive (YES), then the respondent continues with question REDWORK. If the answer is negative (NO) (meaning that the respondent does not have one
own/spouse’s child up to the age of 7 living in the household then the questionnaire ends.

**Question REDWORK**

<table>
<thead>
<tr>
<th>REDWORK</th>
<th>To take care of the YOUNGEST child in the household, have you ever reduced for at least ONE CONSECUTIVE MONTH your working hours or worked fewer hours? (Note: Paternity and maternity leave is excluded)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>1</td>
</tr>
<tr>
<td>No</td>
<td>2</td>
</tr>
</tbody>
</table>

The aim of the question REDWORK is to identify the number of the persons who reduced their working hours after the birth of their youngest child. The relative period is any period with duration of at least one consecutive month after the end of paternity or maternity leave. Question REDWORK covers all the relative periods (both paid and unpaid).

**Definition**

One month is considered as 4 consecutive weeks. Question REDWORK is to be completed by all persons who reduced regularly (not once) their working time (hours of work) after the birth of their youngest child and:

- Worked less taking one or more full days per week or some hours daily per week, leave for the care of the youngest child, for a period of at least one consecutive month (or they are still on leave). Periods of regular holidays or flexible wage systems in which overtime is taken in the end of the day/week as leave instead of payment are excluded.
- Are still working part time. They started working part time in order to take care of their youngest child in the past and have not yet returned back to their normal employment status (full employment).

Question REDWORK excludes persons that reduced their working hours to zero (0).

**Codes explanation**

**Code 1**

Code 1 includes all forms of reducing working time (hours of work) on a daily or weekly basis as long as the duration of the reduction is at least one consecutive month. For example a person who takes leave every Monday for a period of two months. Any arrangements regarding the reduction of working hours of a period of less than one month should not be recorded.

Special cases of separated parents who reduced their working times or do not work at all to take care in turns per week their youngest children and afterwards work full time working hours the next week (when the care is done by the other parent) should also be recorded only if the reduction in working hours is for at least one consecutive month.

**Code 2**

Code 2 includes:
• Persons on maternity or paternity leave
• Persons who reduced their working hours using only their regular normal holidays or flexible wage systems (overtime).

**Note**
Reduction in working time caused by temporary absence should only be recorded if it is of duration of at least one consecutive month. We do not care if the reduction in the working time is paid or unpaid.

**Question STOPWORK**

| STOPWORK1 | To take care of the **YOUNGEST** child in the household, have you ever stopped working for at least **ONE CONSECUTIVE MONTH**?  
(Note: Paternity and maternity leave as well as holiday leave is excluded.  
Parental leave of a duration of at least one month is included) |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>X</td>
</tr>
<tr>
<td>No</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STOPWORK2</th>
<th>So, for how long have you stopped?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 3 months</td>
<td>2</td>
</tr>
<tr>
<td>More than 3 and up to 6 months</td>
<td>3</td>
</tr>
<tr>
<td>More than 6 and up to 1 year</td>
<td>4</td>
</tr>
<tr>
<td>More than 1 year</td>
<td>5</td>
</tr>
<tr>
<td>Has not returned to work yet</td>
<td>6</td>
</tr>
</tbody>
</table>

The aim of question STOPWORK1 is to collect information regarding the pause – stop – of work after the birth of the youngest child. The reference period is any period of one consecutive month duration after the end of paternity or maternity leave. If the respondent answers positively then he proceeds to STOPWORK2 where he is asked to state the total duration (time) of stop work for the care of the youngest child. If he answers negatively then he jumps to question PARLEAVE1 that is related to parental leave. Question STOPWORK1 is not limited only to parental leave (as question PARLEAVE1), since the respondents may not always know the choice of parental leave, but covers all the work arrangements that have been selected - chosen by the employed person, paid or unpaid. Any pauses of work / termination of contracts done by the employer are excluded.

**Definition**
A month is defined as four consecutive weeks. Question STOPWORK is to be completed by all persons who changed their working schedule after the birth of the youngest child – they stopped work for at least one consecutive month (or haven’t returned yet) to take care of their youngest child in the household AND

- Either have returned / want (are about) to return to work afterwards
- Or
- Have not returned yet and they don’t think to return to work afterwards.
Periods of normal of normal regular weeks and flexible working systems are excluded.

**Codes explanation**

**Codes 2 – 6:**
The pause - stop of work must be significant e.g. for at least one consecutive month. Stop durations of less than one month, regular holidays or flexible working systems (overtime balance) should not be taken into consideration if they are the only arrangements (include the only covered period). In codes 2 - 6 should also be included persons who took at least one consecutive month leave / stop from work combining working arrangements such as e.g. parental leave (of at least one month duration) with regular holidays or flexible working systems (overtime balance).

In the case of multiple pauses beyond one month the period with the longest duration will be taken into account. In the case which the respondent believes that the total – whole of all the periods would give a better clearer picture of the situation then total duration of all the pauses together would be taken into consideration; this is a rare – extreme case and it will be used only if the respondent expresses worries – doubts about the pause with the longest duration – he is not in a position to determine the period with the longest duration.

The person can return (or expects to return) to his work later on or not. This includes resignation or denial to renew of a steady contract from the employees side for the care of the youngest child (seeking another job or not later on). It does not include termination of work by the employer.

**Note:**
For persons who stopped their work to take care of the youngest child in the household for a certain period but they couldn’t afterwards find again another job, as a duration of stop / pause work would only be considered the initial period which is associated with the care of the youngest child.

The long duration of the reference period (child up to 7 years old living in the household) also allows the coverage of persons who took parental leave. This results to question STOPWORK to concern both persons who work and persons who worked in the past and now are either unemployed or inactive.

In the case which a person does more than one jobs, the duration of stop work would include all possible combinations between works.

**Code 1**
Code 1 also includes:
- Persons on paternity or maternity leave and persons who only took paternity or maternity leave.
- Persons that have totally stopped their work by using wholly their vacations or flexible working systems (overtime balance).

**Note:**
Stop work caused by temporary absence would be included only if it was of one consecutive month duration and if the above conditions apply (see question
We are not interested whether the period was paid or unpaid. The only arrangements that are not included are any stop from work that came from regular normal holidays or flexible working systems (overtime balance) as long as they are the only arrangements made regarding the pause / stop.

Questions PARLEAVE1, PARLEAVE2

<table>
<thead>
<tr>
<th>PARLEAVE1</th>
<th>To take care of the YOUNGEST child in the household, have you ever taken (full time) parental leave for ONE CONSECUTIVE MONTH? (Note: Paternity and maternity leave is excluded)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>☒</td>
</tr>
<tr>
<td>No</td>
<td>1 END</td>
</tr>
</tbody>
</table>

PARLEAVE2 | So, for how long?                                                                                     |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 3 months</td>
<td>2</td>
</tr>
<tr>
<td>More than 3 and up to 6 months</td>
<td>3</td>
</tr>
<tr>
<td>More than 6 and up to 1 year</td>
<td>4</td>
</tr>
<tr>
<td>More than 1 year</td>
<td>5</td>
</tr>
<tr>
<td>Parental leave is still ongoing</td>
<td>6</td>
</tr>
</tbody>
</table>

The aim of the question PARLEAVE1 is to find out the persons who took parental leave as well as the duration of parental leave for the care of the youngest child in the household. Question PARLEAVE completes the information regarding the stop / pause of work that is provided by question STOPWORK. If the respondent answers in question PARLEAVE1 positively (that he took parental leave) then he continues to question PARLEAVE2 where he is asked to state the duration of the parental leave taken. If he answers negatively then the questionnaire ends.

Characteristics of parental leave

- Parental leave is taken in addition to paternity and maternity leave.
- All employees (both men and women) that have completed 6 consecutive months of employment in the same employer have the right to take parental leave.
- Every employed parent has the right to take unpaid parental leave, with a total duration of 13 weeks, for the birth or adoption of a child, in order to raise the child.
- The Employee can take parental leave with a minimum duration of (1)= week and maximum of (4) weeks per year.
- It can be used for the care of children (both biological and adopted) until the age of 7 years old.
- In case of coexistence of more than one child, parents have separate right to take parental leave for each child as long as one year elapses in the same employer.
- In cases in which more than one children are born at the same day the right of parental leave is 13 weeks for all the children.
- The right of parental leave is undisputed by both parents and can be taken whenever it is needed provided that the employee who is about to do so,
informs his employer 5 weeks before the required date of start of it regarding the duration of the parental leave (date of start, date of end).

- It can be postponed by employers for justified reasons.
- For workers: in the end of paternity leave, they have the right to return back to their work or to an equivalent job with the same conditions and contract to the one that they had.

For the purpose of this module, parental leave would only be taken into consideration if its duration of at least one consecutive month.

**Note**
In the case which the person does more than one job, parental leave concerns only one job. Question PARLEAVE related to parental leave differs significantly from question STOPWORK. In the case where the respondent has two jobs and took parental leave in the first (main) job, but continued to work few hours per week in the second job then we would have: In question STOPWORK recorded code 1 (that is “NO”, did not stop working) whereas in question PARLEAVE might seem that the person has taken parental leave and therefore stopped from working.

**Codes explanation**
**Code 1**
Code 1 includes:
- Persons who did not take parental leave
- Persons which never worked before
- Persons who are on paternity or maternity leave
- Persons who fully stopped their jobs by using regular leave or other flexible working systems (overtime balance)

Codes 2 – 6:
Parental leave should be at least of one consecutive month duration. Periods of less than one month, regular holidays or flexible working systems (overtime balance) should not be regarded if they are the only arrangements made when pausing from work.

**Note:**
Codes 2 to 6 would cover all cases that combine a stop from work caused by a combination of parental leave and other job arrangements, e.g. regular holidays etc since its very difficult for the respondent to determine all the various forms and periods of absences from work.

In the case where a person took more than one period of parental leave, then the parental leave with the longest duration should be taken into consideration. In the case where the duration of all periods of parental leave taken together provides a clearer picture of the situation of the person, then this should be recorded.

The following questions (VARHOURS1, VARHOURS2, POSSTEND, POSORGWT) should be asked after question Q.16 of the main questionnaire and concern employees only.
Questions VARHOURS1 – VARHOURS2

<table>
<thead>
<tr>
<th>VARHOURS1</th>
<th>Is your work time schedule decided by your employer with a fixed start and end of a working day without any possible changes/alterations by you? (e.g. 7:30 - 14:30, 08:00 - 17:00, 09:00 - 18:00 etc)</th>
<th>202</th>
<th>202</th>
<th>202</th>
<th>202</th>
<th>202</th>
<th>202</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes .................................................</td>
<td>1 → POSTTEND</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No ....................................................</td>
<td>X ↓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Question VARHOURS1 refers to the degree of flexibility of the working time of the employees, a basic criterion in reconciliation between work and family life. Question VARHOURS1 is based on the personal opinion of the respondent regarding the true situation of his working schedule (actual working hours) and not according to his job contract. If the respondent answers positively in question VARHOURS1 (that is his working schedule is fixed by the employer) then he jumps to question POSTTEND. If he answers negatively then he continues to question VARHOURS2 where he is asked to state the degree of flexibility that he has in his working environment.

<table>
<thead>
<tr>
<th>VARHOURS2</th>
<th>So, in which of the following schemes, does your work time schedule, which is decided by you, fall? (Interviewer: Read the options to the respondent)</th>
<th>202</th>
<th>202</th>
<th>202</th>
<th>202</th>
<th>202</th>
<th>202</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flextime/Working time banking ......................</td>
<td>2 → POSORGWT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Daily number of hours fixed (eg 7), but some flexibility within the day (eg from 10:00 - 18:00 to 09:00 - 17:00) ..................</td>
<td>3 → POSTTEND</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Determines own work schedule (no formal boundaries at all) ..................</td>
<td>4 → POSORGWT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (e.g. fixed start of the day with a variable end - until work is finished) ........</td>
<td>5 → POSTTEND</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The persons who answered in question VARHOURS2 that their working schedule is flexible (code 2) or that they determine their own working schedule without any restrictions (code 4) will jump to question POSORGWT and not to POSTTEND (regarding the flexibility of their working time) since it is assumed that there is generally the possibility of flexibility in their working environment and that this flexibility can be as well used for family reasons. Persons who answered in question VARHOURS2 codes (3,5) will continue to question POSTTEND since the persons of these groups are not the same (heterogeneous group) and additional information is needed in order to determine the flexibility of their working time to suit family reasons.

Definition
It must be noted that the real situation regarding the flexibility in the working environment must be from the employee’s point of view and not from the employer’s. In cases in which the employee has the possibility to establish – determine his working schedule, this determination must be applied based on the current situation.

For women on maternity leave, the answer regarding the flexibility of their working schedule must be given based on the nature of the job that they did before the birth of their child and most likely to return to it after.
Codes explanation

Code 1:
Fixed start and end of the working day is defined as a steady model – pattern of normal regular usual daily working hours (daily actual working schedule) without the possibility to start earlier or finish later. All the working systems that allow the employer and not the employee to determine the working schedule should be coded as code 1. Specifically, work done with shifts would be coded 1 even if the employee has the right – flexibility to change shifts since the system (shifts) are determined by the employer and not the employee. The same applies to annualized hours contracts.

Code 2:
Flexible working schedule with a system of recording work hours with the aim the average of the actual weekly / monthly work hours to be equal with those of the contract. This system gives the possibility to the employee to take time off from work (to be absent from work) to suit his needs and then to make it up later as long as at the end of the week / month the working hours are the same with those of the contract.

Code 3:
With this system the employee has the choice to differentiate his working schedule (the possibility to start earlier and finish later) to satisfy his needs as long as his duties are done and works in total the daily hours that he is supposed to.
For example: from 09:00 – 17:00 to 10:00 – 18:00
This system differs from the system described in code 2 in that it is less flexible. The main difference between the two systems is that in code 3 the presence of the person to the working environment is obligatory. Code 3 also includes cases which the working hours are considered to be fixed but in practice there exists some flexibility and there is no control of the actual working hours that the employee is working during the day.

Examples
  a. The work that takes place mainly at office hours to suit customers needs but beyond that – outside that, some flexibility exists.
  b. Statistical Service, working schedule 07:30 – 14:30, or 08:00 – 15:00

Code 4
It is used when the employee can determine his own his working schedule without any formal restrictions from the employer (company rules etc).
Example: Interviewers

Code 5
Code 5 is used when code 1 to 4 do not apply.
An example is a fixed start of the day with a variable end (a worker that has to work until the work is finished).
Question POSSTEND

<table>
<thead>
<tr>
<th>POSSTEND</th>
<th>Is it possible to start your working day later or finish earlier due to family reasons (by at least 1 hour)? (Both formal and informal working time arrangements are included).</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Generally possible .............................................................................................................................................................</td>
</tr>
<tr>
<td>2</td>
<td>Rarely possible ..............................................................................................................................................................</td>
</tr>
<tr>
<td>3</td>
<td>No .......................................................................................................................................................................................</td>
</tr>
</tbody>
</table>

The purpose of the question POSSTEND is the evaluation of the actual degree of flexibility of the job to better satisfy family matters – issues and it is an excellent basic tool in determining the degree of reconciliation between work and family life. It focuses on the possibility of differentiating the start and/or finish of the working day schedule by at least one (1) hour. Question POSSTEND together with question VARHOURS (regarding the variability of working hours) will provide a clearer picture of the reconciliation between work and family life. As in question VARHOURS, the personal opinion of the respondent is the one that is important.

Definition

- Formal or informal working arrangements should be taken into account.
- “For family reasons” includes also care for children and dependants.
- Hours taken off are normally made up later/earlier. But they are not always necessarily compensated in terms of hours done: the fact that the job is done is enough and this should be included.

Note:

Persons who answered to VARHOURS that their work schedule can be defined as 'Flexitime / Working time banking' (code 2) or who 'determine own work schedule' (code 4) are not asked here as it is assumed that they have the general possibility to vary the start or/and end of a working day, so they can do it in particular for family reasons when they want to. On the other hand, persons who answered that they have some flexibility within a day to VARHOURS (code 3), are included here as this group is heterogeneous and the information surveyed with POSSTEND is required to get more details on their flexibility options.

Codes explanation

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

Code 2
The person can start later and/or finish earlier for family reasons, but rarely and not generally. This covers cases of emergencies.

Code 3
The person cannot start later and/or finish earlier for family reasons. Respondents for whom this question is not relevant because of their special workplace, e.g. oil-platform workers, should also be coded here.
Question POSSTEND

<table>
<thead>
<tr>
<th>POSORGWT</th>
<th>Is it possible to organise your working time in such a way so as to take 1 or more days off from work for family reasons (without using holidays)? (Both formal and informal working time arrangements are included).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Generally possible</td>
<td>1</td>
</tr>
<tr>
<td>Rarely possible</td>
<td>2</td>
</tr>
<tr>
<td>No</td>
<td>3</td>
</tr>
</tbody>
</table>

**Definition**

The aim of question POSORGWT is to evaluate the actual degree of flexibility of the job in terms of reconciliation with family life as a usual and exceptional mean. POSORGWT extends the information surveyed through POSSTEND by asking for the possibility to organise the working time in order to take whole days off (without using holidays). Together with the information on the general variability of working hours in VARHOURS this should give a complete picture how far the reconciliation is possible in different working time arrangements. As in VARHOURS, it is the respondent’s view/knowledge what matters.

Formal or informal working arrangements should be taken into account.

“Organise working time in order to take whole days off”: it includes working time banking with the possibility to take whole days off, persons who have free working time and who can be absent from work for a day without any special arrangement. 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 shifts …).

“For family reasons” includes also care for children and dependants.

“To take whole days off” means without using holidays.

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

It is not relevant whether the days taken off are paid or unpaid – only the question whether it is possible to take days off is addressed.

**Codes explanation**

**Code 1**

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

**Code 2**

The person can organise the working time in order to take whole days off for family reasons, but rarely and not generally. This covers cases of emergencies.

**Code 3**

This code applies to persons who cannot organise the working time in order to take whole days off, e.g. teachers.