

AD HOC MODULE 2010

RECONCILIATION BETWEEN WORK AND FAMILY LIFE



Notes on Methodology

In 2010, along with the Labour Force Survey, we are also carrying out the Ad Hoc Module on Reconciliation between Work and Family Life.

The Ad Hoc Module is based on the EC Regulation No. 20/2009 of 13 January 2009. According to the Regulations governing the implementation of the Labour Force Survey, Ad hoc module is implemented in the second quarter of each year, that is, in the period from April to June.

Theme of the Ad Hoc Module on Labour Force Survey 2010

This year's Ad Hoc Module covers the following three themes:

1. The first theme helps in defining the extent to which adults participate in the labour market according to their sole discretion, and if not, whether the reasons are associated with the lack of adequate care services for children and/or persons who cannot take care of themselves.

The following objectives are to be obtained:

- To identify and distinguish the responsibilities of caring for children or adults who need assistance due to illness, disability or age
 - To analyze the consequences of such care to the participation of persons on the labour market, taking into account the existing limitations
 - To break down the mentioned existing restrictions in terms of inadequacy or unavailability of day care services for children and adults who cannot take care of themselves.
2. The second theme is to analyze the degree of working hours flexibility, that is, the possibility of organising working time in accordance with the family needs.
 3. The third theme is to determine how frequently employed persons stop working or to what extent they change their usual working hours in order to take care of their children.

The target population and the structure of Ad Hoc Module

The Ad Hoc Module is intended for persons of over 15 years of age, after they responded to the ARS questionnaire. For technical reasons, the questions in the Ad Hoc Module are marked AH1 to AH13. During the interview, the interviewer should apply some LFS answers to the Ad Hoc Module questionnaire.

In the Ad Hoc Module questionnaire, attention should be paid to the so-called "filters" used because of the complexity of the methodology.

Filters in the questionnaire are classified as F1, F2, F3 and F4 and their purpose is to instruct interviewers that some questions should be answered by a narrow set of respondents. Specifically, some questions will be suitable for respondents who meet two conditions - one of them will be marked with a skip (as in the regular LFS questionnaire), while another one will be a filter concerning the characteristics of a respondent (e.g., whether he or she works

full-time or part-time) and that the interviewer will have to apply, that is, take in consideration, according to the situation of each respondent.

QUESTIONS ABOUT CARE FOR CHILDREN

AH1. *Have you or your spouse own child younger than 14 living in your household?*

The following definitions apply:

- (i) The term “spouse” comprises a legal spouse or unmarried cohabitant, that is, it refers to the actual rather than the legal situation of adults in the household.
- (ii) The term "own child" includes biological or adopted children. The question suggests that only children younger than 14 years should be recorded, while older children are not included here even though they go to school, do not work, the family supports them etc.
- (iii) If a household has foster children for whom it receives financial support, or provide volunteer or paid care services for children, such a situation is not recorded here and the interviewer enters the answer '2 – No '.

AH2. *Do you use daily childcare services for the youngest child in your household (nurseries, day care, nanny service, extended stay in school – other than regular school classes or extracurricular?*

According to a default skip, the question AH2. should be responded only by persons who gave an affirmative answer to the question AH1.

The question refers to the normal everyday situation or a typical week in the household. Situations such as school holidays, sudden (short) illness of a child or any other emergency in the family are not considered here.

☞ In order to obtain the consistency of responses, at the household level, the answers to this question should be the same for both mother and father. Accordingly, the interviewer asks this question only once and records the same response for another person.

The following definitions apply:

- (i) If the youngest child in the household attends school, the question refers to the situation outside of regular school attendance, that is, whether the household provides child day-care services for that child in the time before and after attending classes.
- (ii) If a child is regularly kept by an older brother or sister, it is considered that the household does not use day-care services for children and the answer is 'No'. At the same time, grandma care services are not considered to be day-care services for children here.
- (iii) The question refers to children under 14 years of age.

AH3. Do you provide care at regular basis at no charge for children under 14 years who are not your or your spouse's offspring?

This question should be answered by all respondents older than 15 years of age.

The question refers to the normal everyday situation or a typical week in the household. Situations such as school holidays, sudden (short) illness of a child or any other emergency are not considered here. The term "ordinary care" includes providing routine care (every day, every week, three times a week ...) and frequency (not occasionally, not once in 3 months, etc.).

The question refers to children who are not a respondent's or spouse's biological or adopted children, who may or may not be members of the household. The children in question may be respondent's or spouse's (e.g., from a previous marriage or an extramarital relationship) living outside the household (that is, not members of the household) and a nephew or niece, neighbours' children and the like. If the respondent provides only financial assistance to the child, eg alimony, this form of assistance is not counted here and the answer is '2 - No '. On the other hand, grandmothers who do not live in the same household with grandchildren but regularly take care of them (grandma care service) and do not charge for their services, will select the answer '1 - Yes'. Services of volunteers who care and help children within their work for charity institutions are excluded as well.

Care for and assistance to children, which is the subject of this question, include keeping and supervision of children, help with school and other tasks, playing games with them and any form of assistance provided to children without charge and not for the purpose of realising profits in money or kind. Also included is the care of children with special needs (younger than 14 years).

However, if the respondent is a professional foster parent, child carer, nanny, baby-sitter or the like and provides these types of services as a part of their employment, a negative response is recorded.

This question is followed by the first filter:

***F1. Persons who work full time (P46 = 1) and persons who have not responded '2-No' either to AH1 or to AH3 or to both questions → AH5
Others → AH4***

The purpose of the filter is to separate the respondents into the following two groups:

- Respondents who work full-time skip to the next question, irrespective of what their answers to questions AH1 and AH3 were.
- Respondents who do not work or work part-time answer the next AH4 question if in questions AH1 and/or AH3 they claimed that they have at least one own child or care for another child.

AH4. The main reason why the person does not work or works part-time

The objective of this question is to find out what is the main disadvantage of day-care services for children, which at the same time becomes an obstacle to the participation of respondents in the labour market.

The following definitions apply:

- (i) The term day care for children includes paid forms of day care, such as nurseries, day care, nanny services and extended stay in school – regardless of whether the household pays them in full (market) value or they are paid by the state, social welfare, other natural person or legal entity or respondents do not pay them for any reason. The regular school attendance and extracurricular activities and courses are excluded.
- (ii) Respondents are expected to provide the main reason why they do not work or work part-time, that is, they have to choose one of the listed modalities although two or more may apply to them. Also, the question refers to the main reason that applies to the respondent's current situation. For example, if the mother stopped working two years ago because there was no kindergarten near her place of residence and in the meantime the kindergarten was built but, considering the overall situation, she finds it too expensive, she will choose the modality '2 - *Day care services for children are too expensive*'.
- (iii) Day-care services for children are defined as "adequate". This implies that respondents are asked about the availability of services which they consider to be of at least minimally acceptable quality in terms of quality and expertise of the staff or of the specific needs of the child etc.

Modalities are allocated according to the following rules:

- 'Unavailability' of the daily care for children (modality 1) is interpreted in terms of time and place, as follows: either day-care services for children are not nearby, or they are far from the public transportation means, or there is no vacancy in a kindergarten, nursery, extended stay in school etc. for a child, or a prolonged day-care services for children are needed (e.g. after 16 h, in the evening or during weekends).
- Modality 2 refers to the situation when persons do not work because they expect/know that their earnings, after they pay for day-care services, would be too low to encourage them to work.
- Modality 3 is selected if, in respondent's opinion, educational programmes of organised day-care for children are not sufficient, or there are too few teachers/caregivers in relation to the number of children, a respondent does not trust the system or a child has special needs.
- Modality 4 comprises all other situations in which a respondent thinks that day-care services for children are not acceptable for reasons that cannot be ranked among modalities 1, 2 or 3, so he/she wants to take care of children himself/herself.
- Modality 5 is selected for persons who do not work or work part-time for reasons not related to care for children. For example, a student who does not want to work full-

time, not because of the care of a child but because his priority is to complete his studies.

QUESTIONS ABOUT CARE FOR ADULTS WHO NEED HELP

AH5. Do you provide care at no charge to persons aged 15 and over, who need your help because of disease, invalidity or old-age, in your own household or out of it?

This question should be answered by all respondents older than 15 years of age.

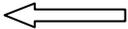
The question refers to the normal everyday situation or a typical week. Situations such as sudden (short) illness of an adult are not considered here. The term "ordinary care" includes providing routine care (every day, every week, three times a week ...) and frequency (not occasionally, not once in 3 months, etc.).

The question refers to the care and help to adults who cannot care for themselves, irrespective of whether they are a member of a household or a relative of a respondent. For example, it includes the care for respondent's own or spouse's parents, neighbour, friend etc. In case that a respondent provides only financial aid, it is not included here and the answer is '2 – No'. Services of volunteers who care and help incapable persons within their work for charity institutions are excluded as well.

Care for and assistance to adults, which is the subject of this question, include personal attention (e.g. taking a bath, dressing up), help with walking and in home chores (washing or dishes or clothes) or settling down of financial issues (paying of bills) as well as socialising with a person.

However, if a respondent is a professional caregiver of adults who cannot take care of themselves and provides these services within his/her line of work, a negative response is recorded.

This question is followed by the second filter:

F2. Persons who work full time (P46 = 1) → FILTER 3 
Others → AH6

The purpose of the filter is to separate the respondents into the following two groups:

- ☛ Respondents who work full-time skip to the next question. 
- ☛ All other respondents (who do not work or work part-time) answer the following question.

AH6. The main reason why the person does not work or works part-time

The objective of this question is to find out what is the main disadvantage of day-care services for adults who cannot take care of themselves, which at the same time becomes an obstacle to the participation of respondents in the labour market.

The following definitions apply:

- (i) The term day care for adults includes paid forms of day care, such as retirement homes, professional carers or nursing homes – regardless of whether the household pays them in full (market) value or they are paid by the state, social welfare, other natural person or legal entity or respondents do not pay them for any reason.
- (ii) Respondents are expected to provide the main reason why they do not work or work part-time, that is, they have to choose one of the listed modalities although two or more may apply to them. Also, the question refers to the main reason that applies to the respondent's current situation. For example, if the respondent stopped working two years ago because there was no vacant room for his/her mother in a retirement home and in the meantime the room has become vacant but, considering the overall situation, he/she finds it too expensive, the modality '2 - *Day care services for adults who need your help are too expensive* ' will be selected.
- (iii) Day-care services for adults are defined as "adequate". This implies that respondents are asked about the availability of services which they consider to be of at least minimally acceptable quality in terms of quality and expertise of the staff or of the specific needs of an adult who needs care etc.

Modalities are allocated according to the following rules:

- 'Unavailability' of the daily care for adults (modality 1) is interpreted in terms of time and place, as follows: either day-care services for adults are not nearby, or they are far from the public transportation means, or there was no vacant room in a retirement or nursing home for a person in question, or a prolonged care service for a person are needed (e.g. after 16 h, in the evening or during weekends).
- Modality 2 refers to the situation when persons do not work because they expect/know that their earnings, after they pay for care services for adults, would be too low to encourage them to work.
- Modality 3 is selected if, in respondent's opinion, educational programmes of organised care for adults are not sufficient, or there is not enough staff in relation to the number of persons in need of help and care, a respondent does not trust ... or a person has special needs.
- Modality 4 comprises all other situations in which a respondent thinks that care services for adults are not acceptable for reasons that cannot be ranked among modalities 1, 2 or 3, so he/she wants to take care of a person in question himself/herself.
- Modality 5 is selected for persons who do not work or work part-time for reasons not related to care for adults. For example, a student who does not want to work full-time, not because of the care of a grandmother but because his priority is to complete his studies.

This question is followed by the third filter for all respondents:

F3. Questions AH7 to AH9 are addressed to employees (P35=5 or 6 or 7)
Others → Filter 4

The purpose of the filter is to separate the respondents into the following two groups:

- ☛ Employees skip to the next question.
- ☛ All other respondents skip three questions (AH7, AH8 and AH9).

QUESTIONS ABOUT THE FLEXIBILITY OF WORKING TIME OF EMPLOYEES

AH7. Usual working hours at main work

This question is aimed at collecting data on the flexibility of working time of employees, which is crucial for the reconciliation between family and work. The question refers to the respondent's opinion on the actual situation related to the working time and not as it was put into a working contract, collective working contract or other legal documents.

Modalities are allocated according to the following rules:

- Fixed start and end of working time (modality 1) are defined as a regular long-term agreement on working time when a respondent is not given a choice to start or end the working day before/after. Working in shifts is also included, even when a respondent has a possibility, but not on a regular basis, to change the shift.
- Working time for which a schedule is determined exclusively by the employer (modality 2) refers to the situation when an employer may adjust and change the working time according to the needs of work. The employee has no influence on working time and cannot change it and finds out about the working time schedule, for example, only one week or one day ahead.
- Fixed number of working hours with a certain freedom in determining the start or end of a working day ("sliding working time" – without a possibility of accumulating working hours) (modality 3) includes situations when an employee may adjust the start or end of working time to the limit defined in a book of rules, collective working contract or a similar legal document. Included are also situations when the majority of working time is fixed, e.g. time when a business entity works with clients, while an employee can adjust to his/her needs only a minor number of working hours. Furthermore, such a working time scheme does not allow the employee to accumulate and relocate the working hours.
- The possibility of accumulating or relocating working hours (modality 4) is interpreted as a system in which an employee has a duty to work a defined (agreed) number of

working hours in a week or a month, while he/she has a possibility to start or end the working day in line with his/her needs. It should not be understood as a complete autonomy of the employee, but as a possibility of managing the working time up to a certain level.

- Complete freedom in determining of one's working hours (modality 5) is selected for employees who can completely determine their working time without any formal limitations.
- Other agreements on working time (modality 6) are applied to employees who cannot decide between modalities 1 – 5. An example of such a situation would be when a person has a fixed time of starting the working day, but must stay at work until he/she finishes the work and has no possibility to decide on the end of working time. Another example are teachers, whose time for classes are strictly defined, while the time for preparation they must organise themselves.

AH8. Possibility of at least one-hour adjustment of working time for family reasons

This question is intended for respondents who answered to the previous question with modalities 1, 2, 3 or 6.

This question is aimed at collecting data on the actual flexibility of working time in terms of occasional and special family needs. The question refers to the respondent's opinion on the actual situation related to the switch of working time for at least one hour, irrespective of the formal situation defined in the working contract, collective working contract or other legal documents.

The term "family reasons" comprises all needs of children and persons who need help for any reason. The switch of working time for at least one hour refers to the earlier start/end of a daily working time, irrespective of whether an employee will do this time (later on or ahead) or not.

The question refers to the regular working week, when the employee does the jobs according to the usual or routine dynamics; situations when the workload is especially high for whatever reasons are not taken into account.

The respondents themselves must define the range of the possibility of working time switch – mostly always (for regular working days); occasionally, e.g. when there is an urgent family reason or occasion for it; or they never have such a possibility.

AH9. Possibility of absence from work for a whole day for family reasons

This question is addressed to all respondents.

This question is aimed at collecting data on the actual flexibility of working time in terms of occasional and special family needs. The question refers to the respondent's opinion on the

actual situation related to the situation when a full-day absence from work is needed, irrespective of the formal situation defined in the working contract, collective working contract or other legal documents.

The term “family reasons” comprises all needs of children and persons who need help for any reason. Absence from work for the whole day includes situations when the employee is allowed to have a day off without any previous notice to or agreement with the employer. Such an absence may and need not to be compensated ahead or later on and may or need not to be paid, but it does not include using a day of annual leave or paid or unpaid holidays prescribed by law (sick leave, moving leave, wedding leave, bereavement leave etc.).

The respondents themselves must define the range of the possibility for absence from work for the whole day – mostly always (for regular working days); occasionally, e.g. when there is an urgent family reason or occasion for it; or they never have such a possibility.

This question is followed by the fourth filter for all respondents:

***F4. Questions from AH10 to AH13 are addressed to employees (P35=any answer) and to persons whose last employment was in 2002 or later (P79>2001)
Others →END***

The purpose of the filter is to separate the respondents into the following two groups:

- ☛ Employees or who were ever in employment, that is, who stopped being employed at any point in the period after 2002 continue with the interview
- ☛ Persons who have never been in employment completed the interview.

QUESTIONS ABOUT PARENTAL RIGHTS AND DISCONTINUATION OF WORK

AH10. Own or spouse’s child up to 8 years of age

The following definitions apply:

- (i) The term “spouse” comprises a legal spouse or unmarried cohabitant, that is, it refers to the actual rather than to the legal situation of adults in a household.
- (ii) The term “own child” comprises biological or adopted children. The question suggests that only children younger than 8 are to be recorded, while older children are not taken into account here.

- (iii) In case when a household has foster children for whom they receive financial benefits or renders voluntary or charged services of children care, such a situation is not recorded here and an interviewer enters the answer '2 – No'.

AH11. Less number of working hours due to the care for the youngest child in the household after maternity leave

This question is aimed at collecting data on the number of persons who worked shorter time due to the care of a child, irrespective of whether they were paid for it or not. The question refers to any period after the maternity leave in a continuous duration of one month or longer.

☞ IMPORTANT: The Croatian legislation foresees the possibility of using the maternity and paternity leave in a way that persons work shorter time (in that case, the period of maternity leave is prolonged for a sum of hours that a parent used the right of working half time in the period of the child's six months of age but to completed nine months of age at the most). In the case of the parental leave in duration of six or 30 months respectively, the using of the right to work half time in exchange for the full-time leave doubles the period of using that right. This question excludes the period of the maternity leave, so persons whose short-time work is related to these leaves shall answer the AH11 question with 'No'.

Shortened working time may take more forms:

- Working less hours every working day
- Working only several days a week (full-time or short-time).

Persons who started working short-time in order to care for the youngest child and who continued to do so (for whatever reason) shall answer '1 – Yes'. Persons who are temporarily not working because they are on maternity leave shall answer '2 – No'. Furthermore, persons who were on annual leave or accumulated working hours to work short-time shall also answer '2 – No'. But persons who work short-time as a part of their parental leave or who work less hours because of their child's health issues shall answer '1 – Yes'.

AH12. Discontinuation of work because of care for the youngest child in the household (after maternity leave and excluding annual leave)

This question is aimed at collecting data on career interruptions and paid work after the birth of the youngest child in the household and because of care for that child. The child in question may be biological or adopted.

The question refers to the period from the expiration of maternity leave and possible annual leave after it and includes all types of absence from work (either paid or unpaid). It should be pointed out that it is a matter of absence from work chosen by the employee and not the employer. Therefore, the absence from work caused by the employer by discontinuation of employment (notice etc.) should be excluded. In addition, persons who completely discontinued work in order to care for the youngest child (gave a notice) and who started searching for a job after a while should state for how long they did not work until they started to search for a job again, that is, for how long they did not work in order to care for the child – the period of searching for a job is not taken into account here.

Persons who are at this type of leave at the moment shall select the modality '1', irrespective of whether they intend to get back to the same post, do not intend to work any more or intend to search for another job.

Persons on maternity leave shall select the modality '8' (the question does not refer to plans or forecasts but on the actual absence that has not yet occurred for these persons).

If a person was absent from work on several occasions (for more than one month) in order to care for the youngest child, the answer on the longest absence from work is acceptable. Nevertheless, the respondent may think that it is more important and purposeful to include the total absence from work – in that case, he/she can select such answer.

Persons who used to work but do not work for a long period of time, that is, do not work since they started to care for the youngest child, may select the modality '9'.

Persons who used or presently use only maternity leave to care for the youngest child shall select the modality '8'.

 **The following terms can be found in the Croatian legislature:**

1. Maternity leave

2. Parental leave

3. Suspension of employment until the child turns 3 years of age

Maternity leave comprises a period from 28 days before the expected childbirth until the child is six months of age. If a competent physician considers it necessary, the leave may start even 45 days before the childbirth. The mother is obliged to use the maternity leave at least 42 days after the childbirth. From 43rd day after the childbirth until the child is six months of age, the father is entitled to use this right instead of the mother.

Parental leave is the one that parents are entitled to after the child turns six months of age. For the first and second child it lasts six months, while for twins and every subsequent child it lasts 30 months.

As a rule, the right to the parental leave is used by the mother and the father of the child in equal parts. Parents may use this right by turns but also at the same time. It is allowed that the total amount of the right is used by only one parent, if parents make such an agreement. Parents may use the leave at the same time as well. For example, they may both be on the parental leave in the same period of three months for the first child. The periods of using the right are summed up for the mother and the father and they can last 6 months altogether.

Suspension of employment until the child turns 3 years of age is the right of one of the parents not to work until the child turns 3 years of age after the expiration of the maternity and paternity leave or after the expiration of the right to work half of full-time. It is not obligatory to start using this type of leave immediately after the expiration of the maternity leave.

☞ IMPORTANT: The question AH12 refers to the duration of the parental leave, suspension of employment until the child turns 3 years of age and all other breaks in employment because of care for the youngest child in the household EXCEPT notice, that is, the break in employment initiated by the employer.

AH13. Paid or unpaid parental leave because of care for the youngest child (excluding the maternity leave)

This question is aimed at collecting data on the duration of the parental leave of both parents for the youngest child in the household. The child must be younger than 8 years and can be either biological or adopted one.

The above stated definition of the parental leave in full-time employment applies. If the parent worked short-time during the parental leave, this question does not refer to that type of leave – only the parental leave in full-time employment counts.

Persons who presently use this type of leave shall select the modality '1', irrespective of whether they intend to return to the same post, do not intend to work any more or intend to search for another job.

Persons who used to work but have not been working for a long period of time, that is, have not worked since they started to care for the youngest child or since the expiration of their maternity leave, are offered the modality '9'.

Persons who are presently on the maternity leave (up to the first six months of the child's life) are offered the modality '8'.

☞ IMPORTANT: The question AH13 is to be understood as a “subset” of the question AH12 that comprises all types of leaves because of care for the youngest child. Therefore, the answer to the question AH13 may be only less or equal to the answer to the question AH12, never larger.