The target group present persons aged 15-64. Majority of question is further limited on persons that care for child aged 0-14 or for person aged 15 and more that is ill, disabled or of higher age and needs such a care.

Regards to the one-time survey it is necessary that maximum of interviewer is made within personal interview with respondent.

2.2 QUESTIONNAIRE F (methodological instructions)

For survey of AHM 2005 there is electronic questionnaire F for each person that is integrated into standard questionnaire. The questionnaire is established for all persons aged 15-64. It follows the fulfilment of relevant part of standard questionnaire for each person. The order of questions is controlled by program. Regards to complex path through questionnaire it was impossible to prepare paper version of questionnaire.

Module might be divided onto four thematic fields:
1. Care for child under 15
2. Care for person aged 15 and more that is ill, disabled or of higher age (needs such a care)
3. Work arrangement in terms of care for child or other person
4. Parental leave

Reference period is defined as the normal week without outstanding events. For few questions there is period of last 12 months.

The object of the survey is the care that respondent performs beside his/her employment (thus in limited time) or instead of his/her employment (no time remains for job execution) for close person, relative or friend. It involves e.g.:
- care for own, partner’s or other children
- care for disabled family member
- care for elderly relative that needs care etc.

The care executed within job, that is part of job content (e.g. professional carer, governess, nurse in old people’s home, paid babysitter) is not considered. Such a respondent would consider only care above the frame of his/he job (e.g. beside working as governess, s/he cares for own child). The purpose of the module is not to identify whether respondent likes his current job.

The exception presents a respondent that cares for close or other person and receives the benefit for that as defined by legislature (see Instruction for interviewers and coordinators, p. 26). Although this care is considered as performance of job for these respondents, this care will be considered also for AHM. The reason is the trial to identify whether these persons are satisfied with current situation or would rather use other way of care and start working if possible.

Purely financial or charitable activity is not considered as care.

In case of first visit, the interviewer should fulfil the sequence number of partner, mother and father of all family members, that are part of standard
Appendix 3- Instructions EN  
AHM-Reconciliation between work and family life

Reconciliation between work and family life

Czech Statistical Office  
Grant Agreement 20043210001

Questionnaire, directly in the household. In that case the checking relations and help will work in the AHM questionnaire. They facilitate asking and reduce the risk of inconsistent answer. For repeated visits these relations work automatically.

The explanatory notes to particular questions:

**Question F0501**
The question defines basic group of respondent that care for child under 15. It might be own child or adopted by respondent or his/her partner that live in the same household. The question relates to all child of respondent or his/her partner that are under 15 and live in the same household with respondent.
The child of respondent or his/her partner that is aged 15 and more are object of the AHM only if they need special care. It is surveyed with F0504.
The child of respondent that lives outside the respondent’s household is object of F0503.
Other children for whom respondent might care, such as younger sister/brother, grandchildren, children of friends or neighbours, nephew/niece etc. are object of F0503.

**Question F0502**
The purpose is to identify who cares for child (children) in time when respondent works. Question relates to normal week, i.e. week outside the school holidays or outstanding events (such as illness of child, closed nursery, illness of respondent etc.). The participation of child in education (i.e. attendance to elementary school) is not considered for this question (i.e. if time of work and school attendance coincides, code 4 is used).
Respondent should choose a main reason. The viewpoint might be the number of hours provided within each care type. If not possible, there is an hierarchy of codes (code 1 = highest priority)
In case of concurrency of care for more children one should consider the sum of hours for all children.

Code 1 includes nursery, kindergarten, youth club, centre of daily care, organization of family care such as family nursery, institution for leisure time for youth and children and other facilities that care for children in their free time a paid carers (e.g. babysitter).

Code 2 includes partner living in the same household.

Code 3 includes unpaid care of grandparents, father or mother living outside the household, sister/brother aged 15 and more, friends, neighbours etc. These persons do not need to live in the same household with respondent.

Code 4 includes cases when child cares for him/herself alone or children aged under 15 care for each other. It also covers cases when respondent works at home and simultaneously cares for child or has the possibility to take child on his/her working place.

Persons on maternity leave will be coded “Does not know.”
Answer on this question might be different for each household member. E.g.: Father works full-time job. Mother on parental leave works part-time 10 hours a week. In that time grandmother cares for child. Mother would indicate code 3 while father code 2.

**Question F0503**
It involves child of other person than of respondent or his/her partner that lives in the household of respondent or outside. Further it covers cases of own children of respondent or his/her partner that lives outside the household of respondent.

Care might be in form of personal care, housework, playing with child, reading, walks with child, supervision etc. It should be regular activity. The case when person cares for other child within his/her employment is not considered (see frame on page 2-3). Typical case is grandmother that cares for grandchild living in the same or different household. It also includes the cases when grandparent cares for grandchild with absence of parents. All children of respondent or his/her partner living in the same household are object of F0501.

**Question F0504**
The care might be in form of personal care (e.g. dressing, washing), physical help (e.g. shopping, assistance for walks), administration of official affairs (post), help in household (housework, laundry), social contact etc. It should be regular activity. It includes also care for children aged 15 and more that require presence of other person. The case when person cares for such a person within his/her employment is not considered (see frame on page 2-3).

**Question F0505**
The question is focused on the wish of respondent to change his/her current situation disregarding existing obstacles.

E.g.: Respondent cares for child for which there is no facility available in the close neighbourhood. For the purpose of this question the respondent should ignore this objective obstacle and (facility not available) and express his/her wish (e.g. that s/he would like to work full-time).

Here, the care includes care for children under 15 and also other person – ill, disabled, elderly. If respondent declares that s/he would like to work more and care more or that s/he would like to work less and care less, code 1 should be used.

Code 2 – incentive to work/work more might be need of higher earning, self-realization, carrier etc.

Code 3 includes also cases when respondent would like give up working at all to be able to care for child or other needy person.

**Question F0506**
The question relates to care for children only. It might be child under 15 that is own one or of partner and that lives in the same household or outside this household or it might be child of other person.
It is possible that respondent cares for both child and other needy person in one time (e.g. has two children, one is under 15, second one is aged 15 and more and disabled). In that case the care for child is only part of total care and respondent will consider only this relevant part (for remaining part that concerns needy person s/he will answer in F0510).

**Question F0507**

Respondent should choose the main reason why s/he currently does not use services of organizations that deal with care for child (see code 1 in F0502). The current situation should be always preferred.

Organization that deals with child involves nursery, kindergarten, youth club, centre of daily care, organization of family care such as family nursery, institution for leisure time for youth and children and other facilities that care for children in their free time a paid carers (e.g. babysitter), supervision provided by employer or state or similar paid services.

E.g.: mother did not use nursery for 2 years because this facility was not available. In last year this facility was established but it is too expensive. In this case she declare as a reason financial aspect (code 4).

Codes 1,2 and 3:

“Not available” include cases when the facility does not exist or is full or is not available for whole needed time or in required extent (e.g. special facility for autistic child).

The choice from codes 1,2 and 3 depends on time when respondent would like to use such a facility (i.e. especially according to his/her working time).

Codes 1,2 should be preferred from these codes if possible.

**Code 1 – Daily time for purpose of survey is defined as 6am-6pm on working days.**

E.g.: in the morning a kindergarten works but is stops in afternoon time.

**Code 2 – Other time is understood as atypical, i.e. evening, night, weekend, holidays etc.**

**Code 3 is a complementary code to 1 and 2. It should be used in exceptional cases only**, when person does not know when (daily or atypical) s/he will need the facility (economically inactive mother has no idea on extent of her future job).

**Code 4 – It includes also cases when person does not work and his/her possible future earnings could be enough for paying these services but remaining part of earnings would be too small to motivate him/her to start a job.**

**Code 5 – Respondent thinks that the facility has not sufficient educational and pedagogical level, that there is too many children or too few teachers.**

**Code 6 – It includes remaining cases, especially when respondent does not want to use these services or s/he has not even considered about it. Respondent did not consider about the facility for instance because s/he cannot find a job. Respondent did not want to use these services for instance because s/he would like to use help of relatives or friends but s/he does not have such a possibility (incl. cases when s/he would like certain person to care for child but this person would need to work less in his/her job).**
Appendix 3- Instructions EN  AHM-Reconciliation between work and family life

Question F0508
Reference period is last 12 months, i.e. it covers period of summer holidays and also other holidays of children and period when used facilities are closed or carer took holiday or regular day-offs.
It covers period for which respondent knows in advance that usual care cannot be provided. Outstanding events such as illness of child or carer etc. are surveyed in F0514.

Usual care involves all forms provided care on professional base or on the base of friendship or kinship. For purpose of this question the usual care is understood as answer of respondent on F0502.
E.g.: Mother on parental leave works part-time 10 hours a week. In this time grandmother cares for child. Father works full-time. For purpose of this question mother will consider time when grandmother is not available, father will consider the time when mother is not available.
It involves care for child (under 15) of respondent, his/her partner or of other person disregarding the fact whether child lives in the same or outside the household.

Persons on maternity leave are coded automatically as 2.

Holidays spent with child in the time when it suits to respondent and s/he would take it disregarding the availability of usual care, is not considered. Vice versa, the holidays to which the respondent was forced because of lack of usual care will be an object of the question. The nature of this holiday depends on declaration of respondent.

Question F0509
The question had a relation to previous question F0508 and is put to respondents that took day-off or arranged their working time to compensate the lack of care with own power, as stated in F0508.
This question identifies why respondent did not use services of organization dealing with care for children instead of day-off (possibly other organization dealing with care for children, if s/he usually use this service).

Organization dealing with care for children includes nursery, kindergarten, youth club, centre of daily care, organization of family care such as family nursery, institution for leisure time for youth and children and other facilities that care for children in their free time a paid carers (e.g. babysitter), supervision provided by employer or state or similar paid services. It might cover also 2-weeks school trips. In course of holidays it might be for instance winter or summer camps or workshops.

Respondent should choose main reason why s/he did not use the services of organization in last 12 months.

E.g.: Usually grandmother cares for child. Grandmother takes her usual leave in summer months. Respondent did not have possibility to find other care in the organization in the required extent and he had to take day-off or work less (code 1 in F0508). In this question respondent declare the reason why s/he did not or could not use the organization. If s/he did not consider about it, code 5 is used.

Code 1 – The facility was not available in daily time (6am-6pm in working days). It includes also cases when facility did not exist, was full, care was not provided whole period etc.
Code 2 – The facility was not available in atypical time (e.g. evening, night, weekend, holidays etc.). It includes cases when facility did not exist, was full or care was not provided whole period.

Code 3 – Facility was too expensive.

Code 4 – In opinion of respondent the facility had not sufficient educational and pedagogical level, there were too many children or too few carers etc.

Code 5 – It includes remaining cases when respondent did not want to use services of facility or did not even consider about it.

**Question F0510**

Question relates to care for person aged 15 and more that is ill, disabled or of higher age. It involves also care for children aged 15 and more that need special care.

It is possible that respondent cares simultaneously for child and other needy person (e.g. has two children, one is under 15, second one is aged 15 or more and is disabled). In this case the care for needy person is only a part of total care and respondent will consider only this relevant part (care for child was surveyed in F0506).

**Question F0511**

Respondent should choose the main reason why s/he currently does not use service of organization dealing with care for person aged 15 and more. Always the current situation of respondent will be preferred (see example in F0507).

Organization dealing with care for person aged 15 and more involves e.g. home nursing, old people’s home, sanatorium of long-term disease, institution for mentally, sensorially or physically disabled, facilities specialized on daily care for seniors etc.

Codes 1, 2 and 3:

"Not available" involves cases when facility does not exist in the locality, is full, is not available for whole necessary time and in necessary extent (e.g. special facility for autistic person).

The choice among 1, 2, 3 depends on time when respondent would like to use this facility (i.e. especially according to his/her working time).

Codes 1 and 2 should be preferred from these codes if possible.

Code 1 – Daily time was for purpose of the survey defined as 6am-6pm in working days.

Code 2 – Other time is understood as atypical, i.e. evening, night, weekend, holidays etc.

Code 3 is complementary to 1 and 2. It should be used in exceptional cases when person does not know when (daily or atypical time) s/he will need the facility (e.g. economically inactive person has no idea on extent of his/her future job).
Appendix 3- Instructions EN

**Reconciliation between work and family life**

**Code 4** – It includes cases when person does not work and his/her possible future earnings would be enough for paying the services but the remaining part of earnings would be too small to motivate him/her to start a job.

**Code 5** – Respondent thinks that facility does not have sufficient educational and pedagogical level, that there is too many children or too few carers.

**Code 6** – It includes remaining cases, especially when respondent does not want to use these services at all or has not even considered about it. Respondent did not consider about facility because s/he cannot find a job or because the cared person does not want anybody else to care for him/her. Respondent did not want to use these services e.g. because s/he would like to use help of relatives or friends but s/he does not have such possibility (incl. cases when he would like certain person to care but this person would have reduce his/her working time).

**Question F0512**
The purpose of question is identification of the level of flexibility in job in relation to family care. Family care includes care for children and needy person.

Codes 1 and 2: It means the possibility of arrangement of working time but not using holidays or special leave (guaranteed by Labour Codex, e.g. in case of ill child).

**Code 1** – Generally person might start later and finish earlier his/her working time because of family reason except some special moments when s/he cannot due to urgent work. It involves majority of flexible working time arrangements.

**Code 2** – Possibility to start later and finish earlier exists rarely or exceptionally.

**Code 3** – S/he has no opportunity to arrange his/her working time (see 1 and 2) and in case of need s/he has to take holidays or special leave.

Person on maternity leave will answer for job where she worked before start of maternity leave.

**Question F0513**
Question surveys whether respondent has a possibility to arrange his/her working time and is able to take day-off from family reason without using holidays or special leave (stated in Labour Codex). This day-off might be compensated before or after. Family reason includes care for child or needy person.

**Code 1** – It includes cases of flexible working time when s/he can take day-off (e.g. worked weekly hours within 4 days). There are also days when it is impossible due to urgent work. In some cases there might be limit for these days in certain period.

**Code 2** – S/he can use this possibility only rarely.

**Code 3** – S/he has no possibility of such arrangement (see codes 1 and 2) and in case of need s/he must take holidays or special leave.

Persons on maternity leave consider job when they worked before start of maternity leave.
Question F0514
Question relates to period of last 12 months.
Leave may be in form of special leave (according to Labour Codex) or leave implying from working time arrangement (see F0513). It excludes holidays.
Unlike in F0508 (where absence was planned) this question concerns the period when care is not suddenly, exceptionally or unexpectedly available e.g. because illness of child, relatives, needy person or carer, injury, quarantine in nursery, fire etc.

Persons on maternity leave will be coded automatically as 2.

Question F0515
Question relates to leave that respondent took in last 12 months as stated in F0514.

Code 1 – should be used in case that at least part of leave is paid.
Code 2 – should be used in case that this leave is fully unpaid.
Code 3 – e.g. flexible working time with possibility to take day-off (see F0513).

Question F0516
Reference period is last 12 months. Respondent chooses code 1 if s/he was on parental leave at least a day in last 12 months.

In accordance with regulation no. 96/34/EC on parents leave, amendment of the Labour Codex introduced parental leave from 1 January 2001. The reason was to create equality of men and women in labour-law relations and assure that claim on day-off due to care for child is possible for both men and women.

Parental leave is possible for mother or father that performs paid employment as an employee or member of producers’ cooperatives. The employer is obliged to provide mother with parental leave after finishing maternity leave to the extent that she asks up to 3 years of age of child (maternity leave provided for 28 or 37 weeks). She did not need to ask whole period of parental leave (minimum length is 1 month). The employer is obliged to provide father with parental leave from time of birth for period that he asks up to 3 years of age of child. The same claim is assigned by regulation also to persons that adopted or took child into the own care.

According to the regulation the claim on parental leave is individual and not transferable of each parent that enables mother or father to care for child individually or together. Therefore there is exceptionally case that mother is on maternity leave and father on parental leave. It is also possible that both parents are on parental leave but only one receives parental benefit.

An employer has the duty to enable earlier return of employee from parental leave than agreed previously.
In case of earlier or agreed return (before child reaches 3 years) an employer is obliged to classify them on work corresponding to their work agreement and for employer it means to consider for which work and working place this employee will be transferred within the work agreement. The work agreement (mainly the kind of work) might be changed only when agreed by both employee and employer. Without agreement the transfer is possible only according to §37 of Labour Codex.

Labour Codex does not use maternity leave for men. From time of birth of child man might be on parental leave only. His labour-law relations are understood similarly as woman’s claims depending on the fact whether man enforces his claims after part of...
Reconciliation between work and family life

Appendix 3- Instructions EN

Czech Statistical Office

Grant Agreement 200432100011

Appendix 3- Instructions EN

Reconciliation between work and family life

Appendix 3- Instructions EN

Czech Statistical Office

Grant Agreement 200432100011

parental leave that corresponds to length of maternity leave (usually 28 weeks) or after this time up to 3 years of age of child as the latest.

For purpose of this question in accordance with terminology of legislature we consider parental leave of mother (i.e. approximately from half year till 3 years of age of child) and whole parental leave of father (i.e. from birth of child till 3 years of age of child).

It is necessary to distinguish period of parental leave from time of receiving parental benefit. Parental leave is given to parents up to 4 years of age of child (7 years in special cases). The initial economic status of respondent is not important and is given also to self-employed or housewives. Employees that would like to receive benefit after child reaches 3 year have to discuss with employer. They might receive unpaid leave or employer employs them for part-time with limited earnings up to maximum amount defined by regulation. In both cases these persons are not considered as on parental leave in this AHM.

Question F0517

Question relates to period of parental leave in last 12 months.

Example a) woman on parental leave, now for third year – for purpose of question she consider only period of last 12 months
Example b) woman on parental leave for 5 weeks in last 12 months - for purpose of this question she consider only period of 5 weeks.

Code 1 – In whole monitored period of parental leave s/he performed also some job (part-time, assistance in family business) that does not need to have relation to his/her initial job or employer.

To example a) in first years of parental leave she did not need to work but in last 12 months she did.
To example b) during majority time of year she did not work but she did in those 5 weeks.

Code 2 – Person did not perform job during whole monitored period when s/he was on parental leave but only in part of this time.

To example a) in last 12 months she works for 7 months and for remaining 5 months she was on parental leave only (previous years not considered)

Code 3 – In whole period she was only on parental leave and did not work.
To example a) in previous leave she might have worked but in last 12 months she was only on parental leave
To example b) in following part of year she worked but in monitored 5 weeks she was only on parental leave.

Question F0518

Respondent should choose the main reason.

Code 1 – majority of persons (or their partners) with children aged 3-14. Further it includes cases of self-employed, family contributing workers and persons without job (e.g. housewives) disregarding the age of child.
It includes also cases of persons on maternity leave that could not claim parental leave in last 12 months.

**Codes 2 – 7** involve cases when respondent has right claim on parental leave but did not use it from some reason.

Code 2 – There should be emphasized the aspect of last 12 months. If e.g. woman gave a birth in 2003 and finished parental leave in March 2004 because the level of benefit did not cover her financial needs to the sufficient extent, she was not in last 12 months on parental leave and this case should be coded as 2.

Code 3 – It involves cases when e.g. employer did not enable employee to choose date of start of parental leave or to work simultaneously with parental leave or use parental leave in several shorter parts because he could not find a relevant replacement of employee for time of his/her parental leave.

Code 7 – It includes majority of men who had right claim on parental leave (i.e. worked as employee or member of producers’ cooperatives and had child under 3 year old) and who did not even consider about this possibility.