

Labour Force Survey ad hoc module 2005: Reconciliation between work and family life

Interviewer instructions

1. Background and purpose of the survey

The survey is an additional inquiry (ad hoc survey) conducted in connection with the Labour Force Survey in all EU countries for the purpose of studying reconciliation between work and family. The studied subjects are:

- use of family leaves after maternity leave
- child care arrangements and problems during day-care and school holidays
- care responsibilities (for children, or elderly, sick and disabled people) of people of working age
- lack of care services as (main) obstacle to paid work and
- adjustments of working hours for family reasons.

The collected data will be used in Finland and in the EU to support and monitor decisions concerning working life.

2. Targets of the survey and its implementation as part of the Labour Force Survey

The survey will be conducted throughout 2005 among the target persons aged 15 to 64 who are interviewed for the Labour Force Survey for the last time, in other words the fifth rotation group.

The questions will be asked in the household section immediately after the questions to establish household members. The old questions concerning children's day-care will be omitted in 2005.

No separate letter concerning the survey will be sent to the targets. Because the survey is part of the Labour Force Survey it will not be invoiced separately. A fixed pay for 90 minutes will be paid for pay period 24 for familiarisation with the ad hoc survey and for practice interviews.

3. Contacts

Inquiries concerning the contents of the survey should be addressed to:
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4. Change from the beginning of 2005 in the recording of care leaves in the Labour Force Survey

Definitions of the alternatives concerning children's home care will change in questions K8-K10 of the Labour Force Survey. The change will apply to all Labour Force Survey interviews. As of the beginning of 2005, the term "on care leave" will only be used in the sense of "full-time care leave from work". A person who is at home caring for children and does not have a permanent employment relationship will always be recorded as "looking after own household, own family members". (Please study the detailed instructions attached hereto as a separate document.)

5. Data content and respondents of the ad hoc survey

The interviewing instructions clarify the reasons why certain questions are necessary. Please read the instruction and study the Figure depicting the structure of the interview questionnaire (Annex 1) before examining the questionnaire more closely. The data content divides into four parts. Most of the questions are aimed at persons who have their own or their (cohabiting) spouse's children aged under 15 in their household, but questions in sections 3 and 4 also concern people living alone.

1. Use of maternity, paternity, parental and child-care leave: The targets are all women and men aged 15 to 64 who may have been entitled to some full-time or part-time family leave during the past 12 months. This means people whose children might be in the second year at school or younger. Both employed and non-employed persons are targets.
2. Child-care mode and arrangements for replacing child care during day-care and school holidays: The targets are all employed persons who have their own or their (cohabiting) spouse's children aged under 15 in their household.
3. Care responsibilities and lack of care services as (main) obstacles to paid work: The targets are all employed and non-employed persons aged 15 to 64 irrespective of gender. The questions aim to seek persons caring regularly for their close ones, such as children, elderly, sick or disabled persons, and those among them for whom care responsibilities form the (main) obstacle to paid work. If the (main) obstacle to paid work is lack of care services, the types of shortcomings are examined further.

Lack of care services as obstacle to paid work is a problem that affects the other EU countries more than the Nordic countries, but data facilitating comparisons are, nevertheless, important.

4. Adjustment of working hours for family reasons: The targets are all employed persons aged 15 to 64, including persons living alone (whose close relatives live elsewhere).

6. General instructions for the interview

Form yourself an overall picture of the main features of family leaves by studying the table (Annex 2) describing them. However, the leading thought is that the respondents themselves know what kinds of leaves they have taken, or can identify them basing on the formulation of the questions.

The questions concern facts or somewhere in between facts and opinions. Use of a proxy respondent is allowed. In most questions, the interviewee may be helped using the screen

and work instructions. However, “Don’t know” is the only correct answer if a proxy has any hesitation whatsoever of what the target’s own view would be.

Efforts have been made to formulate the questions so that they take into account the facts already known about the respondents. Nevertheless, the wordings in some questions still give a number of alternatives, so you should choose from them the one that suits the case concerned.

In some cases, the person may think that he or she has already given the required information but a new question has to be asked because the information is not always necessarily recorded in the way required in the ad hoc survey. For example, maternity, paternity and parental leaves are all recorded against the same code in the Labour Force Survey.

Do not note any additional information to a remark concerning an individual question. Only make a remark if you cannot choose a suitable alternative yourself. Call Heidi, Laura or Mirja if you think the problem is such that everybody should receive further instructions on it.

7. Instructions by question

PART 1: Use of family leaves in the past 12 months PE1-PE11

The questions study:

- whether the person has been on some family leave (incl. maternity and paternity leaves) during the last 12 months
- whether she/he had a job to return to at the end of the leave
- whether she/he took the full-time leaves without a break
- whether she/he received compensation for the leaves (if not already known).

If the person had not taken parental or care leave, the questions aim to find out:

- whether she/he would have been entitled to some leave and
- if so, why did she/he not take the leave.

PE1, PE2 and PE3: Has the person been on family leaves during the past 12 months, (if has been) on which leaves, and was she/he on some of them during the survey week?

The actual targets of interest in the survey are leaves after the maternity leave, i.e. full-time and part-time parental leave and child-care leave which the mother and the father are equally entitled to. However, questions PE1-PE3 also ask about maternity leaves and paternity leaves.

N.B.: Questions PE1-PE3 of the ad hoc survey do not make a distinction among persons caring for children aged under 3 between those who are on leave from an employment relationship and those who do not have an employment relationship and are looking after the child at home using the leave allowances they are entitled to. In other words, the survey sets out from the plain Finnish meaning of family leaves and the existence of an employment relationship is then only ascertained later (if necessary).

PE1 is a filter question that divided the respondents into those who have than those who have not taken leaves.

It is asked of all respondents who have their own, their (cohabiting) spouse’s, or “other” children aged under 11 in their household at the time of the interview.

PE2 is a multiple choice question to establish more precisely what leaves the target has been on.

Read from the alternatives printed in black the ones that roughly suit the ages of the children in the household (leaves are explained in detail later on). However, if necessary you will also be able to choose from the alternatives printed in blue. You will be able to see the names and ages of the children aged under 18 in the family (max. 9 children) in the instructions field. Note that the age of child stated in the question means the child's age during the leave in question, which may have been taken as far back as one year ago.

1. Maternity leave: Leave that is usually taken by all mothers. Starts as a rule one month before the birth of a child and ends when the child is just over 3 months. The Social Insurance Institution pays a maternity allowance for the duration of the leave.
2. Paternity leave: (ordinary) is a leave of 1 to 18 weekdays which the father takes at the same time with the mother during her maternity or parental leave. The Social Insurance Institution pays a paternity allowance for the duration of the leave.
3. Full-time parental leave, incl. extended paternity leave: Usually taken in continuation of maternity leave, so the child is normally aged 3 to 9 months during it. The parent caring for the child receives parental allowance from the Social Insurance Institution.
Fathers have been encouraged to take parental leave by giving a fixed extension of 12 days of parental leave for fathers who have been on full-time or part-time parental leave for the last fortnight of the parental leave period. In this survey, this extended paternity leave or father's "bonus" leave is regarded as comparable to full-time parental leave. The fathers who have used this right will certainly recognise the difference between it and ordinary paternity leave.
4. Partial parental leave: Requires both parents to shorten their working hours with an agreement between the employee and the employer so that the parents take turns in looking after the child (one in the morning and one in the afternoon or in alternate weeks). The child is normally around 3 to 9 months old and the Social Insurance Institution pays both parents a partial parental allowance.
5. Full-time child-care leave, child is aged under 3: After the parental leave when the child is around 9 months old, caring for the child at home can be continued on a full-time child-care leave until the child is 3. During this period the Social Insurance Institution pays a home care allowance and a supplement to the home care allowance, and municipalities may also pay a municipal supplement.
Full-time child-care leave means being on leave, not just receiving of home care allowance. Namely, a family may receive a home care allowance even if both parents work full-time if their child is aged under 3 and is in private care (at home or elsewhere).
6. Partial child-care leave, child is aged under 3: A person transferring to part-time work may receive a partial care allowance from the end of the parental allowance period until the child reaches the age of 3.
7. Full-time child-care leave on account of an over 3-year-old child: The persons included in this group are on a leave from an employment relationship voluntarily granted by their employer. The Social Insurance Institution does not pay support for a child who is aged over 3 but under school-age.

8. Partial child-care leave on account of an over 3-year-old child not yet at school: Parents of children of this age can agree about transferring to part-time work but no support is paid to them from public funds.

9. Partial child-care leave on account of a child attending the first or second year at school: Parents with a child attending the first or second year at school are entitled to agree about transferring to part-time work. Partial care allowance has also been paid for this since 1 August 2004.

Annex 2 contains a table format description of all leaves and this can be kept on view during the interviews.

Please note that not all full-time caring for small children means the leaves the questions concern and not all part-time work means the partial leaves the questions concern.

If the respondents cannot identify or remember the names of the leaves, these can quite often be inferred from the age of the child or the names of the received allowances mentioned in the questions. The stated age limits of children are valid in most cases. However, no exact limits can be given for the start and end dates of parental leaves because they are influenced by the starting date of maternity leave and by the number of children in the case of multiple births (twins, triplets) and adoptive children (parental leave is extended by 60 weekdays per child). If in an exceptional or borderline case the respondent does not know which leave was concerned, choose parental leave if the child is still under 2 during the survey week.

Question PE3 ascertains whether the respondent is still on leave during the survey week. If a person was on two leaves during the week, chose the one on which she/he was for the highest number of days (if equally many days, choose the latest one).

PE4: Has the person on maternity, paternity or parental leave been at work during the last 12 months?

The question seeks for persons who have employment relationships and are defined as employed persons on maternity, paternity or parental leave during the survey week but have been away from work for the past 12 months (were on child-care leave on account of a previous child immediately before their present leave). Some may actually not have been at work for several years. No further questions intended for employed respondents are asked of such people.

Being at work here refers to doing real work in a job. In other words, a person having been away from work may also have been on an annual or other holiday.

PE5–PE7: Did the person on full-time parental or child-care leave have a job to return to?

In most EU countries family leaves mean absence from workplace while retaining employment relationship. In Finland being on parental or child-care leave can also mean that a person is at home looking after a child and receives a parental or child-care allowance irrespective of whether she/he is in an employment relationship. With view to returning to work later on the situation of a person looking after a child at home varies dependent on whether on not she/he has a job to return to afterwards. For this reason, persons who have taken full-time parental and child-care leaves in the past 12 months are asked separately whether they had a job to return to during them (if this is not already known from the Labour Force Survey).

If a fixed-term employment relationship ends or ended so that the person only has or had holiday entitlement left after it, you should select “No, did/do not have a job”.

PE8: Has the person been on full-time parental and/or child-care leave continuously?

The question is only asked of persons who have been on full-time leaves.

Both the parental leave and the child-care leave can be taken in two periods or continuously. Continuity of the leave means that the person has not been at work or done something else between the leave periods taken in the past 12 months. Continuous leave can be either parental leave or child-care leave (only one or the other) or both in succession. The person may also have been entitled to these leaves on account of different children.

Doing paid work between leaves means working in an actual job. In other words, if a person was only on annual holiday between leaves, the leave should be recorded as continuous.

If the person studied or was unemployed (received study grant or unemployment benefit) in between leaves, the leave was not continuous.

PE9: Did the person receive partial child-care allowance on account of a child who was attending the first or second year at school?

This child-care allowance has only been available since 1 August 2004. Receiving of all other statutory allowances is known.

PE10: Would the person have been entitled to some parental or child-care leave from work in the past 12 months?

In this question, leaves mean the right to stay away from work while still keeping the job, or the right to work shorter hours (take part-time leave). The question is not asked of those who had been on some leave after the maternity leave or who did not have a job in the past 12 months.

The question seeks for the target person's own perception of the matter. "Don't know" and "No, did not have the right" are correct answers if the respondent is immediately of this opinion. In other words, the intention is not to attempt to ascertain with the help of the instructions whether the respondents might have had some right or not. If a proxy respondent is at all hesitant about the target's own perception, Don't know is the correct answer.

The interviewee should be helped if she/he starts to ponder about her/his right or is uncertain about it coinciding with the past 12 months. The family's children aged under 18 and their ages (max. nine children) can be seen behind the question. Press ENTER and a list of leaves comes to view (same as in question PE2). Use the arrow keys to go back to mark the answer to question PE10 or if you have already marked the answer you can continue by pressing ENTER.

PE11: Most important reason for not having used the entitlement to a parental or child-care leave

This is an open question. Nevertheless, you can read out the alternatives if the respondent does not answer the question spontaneously. The question primarily seeks for the target person's personal reason for not having used a leave. If the person would have been entitled to several leaves and the reasons for not taking them varied, the respondent her/himself chooses the one she/he regards as the most important.

Use code 10 (Something else) only if the answer does not suit any other alternative.

PART 2: The most important mode of child-care and problems during day-care and school holidays

The questions study the family's most important mode of caring for children aged under 15 while the target person is at work and whether the target person has had to make special arrangements at work in the last 12 months during child-care and school holidays, as well as the deficiencies in child-care services that may have emerged.

PE12: Family's most important mode of caring for children aged under 15

We are trying to ascertain which of the different types of child care is the most important one to this family so that the target person can go out to work. This means mode of child care at the moment or during the last normal week before a short exceptional period, such as a holiday.

Code 1: Organised care refers to all paid care (outside the home or at home) and care organised by the local authority, an organisation or the like, such as pre-school or morning or afternoon care, which may be free to the user or subsidised by the local authority.

Code 3: Unpaid care means personal care where the carer is, for example, a relative or a neighbour. The carer can also be a sibling aged over 15 of the cared child or the child's liable parent who does not live in the household.

Code 5: Children at home by themselves is chosen if the children aged under 15 are not in anyone's care and no-one aged over 15, such as a sibling, is at home with them.

If there are several modes of child-care or if only some of the children are in care, the respondent her/himself chooses the one she/he regards as the most important one from the point of her/his paid work. If several modes are equally important, mark in numerical order the first one that fits the alternatives.

PE13 – PE15: Problems or special arrangements at work during school or day-care holidays

The reference time period is the last 12 months.

Day-care holiday also means holidays of the childminder looking after the child at home and not only the summer holiday, but also shorter holidays and individual days off.

In question PE13, the target person her/himself decides what she/he regards as a problem, so we are looking for the experiencing of problems.

Question PE14 ascertains how generally care arrangements during holidays have had visible effects at workplaces (in addition to possible agreements made beforehand about holiday periods).

Question PE15 ascertains whether the reason for special arrangements influencing work had been (at least on one occasion) that replacement could not be found for the child's usual care, or whether the arrangements were made for other reasons. Other reason could be, for example, the desire to spend more time with the child/children. Replacement care of schoolchildren during holiday also means organisation of activities, supervision and provision of meals during the hours when child would be at school.

PE16 – PE18: What kind of lack of replacement care caused the biggest need for special arrangements?

If the respondent's household has children of both school-age and day-care age, the first thing is to ascertain (PE16) which children the lack concerned and the case in which the problem was greater (the follow-up question is only made concerning one). The respondent chooses which one. The questions also concern disabled children and children needing special care.

Questions PE17 and PE18 concerning the biggest problem in replacing day-care are open questions and the interviewer places answers to them under a suitable category. If necessary the alternatives can be read out. If selecting the biggest problem is difficult, the first one that fits the categories should be noted down.

The categories are quite similar in the questions concerning the care of schoolchildren and the care of children of day-care age:

1. Needed care during daytime, but no such care was available.
2. Needed care (also) during exceptional hours and such care was not available.
3. Care was available but the (suitable) alternatives were too expensive.
- 4–7. Care was available but its quality was not right. The alternatives clarify what kind of deficiency in quality was concerned.
8. Some other reason.

Adequacy of the quality of care means the target person's own opinion about the matter.

PE19

Because municipalities are obliged in Finland to offer a day-care place for all under school-age children and also some alternative during holidays, this is inquired about with a further question, PE19.

*PART 3: Care responsibilities and lack of care services as obstacles
PE20-PE40*

In this part we will study:

- Whether the target person has regular care responsibilities (own children or regularly looks after other children or sick, disabled or elderly people).
- Whether the person with regular care responsibilities would like to change the amounts of time she/he uses for caring and paid work by increasing one and respectively reducing the other.
- If the person would like to do (more) paid work and respectively reduce her/his care responsibilities is she/he prevented from doing (more) paid work by lack of suitable care services and if so, what kind of lack is concerned.

The mode of asking varies dependent on what is already known about the respondent's situation based on the Labour Force Survey.

PE20, PE21: How are children aged under 9 of non-employed persons looked after?

Because the common EU question concerning mode of child care (PE12) was only asked of employed respondents, this questions concerns the child care of non-employed persons so that question PE22 would not appear strange to them. The age limit of question PE20 is lower than in the EU questions in order to make answering as easy as possible. Emphasise the age limit of 15 years in the next question to those having answered this question.

PE22-PE27: Taking part in caring or helping of children aged under 15 (other than those living in own household) or sick, disabled or elderly people aged over 15 needing help

Other children aged under 15 also mean own children or children of (cohabiting) spouse who do not live permanently with the target.

Caring means use of time, not e.g. just financial assistance.

When the frequency of caring is asked the difference between “No” and “Occasionally” is not important because the questions aim to seek those who care for children or others needing help on some regular basis, usually more often than once a month. If, for example, a grandmother says she looks after her grandchildren when they are ill, note down Code 2, even if the children are not ill every month.

This does not mean caring as a profession or as a voluntary worker in an organisation. The caring referred to here embraces family carers. Persons who regularly look after person aged over 15 and receive a family carer’s compensation from the municipality (PE27) are separately recorded as family carers here. (Questions PE35-36 ask more closely about family carers of children.)

N.B. Looking after a person aged under 15 who has a long-term illness or a disability is reported in the same questions (PE22-PE25) as looking after healthy persons aged under 15. Looking after children aged over 15 is reported in the same questions (PE26-PE27) as looking after adults.

If the family acts as a foster home for a child taken into care by social services, this is usually not considered as professional activity. (In a professional family home at least one parent looks after the placed children full-time and at least one parent is expected to have an educational qualification in the field.)

If a person is a conscript, No is always recorded in questions PE24 and PE 26 concerning caring.

PE28-PE32: Would the person wish to change her/his division of time use between paid work and caring: increase one and reduce the other respectively?

This matter is inquired with questions that are formulated slightly differently dependent on whether the target is employed or a non-employed person looking for or wanting work.

Persons desiring to change their working hours are asked whether the (increased) time used for work would affect the time spent on care responsibilities. Non-employed person who have not looked for work or who had a valid employment relationship are asked whether this was because of lack of (suitable) care places or carers.

The questions are opinion questions by nature, but they may also be asked of proxy respondents. However, if the proxy respondent has any uncertainty about the target person’s own opinion, the right answer is Don’t know.

PE33-PE40: Is doing paid work prevented (mainly) by lack of suitable care places, care services or carers and if so what kind of shortage?

Questions concerning this matter are also formulated slightly differently dependent on whether the respondent's care responsibilities concern children aged under 15 or sick, disabled or elderly people aged over 15.

These questions are asked outright of the respondents who did not have an employment relationship and who were not looking for work (PE33), as well as the respondents who had an employment relationship but were away from work on a family, job alternation or study leave (PE34 and PE39). This ascertains whether they still would have liked to work if suitable care services were available.

PE35-PE36: Caring for a long-term ill or disabled person aged under 15

The survey respondents whose (main) obstacle to doing paid work was lack of suitable care services are asked whether their regular looking after of a child aged under 15 concerned a long-term ill or disabled child and whether they were family carers.

PE37, PE40: Biggest problem concerning child care places, or supply or suitability of childminders

The questions are asked of the respondents for whom lack of care places was the reason for not doing (more) paid work. The questions concerning the availability of child care places (PE37) and care places for elderly persons or disabled or sick persons aged over 15 (PE40) are both open questions. The interviewer records the answers under suitable categories. If necessary, assist by reading out the alternatives.

The categories are largely the same as in questions PE17 and PE18 concerning the availability of replacement child care during holidays.

1. Needed care during daytime, but no such care was available.
2. Needed care (also) during other times and such care was not available.
3. Care was available but the (suitable) alternatives were too expensive.
- 4.-6. Care was available but its quality was not right. The alternatives clarify what kind of deficiency in quality was concerned.
7. (in respect of children's care places) "Waiting for a known or agreed place" means that a care place is available but has to be waited for.

If the reason is lack of care places during day-care and school holidays, it is given Code 2.

The target's own opinion about the unsuitability of the care place is meant in the case of children's care. In the case of care of persons over the age of 15, unsuitability can also be based on the opinion of the person being cared for.

Try to avoid the category "Other reason", that is, place the answer under some other category if at all possible. If selecting the biggest problem is difficult, the first one that fits the categories should be noted down.

PE38: Did the municipality offer a child care place?

The question is asked of the respondents who had not sought for (more) work because of some deficiency in the availability of children's day-care places. This question ascertains whether some day-care place would still have been available, even though it did not fulfil the applicant's wishes. (In Finland, municipalities are obliged to offer a day-care place to all under school age children.)

PART 4: Adjusting working hours for family reasons PE41-48

This last group of questions concerns all employed people between the ages of 15 and 64, including people living alone. The questions study

- 1) Flexibility in the starting and finishing times of work (PE41, PE42 and PE44)
- 2) Possibility of organising an extra day off if required (PE43 and PE48) and
- 3) Use of statutory temporary family leaves (PE45-PE47).

PE41: Are starting and finishing times set or can they be influenced by at least one hour?

This means the way in which working hours are determined in a normal situation. This is a filter question with which respondents are divided for more detailed follow-up questions.

Code 1 is given to those with strictly set starting and finishing times (even if these could be diverted from in exceptional situations). The times are not necessarily always the same (as in shift work). Teachers, whose teaching hours are determined by lesson schedules also come under this category.

Code 2 is given to all those who can influence their starting and finishing times by at least one hour either way (within agreed rules) for a variety of reasons (including other than family ones).

If both are possible, select the one that applies to the largest proportion of working days. This concerns especially self-employed people and their assisting family members whose working hours are influenced by the nature of their work.

PE42: How can starting and finishing times be influenced?

Flexible working hours or working hours bank are special working time arrangements in which the employee has the right to decide her/his own starting and finishing times within an agreed bandwidth. The daily bandwidth and the clearance period of working hours vary by employer.

Free working hours: Employer does not set any limits on starting and finishing times. In the case of self-employed persons the nature of the work does not set limits on them (at least as regards most working hours).

PE43: Can the flexitime bandwidth be used to also accumulate full days off?

This means that conversion of accumulated hours into days off is part of the idea of the system, that is, it is normal application of the system (and not a special arrangement). (Those who can accumulate days off with the help of the bandwidth can also use it to organise a day off for family reasons.)

PE44: Can starting and finishing times be adjusted for family reasons: only in an emergency or at other times as well?

This question concerns those with set starting and finishing times, including self-employed persons. Adjusting of starting and finishing times also means here unofficial practices at the workplace. The question seeks for the respondent's assessment of whether working hours could be adjusted if it were required. Don't know is the correct answer if the person does not have own experience or experience based on co-workers on this and the matter is therefore difficult to assess.

Hours of absence are usually compensated for by work done at another time (just getting the work done may be sufficient in some cases).

Code 1 "Only in an emergency" means such reasons on the basis of which the employee also has a statutory right to absence from work. These include:

- sudden illness of a child aged under 10 and
- unexpected compelling reason arising from an illness or accident of a close relative of the family.

Code 2 "At other times as well (at least sometimes)" means that reasons other than a child's sudden illness or unexpected compelling family reasons may also come into question. Such reasons can be e.g. visit to child welfare clinic, child's new day-care place or school journey, meeting with the childminder or teacher, illness of a child aged over 10, managing affairs on behalf of an elderly person, etc.

PE45: Absence from work due to illness of a close relative or some other compelling reason related to close relatives

The reference time period is the last 12 months. The question studies the need for absences arising from diverse "emergencies" connected with family and close relatives. The reasons for absence quoted by the respondent may also be other than the statutory ones mentioned above (PE44), in other words, the respondent's own interpretation is accepted here. The reason could, for example, be a situation known in advance requiring the presence of the respondent, such as an operation of a close relative.

PE46: Arrangements of absences for family reason

The question is a multiple choice one for recording all modes used for the absence(s) referred to in the previous question. The question is only asked of wage and salary earners.

Codes 1 and 2 mean absence (paid or unpaid) allowed on statutory bases. Other ways (3-5) could have been used if the rights under Codes 1 and 2 did not apply or the right was not applied for some other reason, such as not knowing about it.

If the conditions of Codes 1 or 2 fit and the person received paid or unpaid leave without knowledge about the right, Code 1 or 2 should be entered.

Code 1: Used temporary care leave allowed on account of sudden illness of a child aged under 10. Between one and four days of leave are allowed for each case of illness. Absence for this is paid or unpaid dependent on the collectively bargained agreement of the industry concerned.

Code 2: Used the right of temporary absence for a compelling family reason. This means a situation where the employee's presence is necessary because of a reason arising from an unexpected illness or accident of a member of the family.

Besides members of the household, member of the family here also means (own or spouse's) children, parents, grandparent and grandchildren living elsewhere.

Code 3: Used days of annual leave

Code 4: Used other days off, e.g. days off for overtime work or took unpaid leave.

Code 5: Arranged the absence in some other way, e.g. changed shift with someone else, compensated with work done at some other time.

PE47: Was remuneration paid during absence for family reasons?

Wage and salary earners (PE47.1) are asked whether they received remuneration (for at least some days) for the leaves under Codes 1 or 2 of the question above. Possible remunerations are agreed in collective agreements.

Self-employed persons in agriculture (PE47.2) are asked whether they used for the absence the substitute assistance supported by the Farmers' Social Insurance Institution Mela, which can be given for looking after a sick child, among other things.

Other self-employed persons do not receive compensation or support for absences for family reasons.

PE48: How easily can an extra day off be arranged for a family reason that is known in advance?

The question concerns the respondents who cannot arrange this within the frameworks of free or flexible working hours, or bank of working hours system.

Can the target arrange her/his working hours by e.g. doing hours in advance or afterwards or by changing shifts with someone else, so that she/he could take the day off needed for some family reason without using days of annual leave for it.

The target is here asked to assess whether arranging such a day off in advance would be possible at her/his workplace only for very compelling family reasons (e.g. as mentioned in the collective agreement) or at least occasionally also for other, less compelling family reasons. Collective agreements give as the family reasons known in advance that entitle the employee to be absent (possibly also with pay) own wedding, own 50th or 60th birthday and funeral of a close relative. This does not only mean official agreements or guidelines concerning arrangement of working hours but also unofficial practices.

Don't know is the correct answer if the person does not have own experience or experience based on co-workers on this and the matter is therefore difficult to assess.