



**STATISTIKAAMET**

## ESTONIAN LABOUR FORCE SURVEY 2005

### Interviewer instructions appendix

#### SECTION L. Reconciliation between work and family life

Since 2001, the Estonian Labour Force Survey Questionnaire includes an ad hoc module, the contents of which vary from year to year. The module is compiled in accordance with the relevant EU regulations, and is included in labour force survey questionnaires in EU member and candidate states. The aim of the added module is to gather detailed information about actual areas relevant to the labour market. In 2005 the reconciliation between work and family life is investigated.

As the member state of the European Union (EU), Estonia is carrying out the employment policy following the guidelines of the European Employment Strategy according to which it is necessary to pay attention to the reconciliation between work and family life. For this purpose it is necessary to provide presence of suitable services on care of children and the maintenance of other dependents, to support distribution of family and working duties and to facilitate returning to work after absence.

One of the purposes of inclusion an ad hoc module "Reconciliation between work and family life" is to find out how people organize their working life and duties on caring. How much people can participate on the labour market and if they cannot participate as much as they want, whether the reason is the lack of childcare services or lack of services for ill, disabled or elderly in need of care or low quality of care services. The second purpose is to investigate flexibility of working time arrangement allowed by employer in relation with reconciliation between work and family life. Thirdly, problems connected with parental leave are investigated: in what extent parental leave is taken and if parental leave is not taken, the reason of it.

**Question L01.** Section L is asked in all quarters of 2005 from all household members aged 15-64. If there are children up to 14 and their both (step)parents in the household, then the same questions are asked from both parents, because the information about reconciliation between work and family life is important as in case of men and women.

**Question L02.** By directing question it is checked, whether there are children up to 14 (14 included) in the household. For this purpose see, whether at least one answer to the question B05D in the table of household members in the household head questionnaire is 14 years or younger.

**Question L03.** With the previous directing question L02 it was checked, whether there are children up to 14 in the household, now it is specified, whether children are respondent's own, his/her spouse's/ partner's (also adopted). This information is written in the table of household members but in case of large households with complex structure for finding it time is required, therefore it is more expedient to ask it again from the respondent.

**Question L05.** The aim of the question is to find out how working parents organize the caring of their children, what childcare services they usually use. For schoolchildren we are interested who is caring for them outside compulsory school hours. We understand work of pre-school establishments as childcare service (a day nursery, kindergartens, the day time centres, etc.), the opportunities given to schoolchildren to spend free time after lessons (group of the prolonged day, etc.), services of childminders.

Under usual in this question we mean usual week when the parent is at work and the child at school, in the kindergarten, with the childminder, etc. If there are state holidays, the parent or the childminder is on vacation, school holidays, kinder garden is closed, the parent, the child or the nurse is sick, etc., then such week is not usual.

If the respondent cannot answer, since the periods of caring are organized differently (for example, on one week the childminder, on another – the grandmother), then refer to reference week or last usual week before it and note, which then looked after the child.

In case respondent is using several childcare arrangements for a child or different childcare arrangements from one child to another, the most important (carer who spends the highest number of hours) should be coded. If it is impossible to choose, the first code that applies in the order of the list should be recorded.

The answer 4 (relatives, neighbours, friends) covers everyone who looks after the child free of charge. Including persons who live in the household and outside of it (for example, the grandmother living in the same household, the mother or the father living in another household). If sister or brother aged 15 or more looks after the child, then the answer is also 4. For paid childminder (it is not important if officially or informally), always the answer is 2.

The answer 6 is marked in case the child always takes care of her/himself and does not need the childminder. For older schoolchildren obviously it is the usual answer. The variant 6 is marked also in case, for example, then respondent works at home and can take care for child her/himself or then the child is together with the parent at work or there is no necessity for childcare service since time then the child is at school and working hours of the parent coincide.

**Questions L06– L08.** Differently than in question L05, where it is asked about the childminder who is usually looking after the child, these questions are about periods when the usual childminder was absent (during school holidays, usual childcare services were closed, when the carer was ill or on holidays, etc.).

**Question L06.** If respondent even once during last 12 months changed arrangements at work, when the childminder, who is looking after the child, was absent, the answer is positive (answer 1). In case he/she did not change the working time during these periods or such periods within last 12 months did not exist (kindergarten was always open, during the school vacation the child took care of her/himself, the childminder always presented, etc.), then the answer is negative (answer 2).

**Question L07.** From those, who answered to the previous question that they changed their working time arrangement, is asked if the lack of suitable alternative childcare services was the reason or any other reason. Alternative childcare service is a service what can be used temporarily, when person who usually is caring for the child is absent. There could be several periods within last 12 months when respondent changed her/his working time arrangements because of caring of the child. If even in one case, the reason was lack of alternative childcare services, the answer is positive (answer 1). If always there was any other reason, the answer is negative (answer 2).

**Question L08.** The main problem with alternative childcare service is asked. If respondent names more reasons then he/she must choose the most important. If it is impossible to choose, the first code that applies in the order of the list should be recorded.

**Questions L09–L13.** Using of parental leave is investigated; in what extent women and men use it. Parents, who have children up to 3 years in the household, are asked. Parental leave is granted to the mother or father until the child is 3 years old. If neither the mother nor father of the child uses the leave, it can be granted to the guardian instead.

**Question L09.** By the question it is checked, whether there is any child up to 3 living in the household (3-years inclusive). For this purpose see, whether at least one answer to the question B05D in the table of household members in the household head questionnaire is 3 years or younger.

**Question L10.** With the previous directing question L09 it was checked, whether there are children up to 3 in the household, now it is specified, whether the respondent had legal right to take parental leave for that child (these children). As the question is about last 12 months and parental leave is given before achievement by the child of three-year age, this question is about all children by whom 4 years were not executed. For children by whom 3 years were executed before reference week, probably possible period of parental leave has already passed, but it has ended within last 12 months. It is not important, for how long period the respondent had right to take parental leave in last 12 months. If even one such day was within last 12 months, the answer is positive (a variant of the answer 1).

In case when the respondent during the reference week was on pregnancy or childbirth leave (and within last 12 months there has no right to take parental leave for other child), the answer is negative (answer 2) since the right to the parental leave starts after the end of pregnancy and childbirth leave.

In case when the respondent has a child up to 3 years, but don't have (didn't have before the birth of the child) place of work, then she cannot be on parental leave and the answer is negative (answer 2).

It is necessary to be careful, if the respondent is the man. They should be asked a question since fathers of children up to 3 years also have right to take parental leave.

**Question L11.** The aim of the question is to find out how many persons who had right to take parental leave actually used it. It is not important how long the respondent was in parental leave. If even one day of the parental leave was within 12 months, the answer is positive (answer 1).

**Question L12.** According to the law on holidays, parental leave can be used completely or in parts at any time while the child was not executed 3 years. If the respondent used/plans to use parental leave stipulated by the law completely (before execution to the child of three years), then the answer is 1. If she/he does not use the parental leave stipulated by the law completely (for example, comes back to work when to the child it is executed two years) the answer is 2. In all other cases (for example, some time on parental leave, then at work and then again on parental leave, under the arrangement with the employer any other variant, etc.) the answer is 3.

**Question L13.** From those who did not use the legal right for parental leave, the main reason for it is asked. The personal reasons are meant. For example, the fact, that the spouse/partner took parental leave, is not the personal reason. It is necessary to answer, why the respondent him/herself did not take.

**Questions L14– L15.** The previous questions concerned caring of own, spouse/ partner's children living in the household, now it is asked, whether the respondent has duties on caring of any other children. From those who also have own children, question L14 is asked, from others question L15. The meaning of these questions is same, but the wording is slightly different. Here the interest is only about free-of-charge (except for social benefits) caring, an example caring for relatives or friends children. If caring of children is a job for the respondent, and she/he is paid for it (an example paid childminder, working in the pre-school childcare service, etc.), the answer is negative (answer 2). But if, an example, the paid childminder also looks after any another's child free of charge, the answer is positive (answer 1).

Caring of children it means, for example, feeding, washing, doing homework, walking outside, playing games, reading of books, etc.

The question concerns regular caring. Here a regular means the concrete time schedule, for example, every day, every week on certain days, etc.

For example, if mother who is at home with own child is looking after someone's child (the child of the relatives, friends, neighbours, etc.), then the answer to question L14 is positive (answer 1). The answer to question L15 is positive (answer 1) for example then the grandmother cares of children, when the parent/parents are at work. It is unimportant, whether the grandmother lives in the same household or outside of it, and whether she is going to look after the child in child's home or cares at own home. The answer is positive also in that case when, for example, the child does not have father and mother, or they

do not live with the child in the same household, and the child is brought up only by the grandmother. If the respondent supports children only financially, but does not look after them regularly in another way (for example, the father who does not live with the child in the same household only sends money), the answer is negative (answer 2).

**Question L16.** The question is asked from those who have care responsibilities for children. The aim is to find out whether they are satisfied with the organisation of their working life and care responsibilities. If the respondent does not work, the interest is, if he/she would like to start to work and reduce time spent for caring for children (answer 1). If the respondent is working, the interest is, if he/she would like to work more and reduce time spent for caring for children (answer 1). If the respondent is working, but wishes to work less (including to leave the work) and to spend more time for caring for children, then answer is 2. If the respondent does not work, then answer cannot be 2. If the respondent does not wish to change working hours and time spent for caring, the answer is negative (answer 3).

**Question L17.** From those who answered to the previous question, that they wish to work or to work more, the reason why they have not done it yet is asked. Whether the reason is lack of suitable childcare services (answer 1) or any other reason (answer 2) is asked. Other reasons can be, for example, that the respondent cannot find work, does not wish to use childcare services, trusts only relative or friend to care for the child, but it is not possible, etc.

**Question L18.** The main problem related with childcare services is asked. If respondent names more reasons then he/she must choose the most important. If it is impossible to choose, the first code that applies in the order of the list should be recorded.

The answer 3 (lack of suitable childcare services during the day or at special time) is used only when the respondent cannot answer which is main reason, lack of care services in usual working hours (answer 1) or at special times (answer 2). It is possible, if, for example, the respondent does not work and wishes to start to work, but he/she does not know, when will be his/her working time and during what time childcare service will be needed.

In case of the answer 4 (childcare services are too expensive), it is necessary to consider, that this is respondent's opinion. For example, if the respondent thinks that the salary which he/she will receive, then starting to work will not be enough for paying for childcare services he/she will need to use at this time.

The answer 5 (available childcare services are not of sufficient quality) is marked, if an example, the respondent thinks that groups in the kindergartens are too big, he/she cannot trust childminder, children do not learn enough, they are not cared well, etc.

**Question L19.** The previous questions concerned caring of children up to 14, now it is asked, whether the respondent has duties on caring of ill, disabled or elderly relatives or friends aged 15 or more. It is unimportant, whether this person is living in the same household or outside of it.

Here the interest is only about free-of-charge (except for social benefits, an example benefit for caring of disabled member of family) caring. If caring is a job for the respondent, and she/he is paid for it (an example paid carer, working in the old people's home, etc.), the answer is negative (answer 2). But if, an example, the paid carer also is caring for member of own family free of charge, the answer is positive (answer 1).

The caring is the personal care (feeding, washing, etc.), the domestic help (housework, laundry, etc.), the physical help (walking outside, etc.), company, talking, etc.

The question concerns regular caring. Here a regular means the concrete time schedule, for example, every day, every week on certain days, etc.

**Question L20.** The question is asked from those who have care responsibilities for persons aged 15 or more in need of care. The aim is to find out whether they are satisfied with the organisation of their working life and care responsibilities. If the respondent does not work, the interest is, if he/she would like

to start to work and reduce time spent for caring (answer 1). If the respondent is working, the interest is, if he/she would like to work more and reduce time spent for caring (answer 1). If the respondent is working, but wishes to work less (including to leave the work) and to spend more time for caring, then answer is 2. If the respondent does not work, then answer cannot be 2. If the respondent does not wish to change working hours and time spent for caring, the answer is negative (answer 3).

**Question L21.** From those who answered to the previous question, that they wish to work or to work more, the reason why they have not done it yet is asked. Whether the reason is lack of suitable care services (answer 1) or any other reason (answer 2) is asked. Other reasons can be, for example, that the respondent cannot find work, does not wish to use care services, trusts only relative or friend to care, but it is not possible, etc.

**Question L22.** The main problem related with care services is asked. If respondent names more reasons then he/she must choose the most important. If it is impossible to choose, the first code that applies in the order of the list should be recorded. Care services are the services offered in-home (the paid nurse) and also in establishments (houses for aged, shelters, etc.).

The answer 3 (lack of suitable care services during the day or at special time) is used only when the respondent cannot answer which is main reason, lack of care services in usual working hours (answer 1) or at special times (answer 2). It is possible, if for example the respondent does not work and wishes to start to work, but he/she does not know, when will be his/her working time and during what time care services will be needed.

In case of the answer 4 (care services are too expensive), it is necessary to consider, that this is respondent's opinion. For example, if the respondent thinks that the salary which he/she will receive, then starting to work will not be enough for paying for care services he/she will need to use at this time.

The answer 5 (available care services are not of sufficient quality) is marked, if the respondent or person in need of care is not satisfied with the quality of available care services.

**Questions L23–L26.** Questions about flexibility of the working time in relation with family reasons are asked from all employed persons.

**Questions L24–L25.** If the respondent in case of need can vary start or/and end of the working day (question L24) or to take whole days off (question L25) for family reasons, whether formally or informally (for example, under the verbal agreement with the employer), the answer is positive (answers 1 and 2). If it is impossible or is possible only then using holidays or special leave, the answer is negative (answer 3).

Persons, who usually determine his/her work schedule and work methods independently, obviously can do it also for family reasons. In this case the answer is positive (answers 1 and 2).

Often hours or days taken off are compensated later (or earlier). It can be also so, that the employer demands only performance of work and for this purpose it is not necessary to compensate later (or earlier) hours or days taken off. In this case the answer is positive too.

Family reasons are the caring for children or other members of the household in need of care (about what there were questions above in the questionnaire) and all other possible reasons, which are considered as family reasons by the respondent.

**Question L26.** Question is about time taken off from work in case of sickness of a member of family (even not serious like a child's cold), accident of a member of family or other family emergencies (childminder is leaving on urgent reasons, nursery closed because of flu epidemic, house burning, etc). Most of the time, it refers to unplanned situations but it can also be planned in advance in some cases, for example serious operation of a family member.

In this question time taken off from work related to own sickness or accident is excluded.

The answer 1 is marked, if the respondent got time off from work for example due to the sickness of child/relative. In this case the employee usually is on sick-leave. Special leave considers also, for example, free days in connection with funeral of the relative if it is formed so. Unpaid leave, which is taken on family reasons, is marked also as answer 1.

Only if the respondent was absent from work but it was not formed as special leave, then the answer is 2. In this case the respondent compensated time of absence later (or earlier), working longer or more intensively. For example, if the child was sick and the respondent did not take a sick-leave, but only as agreed with the employer went from time to time at home to visit the child, etc.

The question concerns last 12 months. The respondent could have several such periods when he/she took hours or days off on family reasons. If he/she even in once took special leave, then the answer is 1. If he/she always did it on another way, then answer 2.

**Question L27.** From persons, who have taken special leave, is asked whether they were paid during this time. It is not important who paid, the employer or social insurance. If he/she received (partly) salary, the social benefit or any other payment, the answer is positive (answer 1). If the respondent took within last 12 months special leave several times and at least in one case was paid, the answer is positive (answer 1).