Appendix I
Instructions to answer the ad hoc module’s questions
Module on work/life balance relating to the 2010 Community Work Force Survey

A INTRODUCTION

Each year, a number of questions are included in the Work Force Survey on particular subjects relating to the labour market. These questions are included in the so-called Ad Hoc Module, used in coordination with the work force surveys of other European Union countries, as foreseen in Council Regulation 577/98 on the organisation of a labour force sample survey in the Community (published in the Official Journal of the European Community L-77, on March 14, 1998).

According to the political needs of the moment, the subject to be studied through the ad hoc module in 2010 is that of combining work and family life. The main objectives are the following:

1. Ascertain the discrepancy between how people participate in the labour market and how they would wish to do so; determine the situations in which such participation is impossible, and, in those cases, establish whether or not the reasons preventing participation are linked to lack or unavailability of suitable services for care of children and other dependent persons.

More specifically, to:

- Identify care responsibilities to children and other dependent persons.
- Assess the consequences as regards participation in the labour market, while taking account of the distinction between free choice versus imposition.
- Where a situation is imposed, identify any link with lack or inadequacy of services for care of children and other dependent persons.

2. Analyse the degree of flexibility offered at work in terms of family life.

3. Estimate the number of relevant requests for permission made and how frequently such permissions are requested:

- Changes in normal working hours to be able to take care of children or of ill family members or friends aged 15 or more who need such assistance.
- Maternity/paternity leave for taking care of children of their own.

The aims of the Module do not include:

- Detailed analysis of how children and other dependent persons are cared for.
- Detailed analysis of how domestic chores are shared within the household.
B MODULE POPULATION

The Module is aimed at all persons aged 16 to 64.

C QUESTIONNAIRE RESPONSE INSTRUCTIONS

Annex I contains the hard copy version of the questionnaire. The instructions for completing it are set out below in this section.

In annex II various examples are put forward to clarify the content of some questions. For any queries, please refer to the service sponsoring the survey.
All persons aged 16 to 64 are to respond to the questionnaire.

Besides this general filter, the additional specific filters for each question are set out alongside it.

Question M1 is to be answered by persons with at least one child, whether their own, their spouse’s or theirs and their spouse’s, living in the household and aged up to 14.

Otherwise, go to the box before question M2.

Now I am going to ask you about the care you provide to children and ill, disabled or elderly persons.

1. Excluding your children or those of your partner living in the household, do you regularly care for other children aged up to 14?
   - Yes □ Proceed to M3
   - No □

This question is aimed at working persons aged 16 to 64 with at least one child, whether their own, their spouse’s or both of theirs, living in the household and aged up to 14.

Adopted children are considered children of their own to all effects and purposes. Children in foster care not legally adopted are not considered children of their own.

This question is designed to identify the care responsibilities taken on by the respondent as regards children not their own and/or not their spouse’s, on the basis that any responsibility of this kind may be an obstacle to the respondent’s participation in the labour market.

The question refers to:
   - The respondent’s and/or his/her spouse/partner’s children aged up to 14 who do not live in the household.
   - Children who are neither the respondent’s nor his/her spouse/partner’s, and whether or not they live in their household.

If a dependent is disabled or ill but is aged up to 14, he/she is treated as a child and thus included by this question.

The reference period is the current situation and the term regularly refers to a fixed behaviour pattern: each day, each week, etc.

The following are considered childcare:
   - Personal care (grooming, help to get dressed, help to eat, etc.)
   - Help with school homework
   - Games
- Reading
- Supervision
- Walks

The following is not regarded as childcare:
- Financial support
- Voluntary work of any kind (NGOs, charities, etc.)

Mark code 6 when childcare is performed as an occupational activity, unless it is also done during the person’s free time, in which case mark code 1.

If the respondent is disabled or ill in such a way that it is obvious he is out of the labour market because of the illness or disability, do not ask him this question so as not to make him feel uncomfortable and mark code 6.

Now we shall discuss the care you give to children or to ill, disabled or elderly persons.

2. Do you regularly take care of children aged up to 14?

- Yes 1 □
- No 6 □

The question is aimed at persons aged 16 to 64 meeting any of the following conditions:
- Childless
- With children, being the respondent’s and/or his/her spouse/partner’s, aged 15 and above.
- With children, being the respondent’s and/or his/her spouse/partner’s, aged up to 14 and not living in the household.

This question is designed to identify the care responsibilities taken on by the respondent as regards children not their own and/or not their spouse’s, on the basis that any responsibility of this kind may be an obstacle to the respondent’s participation in the labour market.

The question refers to:
- The respondent’s and/or his/her spouse/partner’s children who do not live in the household.
- Children who are neither the respondent’s nor his/her spouse/partner’s, and whether or not they live in their household.

If a dependent is disabled or ill but is aged up to 14, he/she is treated as a child and thus included by this question.
The reference period is the current situation and the term *regularly* refers to a fixed behaviour pattern: each day, each week, etc.

The following are considered ways of taking care of children:
- Personal care (grooming, help to get dressed, help to eat, etc.)
- Help with school homework
- Games
- Reading
- Supervision
- Walks

The following is not regarded as childcare:
- Financial support
- Voluntary work of any kind (NGOs, charities, etc.)

Mark *code 6* when childcare is performed as an occupational activity, unless it is also done during the respondent's free time, in which case mark code 1.

If the respondent is disabled or ill in such a way that it is obvious he is out of the labour market because of the illness or disability, do not ask him this question to avoid making him feel uncomfortable and mark code 6.

3. **Do you regularly take care of friends/relatives aged over 15 and in need of care?**

   *Interviewer: consider only ill, disabled and elderly persons.*

   - Yes 1
   - No 6

The question refers to help regularly provided to friends/relatives aged 15 or more who are ill, disabled or elderly.

The reference period is the current situation and the term *regularly* refers to a fixed behaviour pattern: each day, each week, etc.
- Personal care (grooming, help to get dressed, help to eat, etc.)
- Physical help (for example, with moving or walking)
- Help with managing financial affairs
- Help with housework (cleaning, laundry, etc.)
- Keeping company, visiting, chatting.

The following is not regarded as care for dependent adults:

- Financial support
- Voluntary work of any kind (NGOs, charities, etc.)

Mark code 6 when the care of dependent adults is performed as an occupational activity, unless it is also done during the respondent's free time, in which case mark code 1.

If the respondent is disabled or ill in such a way that it is obvious he is out of the labour market because of the illness or disability, do not ask him this question so as not to make him feel uncomfortable and mark code 6.

Question M4 is to be answered by persons with at least one child, whether their own, their spouse’s or theirs and their spouse’s, living in the household and aged up to 14.

Otherwise, go to box 1 before question M6.

I am now going to ask you about your own or your partner’s children aged up to 14 and living in the household.

4. During your working day, do you use childcare services to take care of your child or that of your partner?

(Data must refer to a normal week, omitting school holidays, children’s sickness and other special circumstances.)

(Exclude compulsory school education).

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Go to Box 1 before M6

This question is aimed at persons aged 16 to 64 with at least one child, whether their own, their spouse’s or of both, living in the household and aged up to 14.

Try to find out about the childcare services (always aged under 14 years) the person uses while at work, which therefore enable the person to go out to work. The focus is on the youngest child because he is probably the one who requires most care.

The reference period is a normal week, excluding:

- Holidays (of the child, his parents, his carers, etc.)
- Other exceptional circumstances (child’s sickness or other problems)

Both public and private specialist childcare service are covered, as follows:

- Nurseries
- Day care centres
- Organised family care (nannies hired by child care centres who go to the child's home).
- Extracurricular activity centres (excluding sports clubs where the children go to engage in a sport and language teaching centres.
- Private nannies or specialist personnel

Childcare services are not considered to include mandatory schooling.

Mark code 1 if the child receives preschool education or goes to a nursery, kindergarten or extracurricular activity centre. Both public and private specialist childcare services are covered by code 1.

Mark code 6 if the child is cared for by relatives or friends, provided such care is unpaid, and regardless of whether or not they live in the same household as the child. The code covers children aged over 14 caring for their younger siblings.

Mark code 6 too if:
- The children aged up to 14 look after themselves or look after each other.
- The respondent works at home or looks after the child at his/her workplace.
- No childcare service is used; for example, if the child’s school hours coincide with the respondent’s working hours.

5. How many hours per week do you use childcare services?

- 10 hours or less 
- More than 10 but less than 20 hours 
- More than 20 but less than 30 hours 
- More than 30 but less than 40 hours 
- Over 40 hours 
- Don’t know 

This question is aimed at persons aged 16 to 64 with at least one child for whom care services are used, whether the child is their own, their spouse’s or of both, living in the household and aged up to 14.
Try to find out about the childcare services the person uses for the youngest child (under 14 in any case) while at work, which therefore enable the person to go out to work. The focus is on the youngest child because he is probably the one who requires most care.

The reference period is a normal week, excluding:

- Holidays (of the child, his parents, his carers, etc.)
- Other exceptional circumstances (child’s sickness or other problems)

If the respondent cannot provide an answer in relation to a normal week, for example because the type of care required varies from one week to another, the respondent must be asked about the average number of hours per week during which he uses care services for the youngest child, except when the child, his parents or carers are on holidays, or in other special circumstances (when the child is sick, or there are other problems).

If the person uses various types of childcare services for their youngest child, the appropriate response shall be chosen among codes 1 – 5, with the total average number of hours per week of all the childcare services used in a normal week without taking into account those when the child, his parents or carers are on holidays, or other special circumstances are given (when the child is sick, or there are other problems).

Childcare services are considered to include both public and private services of the following types:

- Nurseries
- Day care centres
- Organised family care (nannies hired by childcare centres who go to the child’s home).
- Centres where extracurricular activities are performed (excluding sports clubs where the children go to engage in a sport and language teaching centres).
- Nannies or specialist personnel

**Question M6** shall be answered by persons aged 16 to 64 who meet one of the following two conditions:

- they have at least one own/spouse’s child aged up to 14 living in the household
- has answered yes to question M2.

Otherwise, move on to **box 1** before M8.

Question **M6** is to be answered by persons who meet one of the two preceding conditions and are:

- unemployed persons who are seeking a job or do not know if they are seeking a job, or
- unemployed persons who are not seeking a job and the reason for not doing so is not that they have to take care of children, or
part-time workers who work part time for a reason other than to look after children.  

**Otherwise**, move on to the box before M7.

6.

If TRAPLU=blank and BUSCA2=6  
Is the reason for not wishing to have the fact that the childcare services are not adequate or they are too expensive?.

If TRAPLU=blank and BUSCA2<>6, blank  
Is the reason for not looking for a job the fact that the childcare services are not adequate or they are too expensive?.

If PARCO1=6 and PARCO2<>3  
Is the reason for not working more hours the fact that the childcare services are not adequate or they are too expensive?.

If TRAPLU = blank and BUSCA1 = 1,6,0 and NBUSCA = blank  
Is the reason for not working the fact that the childcare services are not adequate or they are too expensive?.

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The question is addressed to

- unemployed persons who are seeking a job or do not know if they are seeking a job.
- unemployed persons who are not seeking a job for a reason other than because they have to take care of children, or
- part-time workers who work part time for a reason other than to look after children.

and who, besides, meet at least one of the following conditions:

a) they have at least one own/spouse’s child aged up to 14 living in the household
b) has answered yes to question M2.
The question aims to elicit the respondent’s point of view on the fact of not working or not working longer hours, and to ascertain whether the main reason is linked to unavailability of suitable childcare services or their cost.

Taking care of children means looking after children (aged 14 or less), whether or not they live at home with the respondent.

The following is not regarded as childcare:
- Financial support
- Voluntary work of any kind (NGOs, charities, etc.)

Mark code 6 when childcare is performed as an occupational activity, unless it is also done during the respondent’s free time, in which case mark code 1.

Childcare services are considered to include both public and private services of the following types:
- Nurseries
- Day care centres
- Organised family care (nannies hired by childcare centres who go to the child’s home).
- Centres where extracurricular activities are performed (excluding sports clubs where the children go to engage in a sport and language teaching centres).
- Nannies or specialist personnel

Childcare services, whether they are provided on public or private initiative, are not considered to include:
- childcare by family members or friends who are not paid at all, irrespectively of whether or not the live at home with the child
- Care by brothers or sisters over 14 who look after a brother or sister of theirs aged 14 or less.

Code 6 should be used:
- for unemployed persons who are seeking a full-time job
- for persons on maternity leave
- for persons who believe they should look after their children themselves.

Suitable services are understood to be lacking or unavailable in any of the following cases:
- They are non-existent
- Such services exist, yet there are no places available
- Such services exist yet they are too far away or out of reach for lack of means of transportation.
- Such services exist yet are not available during all the time they are needed, so this would have to be extended
- Such services exist but are not of the required quality as to their staff, or to the experts needed to provide specialist care in the case of disability, etc.

If the respondent is disabled or ill in such a way that it is obvious he is out of the labour market because of the illness or disability, do not ask him this question so as not to make him feel uncomfortable, and mark code 6.

Question **M7** is to be answered by those who hold a part-time job or are jobless and not seeking a job, in either case because they have children to look after and there are no childcare services available or these are too expensive, and by those who have answered yes to question M6.

**Otherwise**, move on to box 1 before M8.

7. **What is the main childcare-related reason for not working or for your working part-time?**

*Interviewer: if several reasons are given, the respondent should select the main one.*

- Lack of childcare services 1
- Childcare services are too expensive 2
- Available childcare services are not of sufficient quality 3
- Reasons other than the above 4
- Don’t know 9

The question is addressed to those who would like to work part time rather than full time or have not been seeking a job, in either case because they have children to look after and there are no childcare services available or these are too expensive, and to those whose reason for not having a job or for not working longer hours is that there are no suitable childcare services available.

Try to establish the reasons why childcare services are unavailable: too expensive, poor quality, no such services exist, etc.

The question refers to childcare services that are paid for, whether they are provided at the child’s home and/or at childcare centres.

The question refers to the main reason at the present time. For example, if the respondent stopped working two years ago because childcare services were not available and now they are available the respondent finds them too expensive, mark code 2.
But if a combination of reasons comes into play, select the one the respondent regards as the main reason.

Mark code 1 if at least one of the following applies:

- There are no accessible services in the area where you live.
- There are services in the area where you live but there are no places available.
- There are places available for taking care of your child but not during the whole time they are required, for example only during the morning, or they are available during normal working hours (from 7 am to 7 pm) but not at other hours (before 7 am or after 7 pm, or on weekends or holiday periods).

Mark code 2 if:

- The respondent is jobless and believes the prospective pay not to be good enough compared with the cost of the required care services (the prospective pay may be higher than the cost of the care services, but not enough to prompt the respondent to seek work).

Mark code 3 if:

- The respondent believes the services available are not of sufficiently good quality, for example: too many children and few caregivers.
- There are no childcare services available for children with special needs.

**Question M8** is to be answered by those aged 16 – 64 who are in charge of giving care to family members or friends aged 15 or older who need care.

Otherwise, move on to box 1 before **M10**.

**Question M8** is to be answered by:

- unemployed persons who are seeking a job or do not know if they are seeking a job, or
- unemployed persons who are not seeking a job for a reason other than because they have to take care of adults who are ill, disabled or of old age, or
- part-time workers who work part time for a reason other than to take care of adults who are ill, disabled or of old age.

Otherwise, move on to the box before **M9**.

8.

If TRAPLU=blank and BUSCA2=6
Is the reason for not wishing to have a job the fact that the services available for the care of sick adults, friends/relatives aged 15 or more, in need of care, are not adequate or they are too expensive?.

If TRAPLU=blank and BUSCA2<>6, blank

Is the reason for not seeking to have a job the fact that the services available for the care of sick adults, friends/relatives aged 15 or more, in need of care, are not adequate or they are too expensive?.

If PARCO1=6 and PARCO2<>3

Is the reason for not working more hours the fact that the services available for the care of sick adults, friends/relatives aged 15 or more, in need of care, are not adequate or they are too expensive?.

If TRAPLU =blank and ((BUSCA1=6,0 and RZNOTB<>3 and NBUSCA=blank) or (BUSCA1=1 and NBUSCA=blank))

Is the reason for not working the fact that the services available for the care of sick adults, friends/relatives aged 15 or more, in need of care, are not adequate or they are too expensive?.

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The question is addressed to

- unemployed persons who are seeking a job or do not know if they are seeking a job, or
- unemployed persons who are not seeking a job for a reason other than because they have to take care of adults who are ill, disabled or of old age, or
- part-time workers who work part time for a reason other than to take care of adults who are ill, disabled or of old age.

and who, in addition, have answered yes to question M3.

The question aims to elicit the respondent’s point of view on the fact of not working or not working longer hours, and to ascertain whether the main reason is linked to lack of or unavailability of satisfactory caregiving services for persons who are ill, disabled or of old age.

Care of ill family members or friends means care of those aged 15 or more who are ill and need the care of adults, whether these live at home or not.
The following is not regarded as taking care of adults:
- Financial support
- Voluntary work of any kind (NGOs, charities, etc.)

Mark code 6 when the care of dependent adults is performed as an occupational activity, unless it is also done during the respondent's free time, in which case mark code 1.

If the caregiver is registered as such with the Social Security Administration according to the provisions of the Dependency Act, this question refers to the care they give to elderly persons or sick persons aged 15 or more beyond the number of hours stipulated in the relevant resolution or agreement.

Care of dependent adults includes the following activities:
- Personal care (grooming, help to get dressed, help to eat, etc.)
- Physical help (for example, with moving or walking)
- Help with managing financial affairs
- Keeping company, visiting, chatting.

Suitable services are understood to be lacking or unavailable in any of the following cases:
- They are non-existent
- Such services exist, yet there are no places available
- Such services exist yet they are too far away or out of reach for lack of means of transportation.
- Such services exist yet are not available during all the time they are needed, so this would have to be extended
- Such services exist but are not of the required quality as to their staff, or to the experts needed to provide specialist care in cases of disability, etc.

If the respondent is disabled or ill in such a way that it is obvious he is out of the labour market because of the illness or disability, do not ask him this question so as not to make him feel uncomfortable, and mark code 6.

Question **M9** is to be answered by those who hold a part-time job or are jobless and not seeking a job, in either case because they have adults who are ill, disabled or of old age to look after and there are no care services available for them or such services are too expensive, and by those who have answered yes to question **M8**.

Otherwise, go to **M10**.

9. What is the main reason, linked to the care of sick, friends/relatives aged 15 or more in need of care, for not working or working only part time?
Interviewer: if several reasons are given, the respondent should select the main one.

- Lack of care services 1
- Care services are too expensive 2
- The available services are not of sufficient quality 3
- Reasons other than the above 4
- Don’t know 9

The question is addressed to those who would like to work part time rather than full time or have refrained from seeking a job, in either case to take care of adults who are ill, disabled or of old age because there are no care services available or these are too expensive, and to those whose reason for not having a job or not working longer hours is that there are no suitable care services available.

Try to establish the reasons why the required care services are unavailable: too expensive, poor quality, no such services exist, etc.

The question refers to paid care services, at home and/or institutions, including day centres.

The question refers to the main reason, which is to be taken to mean the current reason. For example, if the respondent stopped working two years ago because the required care services were not available and now they are available the respondent finds them too expensive, mark code 2.

But if a combination of reasons comes into play, select the one the respondent regards as the main reason.

Mark code 1 if at least one of the following applies:

- There are no care services available in your area.
- There are services, but no places available.
- There are places available at care centres, but the care services do not cover all the time during which they are needed by the person, for example, during the day only, and not at night.

Mark code 2 if:

- The respondent is jobless and believes the prospective pay not to be good enough compared with the cost of the required care services (the prospective pay may be higher than the cost of the care services, but not enough to prompt the respondent to seek work).

Mark code 3 if:

- The services are not of sufficiently good quality from the point of view of the respondent or of the person in need of care. Lack of trust in the caregiver is a way of saying the services are of poor quality.
Question M10 is to be answered by wage earners or those whose activity depends to a large extent on that of another entrepreneur.

Otherwise, go to box 1 before question M14.

Now we shall discuss your job.

10. Who determines your working hour?

- The employer in its hole 1 □ Go to M12
- The employee, even though just in part 6 □

This question is addressed to wage earners aged 16 – 64 or to those whose activity depends to a large extent on that of another entrepreneur.

The question refers to what is normally the case, without taking into account peak or emergency work periods.

Mark code 1 if it is the employer who determines the work timetable of his employees, and the latter have no say in this. In particular, mark code 1 for those who work in shifts, as it is the employer who fixes work shifts as a rule, even if the employee can exchange shifts with others.

Mark code 2 when it is the wage earner himself who fixes this work timetable.

Persons who are on maternity leave must answer according to their work timetable before going on leave or when they go back to work.

11. Of which of the following types is your work timetable?

- It is flexibility as to the time when their workday starts and ends, and may choose how long to work or whether to work at all on any given day, making up the difference on other days 1 □ Go to M13
- Fixed number of working hours per day yet flexibility as to the time when the workday starts and ends 2 □
- Work timetable determined by the respondent at his own discretion 3 □ Go to M13
- Other 4 □
This question is addressed to wage earners aged 16 – 64 who fix their own work timetable.

Try to evaluate the degree of flexibility in the respondent's work timetable in relation to combining work and family life, as a normal or an exceptional arrangement.

Mark code 1 for wage earners who may choose how long to work on any given day, making up the difference on other days within the following week or month. This should not be interpreted as referring to an arrangement in which the employee may fix the time when his workday starts and ends entirely at his own discretion.

Mark code 2 when the employee is free to determine when his workday starts and ends, provided that he works a fixed number of hours each day. The work timetable normally includes a mandatory period of hours each day. An example of this type of workday is that of some civil servants: there is a mandatory period (e.g., 9.00 to 14.30 h) and flexible start and end times, with a fixed number of daily hours of work (normally eight).

Mark code 3 when the employee may determine his work timetable at his own discretion.

Code 4 is a residual one to be marked when the rest of the codes are not applicable. A frequent case in which code 4 is marked is when the workday starts at a fixed time and ends when the work to be done is completed. Another example of this type of timetable may be that of teachers.

12. Are you able to vary the start and/or end of the working day for family reasons, for at least one hour?

- Generally possible 1
- Rarely possible 2
- Not possible 3
- Don't know 9

This question is addressed to wage earners aged 16 to 64.

Try to evaluate the degree of flexibility in the respondent's work timetable in relation to combining work and family life, as a normal or an exceptional arrangement.

Family reasons include having to take care of children aged up to 14 or of dependent persons aged 15 or more who are ill, disabled or elderly.

Hours taken off work are normally made up after the end or before the start of a workday, but need not be made up by working longer - performance of the job in hand suffices for the purposes of this question.

Both formal and informal arrangements between the employer and the employee as to the latter's working time are to be taken into account.

Mark code 1 if:
- The respondent is generally able, for family reasons, to start his workday later and/or end it earlier (except during emergency or peak work periods).

- In general, the respondent has flexibility as to the time when his workday starts and ends, or the possibility of working a extra number of hours which he may accumulate and take as hours off work later on. Any of these options can be used in the event of having to take time off for family reasons.

When the arrangement may only be used in a few circumstances (emergencies, death of a family member,...) mark code 2.

Code 3 is to be used when the answer is not relevant in the case of the respondent because he works at a special location, for example on an oil rig.

13. Not using holidays, are you able to organise your working time to take whole days off for family reasons?

- Generally possible 1 □
- Rarely possible 2 □
- Not possible 3 □
- Don’t know 9 □

The question is addressed to job holders are aged 16 to 64.

Try to evaluate the degree of flexibility in the respondent's work timetable in relation to combining work and family life, as a normal or an exceptional arrangement.

Family reasons include care of children aged up to 14, and care of dependents aged 15 or more who are ill, disabled or elderly.

Organising the working time means the person plans for this so as to be able to take whole days off work, for example, working extra hours before or after taking the day off, exchanging shifts, etc.

Vacation periods and special leaves (because a parent or child is seriously ill...) are not considered days off.

Ways of organising a person's working time include:

- Accumulating a number of hours worked which may be exchanged for full days off.
- The work timetable is left to the employee to determine at his own discretion, allowing him to be absent from work for a whole day without need for any type of specific agreement or approval.

Whole days taken off work are normally made up in advance or later on, but need not be made up by working extra hours or days - performance of the job in hand suffices for the purposes of this question.
Both formal and informal agreements between the employer and the employee as to the latter's working time are to be taken into account, as well as days off taken by the employee whether he is paid for these or not.

Mark code 1 if:

- The respondent is generally able to take days off for family reasons (provided this is not during a peak or emergency work period), even if there is a limit on the number of days that he may take off.
- The person may take a certain number of days off at his own discretion, known as "moscosos" in the Spanish Administration, even if there is a limit on the number of days he may take off under this arrangement.
- The respondent may, in general terms, organise his/her working time to take whole days off, because he/she may do so, in particular, for family reasons.

When the arrangement may only be used in a few circumstances (emergencies, leave to get married, death of a family member,...) mark code 2.

Question M14 is to be answered by persons who have at least one child of their own who is under 8 and lives in the same household with them.

Otherwise, move on to End of Module.

Question M14 is to be answered by those who have at least one child of their own who is under 8, have previously held jobs but do not know when they left their last job.

Otherwise, move on to the box before M15.

14. Did you work when your youngest child was born or after he/she was born?

*Interviewer: say "your child" instead of "your youngest child" if the respondent has only one child.*

- Yes 1 □ Proceed to M15
- No 6 □ End of Module

The question is addressed to persons aged 16 to 64.

- who have an child of their own who is under 8 and lives with them in the same household and
- who have previously had a job but do not know when they left their last job.

Question M15 is to be answered by job holders or those who have held a job at some time since the birth of their youngest child.
15. Excepting maternity/paternity leave, following the birth of your youngest child, have you reduced or did you reduce the number of hours worked to take care of the child?

(The possibility of reducing the number of hours worked because of standard holidays or by applying flexitime systems shouldn’t be taken into account either).

- Yes 1 □
- No 6 □  Proceed to M17
- Don’t know 9 □

The question is aimed at persons aged 16 to 64 who have an child of their own and is under 8 living with them in the same household, who hold a job or have held a job at some time since the birth of their youngest child.

Try to find out if the respondent has reduced or at some time reduced his working time, taking into account both the possibility of taking off whole days or a few hours each week to take care or the youngest child they have at home, without doing so in exchange for vacation time and without considering the possibility of a flexible workday.

Mark code 1 if the respondent chose to work part time to be able to look after his youngest child. This includes respondents who, having cut down their working time, did not subsequently resume working full time.

Also mark in special cases such as in the event of separation of a married couple, in which each spouse may reduce his workday to look after the child, during the respective period that the child is in their custody.

The reduction in hours to be taken into account in responding to this question is both in the hours of paid working time and the hours worked without remuneration.

Mark code 2 if the respondent is on maternity/paternity leave or reduces the number of hours he works in exchange for vacation time or for working a flexible timetable (specifically, when the respondent is on maternity/paternity leave, the interviewer must try to mark code 2 directly to avoid burdening the respondent with the task).

Time off for breastfeeding is also excluded, irrespectively of whether this is enjoyed as a reduction of one hour in the workday or by accumulating the hours into whole days off.

16. Was the time you reduced the number of hours worked:

- More than or equal to one month? 1 □
- Less than one month? 6 □
- Don’t know? 9 □

The question is aimed at people aged 16 to 64 years who have a child of their own aged under 8 years who lives in the household and who have reduced the number of hours worked in order to care for their child.
The question aims to find out how much time people have reduced their working day by, considering the possibility of taking whole days or a few hours per week, to care for the youngest child living in the household, not counting holiday time or flexitime.

Mark code 1 when the decrease in the number of hours worked was for a number of days amounting more than or equal to one month.

Mark code 2 when the decrease in the number of hours worked was for a number of days amounting less than one month.

17. After the birth of your last child did you take full-time parental leave to take care of him/her?

- Yes 1 □
- No 6 □ Go to M20.
- Don’t know 9 □

The question is aimed at people aged 16 to 64 years who have a child of their own aged less than 8 years who lives in the household, who are in work or, though not working now, have worked at some point since the birth of their youngest child.

Parents’ children are considered to be either biological or adopted children as well as those who are in foster care on a basis of permanent family placement or placement with a view to adoption, although these are provisional.

Full-time parental leave to care for children of their own – in one or more blocks - is considered only.

The criteria defining full-time parental leave to care for children of their own are:

- Suspension of employment contract at the request of the employee.
- Leave additional to maternity/paternity leave allocated to childcare, thereby excluding care of dependent adults.
- Available for both biological and adopted children.
- Maximum duration of 3 years from the date of birth or administrative decision.
- An individual and non-transferable right, which may be exercised by the father and mother. If both parents work for the same company, the employer may deny parental leave to one of them, alleging harm to the operating of the company.
- Employers may postpone such leave on justified grounds.
- In the first year, employees are entitled to the job position being reserved for them; afterwards, the reservation refers to a job position in the same occupational group or category.
- Leave for childcare may be divided up.
Mark code 1 if the respondent has been on parental leave for at least 1 full-time working day.

*Code 2* applies in the following cases:
- Where the respondent did not take any parental leave at all.
- Where the respondent has taken leave to care for a dependent child but part-time.
- If the respondent is on maternity or paternity leave (namely, provided the respondent is on maternity/paternity leave we will try to assign a code to them directly to avoid respondent burden).
- Where the respondent discontinued work only by using holiday time or whole days on a flexitime basis.

18. Joined to this full-time parental leave, did you take holidays or off because of flexitime system to take care of your last child?
- Yes 1
- No 6
- Don’t know 9

The question is aimed at respondents aged 16 to 64 years who have a child of their own aged under 8 years who lives in the household and who have taken full-time parental leave at some point since the birth of their youngest child.

The purpose is to find out whether combined with this parental leave, the respondent extended the period by using their holiday time (either at the beginning or end) or by taking whole days on a flexitime basis.

Mark code 1 if the respondent took full-time parental leave combined with holiday time or whole days on a flexitime basis.

Mark code 6 if the respondent took full-time parental leave only and did not extend this period.

19.

If M18=1

How long did it take this continuous period?

If M18=6.9

For how long were you on full-time parental leave?
The question is aimed at respondents aged 16 to 64 years who have a child of their own aged under 8 years who lives in the household and who have taken full-time parental leave at some point since the birth of their youngest child.

The question aims to find out how long men and women were on full-time parental leave (which may or may not have been prolonged by using holiday time or whole days on a flexitime basis) to care for their youngest child (under 8 years).

Full-time parental leave to care for children of their own – in one or more blocks - is considered only.

If the respondent has taken full-time parental leave over several periods (which may or may not have been prolonged by using holiday time or whole days on a flexitime basis) to care for their youngest child, the period with the longest duration should be taken into account as an indicator for answering this question. ONLY if the respondent ACTIVELY states that it is more representative of their situation to consider the total sum of all the periods taken rather than just that of the longest duration, that only the greatest duration, the total sum of all the periods taken will prevail over the period of longest duration as an indicator for answering this question.

Nor is a situation in which an employer decides to terminate the employment contract for this reason included either.

Mark code 1 if the respondent has taken full-time parental leave but for less than one month, which may or may not have been prolonged by using holiday time or whole days on a flexitime basis.

If holiday time or days off are added to full-time parental leave, the total calculation days as a whole should be considered when answering the question.

Mark a code from 2 to 5 (as applicable) if the respondent took full-time parental leave for over a period exceeding or equal to one month or if combined with this parental leave they took holiday time or whole days on a flexitime basis, the total days taken as a whole exceeding one month.

Code 6 should be marked if the respondent is still on this leave.
20. Excepting maternity/paternity leave and parental leave, following the birth of your last child, did you stop working for a continuous period to take care of him/her?

- Yes 1 □
- No 6 □ End of Module
- Don't know 9 □

The question is aimed at people aged 16 to 64 years who have a child of their own aged less than 8 years who lives in the household, who are in work or, though not working now, have worked at some point since the birth of their youngest child.

Any arrangements reached by the employee, whether paid or unpaid, should be considered.

The aim is to analyse whether the respondent, whether male or female, stopped working for a continuous period in order to take care of children of their own.

Neither full-time parental leave, whether taken in a block or divided up, nor part-time leave, commonly referred to as reduced working hours to take care of children of their own, is included in this context. Maternity and paternity leave aren’t included either.

Holidays or days off on a flexitime basis are excluded unless they are combined with other arrangements to stop working.

If the respondent stopped working over several different periods to care for their youngest child, the longest duration will be considered as an indicator for answering this question. ONLY if the respondent ACTIVELY states that it is more representative of their situation to consider the total sum of all the periods taken rather than just that of the longest duration, that only the greatest duration, the total sum of all the periods taken will prevail over the period of longest duration as an indicator for answering this question.

Nor is a situation in which an employer decides to terminate the employment contract for this reason included either.

Mark code 1 if the respondent stopped working for a continuous period to care for their youngest child, regardless of whether or not they decided returned to work.

Mark code 2 if the respondent is currently on maternity/paternity leave or if the respondent stops working for a continuous period by using holiday time or on a flexitime basis (namely, if the respondent is currently on maternity/paternity leave, we should try to assign them the code directly to avoid respondent burden).

21. For how long?

- Less than one month 1 □
- 1 to 3 months 2 □
- More than 3 but less than 6 months 3 □
- More than 6 months but less than 1 year 4 □
The question is aimed at persons aged 16 to 64 years who have a child of their own aged under 8 years living in the household and who stopped working for a continuous period in order to take care of them.

This aims to analyse the period during which the respondent stopped working continuously in order to take care of their own children.

Neither full-time parental leave, whether taken in a block or divided up, nor part-time leave, commonly referred to as reduced working hours to take care of their own children, is included in this context. Maternity and paternity leave aren’t included either.

In the duration of the period, not only the time agreed to stop working should be taken into account, but the time the respondent was out of work before finding another job if they left their job on their own initiative. If they were dismissed by the company, however, that period of looking for a new job should not be taken into account.

If the respondent stopped working over several different periods to care for their youngest child, the longest duration will be considered as an indicator for answering this question.

Nor is a situation in which an employer decides to terminate the employment contract for this reason included either.

Mark code 1 if the respondent stopped working for a continuous period of less than one month to care for their youngest child, regardless of whether or not they decided returned to work.

Mark a code from 2 to 5 if the respondent has stopped working for a continuous period which is greater or equal to one month in order to care for the youngest child.

Similarly, mark code 6 if the respondent is still on this period and hasn’t returned to work yet.
Annex III

Practical cases (examples proposed to those responsible for the survey at the province level and to interviewers) and solutions
Cases

1. A young student aged 18 years, with no children, says that in the reference week she was paid for looking after a child aged 4 years. We also know that she can organise her working day, changing her schedule for a maximum of one hour or take days off without using holiday time provided that in both cases it is for family reasons. How would you respond to the module questionnaire?

2. A separated man has joint custody with his wife of his child aged under 2 years. For the last three months the child has been living with him, but because of his job it is the grandmother who has been looking after him. How would you answer questions M1 to M4 of the module?

3. A 60-year-old housewife who volunteers with charitable associations looking after dependent people. How would question M3 be answered?

4. A 40-year-old woman with a child aged less than 4 years, who has been working on a reduced working hours basis for almost a year. How would you answer questions M14 to M21 of the module questionnaire?

5. A 60-year-old housewife, exclusively involved in housework, who lives with her husband and her children aged over 15 years. Once a week she visits a cousin who is mentally ill yet doesn’t need to be admitted to a special facility. She does his domestic chores. How would you answer the module questionnaire?

Solutions

1.- M1=blank, M2=6, M3=6, M4 to M9=blank, M10=1, M11=blank, M12=1, M13=1, M14 to M21=blank.

2.- M1=6, M2=blank, M3=6 and M4=6.

3.- M3= 6.

4.- M14=blank, M15=1, M16=1, M17=6, M20=6, M18, M19 and M21=blank.

5.- M1=blank, M2=6, M3=1, M4 to M7=blank, M8=6, M9 to M21=blank.