

## 9 METHODOLOGICAL INSTRUCTIONS

### LFS 2010 AD HOC MODULE

#### RECONCILIATION BETWEEN WORK AND FAMILY LIFE

The 2010 ad hoc module survey will be conducted at the first visit (according to the quarter of inclusion of relevant Census Area to sample respectively) in household in all quarters of 2010.

Firstly, the aim of the AHM 2010 is to find out whether persons are satisfied with their participation in the labour market. Secondly, how the accessibility of care services influences their labour market position. The opportunity to change working time, mainly for family reasons, is monitored in details. The last part of questionnaire aims at using possible options to take a break from working career in order to take care of the youngest child, mostly for parental leave reasons.

The AHM 2010 questionnaire is a part of the standard LFS survey programme equipment. A programme controls the selection method of individual respondents. Interviewing on the AHM 2010, compulsory in accordance with Eurostat regulation, is placed at the end of the standard questionnaire. The questions are focused on the individuals in the households – so it is necessary for example to interview both partners (except for the question F1004), the data collected from one interview per family is not sufficient.

**F1001 - Do you regularly take care of other child up to 14 (except for own/spouse's child)?**

**F1002 - Do you regularly take care of relatives/friends aged 15 or more in need of care because of an illness, disablement or higher age?**

The questions focus on the carers and not the persons who are being cared for. **“Other children” correspond to own/spouse’s children living outside the household** or other children (not own/spouse’s) living inside or outside the household. Adopted children are considered as own children, foster children as other children.

If the care consists only of financial support for other child or for sick/disabled/elderly person, it should not be considered for this variable. Volunteer or charity work cannot be considered as a care for other children or sick/disabled/elderly persons. If person provides care as a job, it cannot be considered for this variable either. On the contrary, if respondent receives allowances for taking care of disabled person he/she is considered as a carer.

**Note:** If it is obvious that the respondent is sick/disabled/elderly, it is recommended to code “NO” in both questions without asking.

**F1003 - Have you or your spouse got a child up to 14 living in your household?**

The focus is on the youngest child in the household.

**F1004 - Do you use childcare services (including nursery and kindergarten) for the youngest child living in your household?**

Private childcare services as well as childcare services run by municipality, local authorities or employer should be considered as organisations providing childcare services which can be both paid and unpaid. Childcare services include:

- Crèche, kindergarten
- Afternoon school services
- Organised family care (e.g. family crèche)
- Paid carers (child minding service)

For this purpose, compulsory school is not considered as an organisation providing childcare services. Sports clubs and language courses should not be taken as childcare

services. Unpaid childcare where relatives/friends/neighbours care for the child is not considered as childcare services either.

The variable addresses the standard situation. Neither school holidays nor child illness can be considered for this variable. For the purpose of this question, a typical week, which makes the time horizon of the question, can be defined.

#### **F1005 - Taking into account your work, do you find suitable childcare services available or affordable?**

The question applies to persons who are not working or working part-time. Care includes:

- Own/spouse's children (up to 14) living inside or outside the household
- Other children (up to 14) living inside or outside the household

**Suitable care** – the care should meet the essential requirements for the minimum standards of quality

**Available or affordable care** – the care is at a reasonable distance and the costs of the care service are acceptable

Code "NO" is to be used in the following cases:

- Unemployed person seeking a full-time job
- Mother on maternity leave
- Parents who think that parents themselves should care for their children

#### **F1006 - Taking into account your work, do you find suitable care services for ill, disabled and elderly relatives/friends available or affordable?**

The question applies to persons who are not working or working part-time. Care includes:

- Relatives or friends aged 15 or more who are ill/disabled/elderly

**Suitable care** – the care should meet the essential requirements for the minimum standards of quality

**Available or affordable care** – the care is at a reasonable distance and the costs of the care service are acceptable

Code "NO" is to be used in the following cases:

- Unemployed person seeking a full-time job
- Persons who think that relatives and friends should care for ill/disabled/elderly people

#### **F1007 - What is the main reason (linked with childcare) why you do not work at all or work part-time?**

#### **F1008 - What is the main reason (linked with care for other dependants) why you do not work at all or work part-time?**

As there might be several reasons, the purpose of this question is to know the main reason why person is not working or working part-time. The main reason should be regarded as the **main current reason** and this also applies in the cases if the person quit a job because of some other reason in the past.

Code 1. This code should be used if the care is too far away or the care is not available during a longer time period during a day than normal (e.g. the care is available in the morning only but not in the afternoon or evening)

Code 2. A person is not working or working part-time because the salary is not high enough to cover the costs of the care.

Code 3. From the respondent's point of view, the quality of the care is not sufficient.

Code 4. The code 4 applies only when the respondent does not use the previous codes 1-3

### **F1009 - Do you have an option to vary working hours?**

The variable measures the flexibility of the working time schedule without a direct link to the specific reasons (e.g. family reasons). The focus is on the cases where the respondent himself is able to decide his/her work schedule and not on the arrangements due to certain emergency situations. Mothers on maternity leave should refer to the situation before they started maternity leave.

Code 1. A person has a fixed start and end of working day without any possibility to decide the work schedule. Working hours depend on the employer's decision not the employee's. Employees working shifts should also use this code. Total daily working time remains the same.

Code 2. The total number of daily working hours is set. It is the employee's decision when to start and finish his/her work.

Code 3. Flexitime is a system of settlement of debit and credit daily hours. A person can make his/her own work schedule according to his/her preferences so some days he/she can work less than the average daily working hours.

Code 4. Working time is not fixed and is determined by the individual agreement between employer and employee.

Code 5. It includes specific situations when codes 1-4 cannot be applied (e.g. although there is a fixed start of the working day, there is no end. An employee has to accomplish his duties regardless the working time, etc.)

### **F1010 - Is it possible for you to start later or end earlier your working time than usually because of family sickness or emergencies?**

The purpose of this question is to describe all possible variations of working time for family reasons. It includes also care for children and adults. The question focuses on the general variability of working hours, not on the working time arrangements due to certain emergency situations. Mothers on maternity leave should refer to the situation before they started maternity leave. **Only persons who answered to previous question that they don't have the general possibility to vary their working day are asked here.**

Code 1. A person can generally vary her/his working day for family reasons.

Code 2. The possibility to start later or end earlier is rare or occasional.

Code 3. A person is not allowed to vary his/her working time and if needed he/she is forced to take a day off.

### **F1011 - Can you vary your working time so that you can take a day off because of family sickness or emergencies (except for holiday or special leave according to the labour code)?**

The aim of this question is to find out whether the respondent can organise her/his working time so that s/he can take a day (days) off without using holidays or special leave according to the Labour Code. Family reasons include also care for children and adults. The day off or days off don't need to be necessarily compensated. It is not relevant whether the days taken off for family reasons are paid or unpaid.

Code 1. The code applies to the situations of flexible working time where the respondent can take a day (days) off (e.g. working usual weekly working hours within first 4 days of week)

Code 2. The possibility to take a day off is rare or the matter of emergency.

Code 3. A person is not allowed to vary his/her working time so that he/she can take at least a day off because of family reasons.

Mothers on maternity leave should refer to the situation before they started maternity leave.

**F1012 - Have you or your spouse got a child up to 8 living in your household?**

The focus is on the youngest child in the household.

**F1013 - Have you reduced working hours to take care of the youngest child in the household for at least one month (excluding maternity leave)?**

One month is defined as four consecutive weeks. The question focuses on persons who reduced their working time after the birth of the youngest child or immediately before the birth of the child. Part time working is to be widely applied in this matter in the Czech Republic. Regular holiday or special leave in accordance with Labour Code doesn't mean reducing working hours.

**Definition "reducing working hours" excludes persons who have not been working at all during the period concerned.**

**F1014 - Have you taken parental leave to care for your youngest child?**

A parent who had had a paid job before he/she started maternity (parental) leave is eligible to take parental leave, i.e. **employee or production cooperative member**. The parental leave lasts until the child's third birthday at the latest. The purpose of this question is to find out whether persons have had or have taken the opportunity to take parental leave.

Code 1. A person has taken the opportunity to take parental leave for his/her youngest child.

Code 2. Although the person had an opportunity to take parental leave, he/she has decided not to take it (including the cases when respondent's spouse has taken parental leave instead of him/her).

Code 3. A person was not eligible to take parental leave; he/she had not worked or had been self-employed before he/she started maternity/parental leave (entrepreneurs without or with employees, contributing family workers).

Code 4. A person could not take parental leave, because the person or his/her partner is currently on maternity leave.

**F1015 - How long did this parental leave take?**

The reference period starts at the end of maternity leave or, in some cases, by the birth of the youngest child (e.g. if the father takes parental leave immediately after the child is born) and is finished by the end of the parental leave. The question focuses on the duration of this parental leave.

**Persons currently taking parental leave are not asked to state the existing or planned length of the parental leave.**

**F1016 - Have you used an option to stop working to take care of the youngest child in the household for at least one month (excluding maternity leave)?**

One month is defined as four consecutive weeks. The question aims at providing information on whether a person stopped working for at least one month after the birth of the youngest child. Thus, the question is not restricted to parental leave only. Persons who, although were not eligible to take parental leave, were getting parental leave benefits are to be widely applied in this matter (self-employed). The career break covers, however, also the cases when this "holiday" is unpaid.

In case several work interruptions, in general the length of the longest interruption in order to take care of the youngest child should be considered.

If the person has been made redundant, which was not linked to the care for the youngest child, it is not considered as a career break. If the person starts looking for a new job, this period cannot be considered as a career break either.

**Maternity leave is not regarded as a work interruption in this question.**

## PREDEFINED QUESTIONS

### F1014 - Have you taken parental leave to care for your youngest child?

The question will be pre-filled with the code 1 (Yes) in the following cases:

- a) a person states that he/she does not work because of parental leave (NOWKREAS: Reason for not having worked at all though having a job – parental leave)
- b) a person declares that he/she is usually economically not active because of parental leave (MAINSTAT: Main status – parental leave).

The question will be pre-filled with the code 4 (No, I am or my spouse is taking maternity leave right now) in the following cases:

- a) a person states that maternity leave is the reason for not being at work (NOWKREAS: Reason for not having worked at all although having a job – maternity leave).
- b) a person declares that he/she is usually economically not active because of maternity leave (MAINSTAT: Main status – maternity leave).

### F1015 - How long did this parental leave take?

The question will be pre-filled with the code 1 (Leave is still ongoing) in the following cases:

- a) a person states that the reason for not being at work is parental leave (NOWKREAS: Reason for not having worked at all although having a job – parental leave)
- b) a person declares that he/she is usually economically not active because of parental leave (MAINSTAT: Main status – parental leave).

### F1016 - Have you used an option to stop working to take care of the youngest child in the household for at least one month (excluding maternity leave)?

If the person stated in the previous questions that he/she was or still is on parental leave, the answer will be automatically generated in this question. It is supposed that parental leave has also been the longest career break while taking care of the youngest child. If it is not so, the pre-filled information may be overwritten.

## QUESTIONNAIRE CHECKS

No.	Type	Symbolism	Message
1	i	F1016=2-5, then NeprDuv<>1 or ObvPost<>1	Person stated that she is currently on maternity leave, did she really stopped working before maternity leave started
2	z	F1016=6, then NeprDuv<>1 or ObvPost<>1	Person declared that she is currently on maternity leave, she cannot therefore state that she has not returned to work yet