



Istituto Nazionale di Statistica

**Direzione Centrale per le Indagini su Condizioni e Qualità della Vita
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**2010 Labour Force Survey ad hoc module on
Reconciliation between work and family life**

Agreement N. 10201.2009.002-2009.496

Annex 2

Instructions to the interviewers

March 2011

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Introduction

As required by European Union regulations, the ongoing Labour Force survey includes an “ad hoc” module which examines a specific topic in greater detail and whose contents change from year to year.

In the 2nd quarter of 2010, five years on from the previous edition, the “Family and Work” module is included once again. This module examines the issue of reconciling work and family commitments. Its **main objectives** are:

- 1) to analyse whether people who care for ill children or adults, disabled or elderly people participate in the labour market in the way they desire, and, if this is impossible for them, to understand whether this depends on a lack of adequate family support services (care for children and people who are not self-reliant)
- 2) to understand the degree of flexibility offered by respondents’ work in terms of reconciling work and family demands
- 3) to analyse the frequency of absence from work for family reasons and of career interruptions, in particular the use of full-time maternity/paternity leave (parental leave) and the reorganisation of working hours in order to take care of children.

The **reference population** is comprised by people aged between 15 and 64.

Within this population a number of specific groups are identified who respond to some of the questions in the ad hoc module:

- those with children aged under 15 in the household (including spouse’s or partner’s children)
- those with children aged under 8 in the household (including spouse’s or partner’s children)

Obviously the second group is a specific subset of the first.

The 2010 ad hoc module is dealt with in a special section, the HOC section, which follows Section H of the standard Labour Force questionnaire, yet the correct identification of respondents begins from the general form and specifically from the correct coding of a number of variables such as:

- relationship to the reference person (RP) of the family (SG.12), sex (SG.11) and age (SG.19 or SG.21);
- father and mother of the respondent (SG.30 and SG.31).

The correct recording of the information from the previous enquiries will thus make it possible to identify the respondents to the ad hoc module uniquely.

The **survey period** of this ad hoc module is the 2nd quarter of 2010, and will therefore be given to all households in the sample whose reference period is from April to June 2010.

SECTION HOC
Family and Work

An initial script, which must be read to all interviewees, introduces the subject and summarises the main purpose of the interview.

Script HOC1 (must be read to all interviewees)

The next questions are for all people aged between 15 and 64 to find out what arrangements the family makes to care for children, elderly, ill or disabled people.

1. Responsibility for care

The purpose of the first part of the ad hoc module is to identify the individuals who are responsible for providing care, i.e. not only parents but also those who care for children who are not their own (for example grandparents), or those who care for ill, disabled or elderly adults.

1.1. Identification of those who have children aged under 15 who live in the household

HOC1 Do you have any children aged under 15 who live in the household? Consider your children, your partner's children or both	
• Yes	1 <input type="checkbox"/>
• No	2 <input type="checkbox"/>

The purpose of the initial question is to identify respondents with children aged under 15 who live in the household. They must consider all children aged under 15 who live in the household, i.e. not only their own children, but also any children whom their spouse or partner had from a previous partner. Adopted children are also included, while foster children should be excluded.

HOC2 Who is the youngest child?	
• "Name 1 st member", "Age" years	1 <input type="checkbox"/>
• <input type="checkbox"/>
• "Name 15 th member", "Age" years	15 <input type="checkbox"/>

With this question HOC2 continues by identifying the youngest of the children and recording his/her age and name.

In most cases questions HOC1 and HOC2 are not administered, as it is possible to reconstruct the family relationships and identify the respondent's youngest child. In a number of more complex family situations, however the electronic questionnaire is not able to reconstruct the family relationships, and it therefore becomes necessary to ask the interviewees these questions.

1.2. Identification of people who have someone in their care

The purpose of the following questions is to identify people who provide care for someone on a regular basis. This means more specifically:

- 1) people who care for children aged under 15 (HOC5);
- 2) people who care for individuals aged 15 and over because they are ill, disabled or elderly (HOC6).

HOC5 α.	In addition to the children who live with you, do you regularly look after other children aged under 15 without being paid? For example children who do not live with you, or grandchildren? <i>If s/he has children aged under 15 living in the household (also including partner's children)</i>
HOC5 β.	Do you regularly look after children aged under 15 without being paid? Consider your children, grandchildren or other children <i>If s/he does not have children aged under 15 living in the household</i>
<i>Read only if necessary:</i> Please, don't consider voluntary work	
• Yes	1 <input type="checkbox"/>
• No	2 <input type="checkbox"/>

Question HOC5 is formulated in two ways: according to the information recorded in the general module and in the previous questions of the ad hoc form, the electronic questionnaire will automatically display version α to interviewees with their own or partner's children aged under 15 who live in the household, while version β will be administered to those who do not have children aged under 15 who live in the household.

“**Care**” means all those activities which potentially prevent individuals from entering the job market, including personal care (help in washing, dressing, feeding oneself, etc.), taking children to school, helping with schoolwork, playing with them or reading stories, supervising them, and so on. Providing financial support, voluntary work with

associations/organisations and providing care when this is the respondent's profession and is done for money must not be considered care activities.

Care activities must regard one's own and/or one's partner's children who do not live in the household, or grandchildren, brothers or sisters, foster children, neighbours, friends, etc., who live in or out of the household, and who are aged between 0 and 14, therefore excluding children aged under 15 (including adopted children) who live in the household.

The care/assistance activities referred to must be carried out "**regularly**", i.e. they must be repeated constantly over time, at fixed, unchanging time intervals, for example every day, a few times a week (e.g. somebody who picks up his/her neighbour's children from school every Friday), once a month (e.g. a divorced father who sees his child, in the mother's custody, on the last weekend of the month), or just one week a year but every year.

<p>HOC6 Do you regularly look after people aged 15 and over because they are ill, disabled or elderly, without being paid? Consider people living with you as well as people who live somewhere else</p> <p><i>Read only if necessary:</i> Please, don't consider voluntary work</p> <ul style="list-style-type: none">• Yes• No	<p>1 _ </p> <p>2 _ </p>
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As already explained with regard to question HOC5, the expression "**care**" means all those activities which potentially prevent individuals from entering the job market, including health care (injections, medication, etc.), nursing and assistance for adults (help in washing, dressing, feeding oneself, etc.), help with housework

(washing, ironing, shopping, preparing meals, etc.), providing company, accompanying, doing work outside the home or help with studies. Financial help, voluntary work with associations/organisations or assistance as part of one's profession are not included among care activities.

Such care activities must regard people (children, parents, grandparents, relatives, friends, neighbours, etc.) aged 15 or over who are ill, disabled or elderly, whether they live in the household or not; a non-working mother caring for her 18-year-old child, husband or other family member is not included, unless they are ill or disabled.

As already explained for question HOC5, the care/assistance activities referred to must be carried out “**regularly**”, i.e. they must be repeated constantly over time, at fixed, unchanging time intervals, for example every day (e.g. a mother who cares for her 20-year-old disabled son), a few times a week (e.g. somebody who takes a neighbour to the rehabilitation centre every Friday), once a month (e.g. a grandson who visits his sick uncle on the last weekend of each month to help him with housework), or just one week a year but every year (e.g. somebody who takes in an elderly parent in August because the nursing home is closed).

2. Use of care facilities and services

The purpose of the preliminary group of questions regarding this subject (HOC7, HOC8 and HOC9) is to find out what arrangements parents make while they are at work, and to measure the use of public and/or private services to assure the household’s youngest child of the care he/she needs. The focus is on the youngest child, as it is usually the youngest child who makes the greatest demands on the parents in terms of care. The electronic questionnaire, nevertheless, will display the name of the child in question when necessary.

The services to take into consideration include paid baby-sitters, crèche facilities, nursery school, pre-school childcare, after-school centres, company, home or neighbourhood crèches or play centres, whether public (council/state) or private.

HOC7. When you are at work, who usually looks after your youngest child? (More than one answering item is possible)	
• Paid baby-sitter (including relatives who are paid)	1 <input type="checkbox"/>
Childcare services (crèche, nursery school, pre-school or after-school childcare, company/home/ neighbourhood based crèches, play centres, <u>EXCEPT</u> for sports, music, dance or language courses.)	2 <input type="checkbox"/>
• Public	3 <input type="checkbox"/>
• Private	
• The child attends sports, music, dance or language courses	14 <input type="checkbox"/>
• Husband/wife or partner living in the household	4 <input type="checkbox"/>
• Ex-spouse or ex-partner not living in the household	5 <input type="checkbox"/>
• Other relatives living in the household (grandparents, aunts and uncles, child's brothers/sisters, etc.)	6 <input type="checkbox"/>
• Other relatives not living in the household (grandparents, aunts and uncles, brothers/sisters, etc.)	7 <input type="checkbox"/>
• Friends or neighbours	8 <input type="checkbox"/>
• The child stays on his/her own	9 <input type="checkbox"/>
• The child is looked after by the respondent him/herself at work	10 <input type="checkbox"/>
• Working hours coincide with compulsory school hours	11 <input type="checkbox"/>
• Temporarily off work for lay-off, compulsory/optional maternity leave, etc.	12 <input type="checkbox"/>
• Worked exceptionally during the reference week, does not have a regular job	13 <input type="checkbox"/>

Question HOC7 is for all working people with their own and/or their partner's children aged under 15 living in the household.

The reference period is a typical week, on condition that it is "usual", i.e. situations in which typical periods fall should be excluded, such as holidays (either for parents and/or children), closure of the care facilities, or periods during which other contingent problems have arisen such as the child being ill.

If the care/assistance service changes from one week to the next, the reference period should be the reference week on condition that this does not distort the data either.

Several responses are possible in the question, i.e. the interviewee may report more than one carer/facility (baby-sitter, crèche, grandparents, etc.) into whose care their own or their partner's child (including adopted children) is placed.

If the child is aged between 6 and 14, the hours he/she spends at school (primary or middle) must not be considered; for example if a father works from 9am to 5pm and

his son is at school from 9am to 2pm and stays at home with his mother from 2pm to 5pm, only response 4, "Husband/wife or partner who lives in the household", must be recorded. If a mother works from 9am to 1pm and her son attends primary school from 9am to 4pm, the correct response is 11, "No one, working hours coincide with compulsory school hours".

6 Other relatives living in the household (grandparents, aunts and uncles, brothers/sisters of child, etc.)

Also includes brothers/sisters aged 15 or over who take care of younger brothers/sisters aged under 15.

12 Temporarily off work for lay-off, compulsory/optional maternity leave, etc.

Includes all those situations in which the interviewee looks after the youngest child directly, as he/she is absent from work for an extended period, for example, a mother who has recently had a child and has not yet returned to work as she plans to make use of compulsory and optional maternity leave.

13 Worked exceptionally during the reference week, does not have a regular job

Includes all those situations in which the interviewee does not have a regular job, but is in work, as he/she worked exceptionally during the reference week, even if only for a few hours (for example hours providing extra school tuition).

HOC8 Do you use any public and/or private services to care for your youngest child? Consider paid baby-sitters, crèches, nursery schools, pre-school or after-school centres, company/home/neighbourhood crèches, play centres and exclude sports, music, dance or language courses.	
• Yes	1 _
• No	2 _

The purpose of question HOC8 is to find out whether parents use baby-sitters or other public/private services to care for their youngest child. Those who responded to the previous question that while they are at work they place their youngest child in the care of baby-sitters or public and/or private services (HOC7=1,2,3), do not respond to question HOC8. In any case those who did not respond to the previous question (HOC7=1,2,3) also respond to question HOC8, as they may use such services at other

times during the day, for example to go and do the shopping, to do various kinds of housework, go to the gym, etc.

As previously specified, the services to be considered include paid baby-sitters, crèche facilities, nursery school, pre-school childcare, after school centres, company, home or neighbourhood crèches or play centres; whether public (council/state), private or financed by the employer. The services not to be considered, on the contrary, are: compulsory school, sports, dance, music or language courses and unpaid help on care provided by the partner, relatives, neighbours, and friends.

HOC9 α.	In total, how many hours a week do you use these services? Do not consider particular periods such as school holidays or emergency situations. <i>If s/he didn't affirm to use babysitter or public or private childcare services for the youngest child living in the household while working or if s/he is unemployed</i>
HOC9 β.	In total, how many hours per week do you use services such as paid baby-sitters, crèches, nursery schools, pre-school or after-school centres, company/home/neighbourhood-based crèches or play centres? Do not consider particular periods such as school holidays or emergency situations. <i>If s/he declared to use babysitter or public or private childcare services for the youngest child living in the household while working</i>
	<ul style="list-style-type: none">• Less than 10 hours a week 1 _• Between 10 and 20 hours a week 2 _• Between 20 and 30 hours a week 3 _• Between 30 and 40 hours a week 4 _• 40 hours or more a week 5 _• Don't know 997 _

The purpose of question HOC9, in contrast, is to analyse to what degree, in terms of number of hours per week, people use baby-sitters or public/private services to care for their youngest child.

The question uses a different formulation (β), chosen automatically by the questionnaire, for interviewees who responded HOC7=1,2,3.

The reference period is a typical, normal week; if there are differences between one week and another the interviewee must give an average weekly number of hours, excluding school holiday periods or other particular periods such as when the child is ill.

If several services are used, for example crèche facilities from 9am to 4pm and a baby-sitter from 4pm to 6pm every day from Monday to Friday, the total number of hours counted must refer to all services used and not only to the main one; in the example provided the response will be 45 hours and therefore response 5 for question HOC9.

A second group of questions (HOC10, HOC11 and HOC12) sets out to analyse whether the lack and/or inadequacy of care/assistance services for children or for other non-self sufficient people constitutes an obstacle to entering the job market for people who are not in work or to working full-time for people who work part-time. These questions are asked to all people who have responsibility for care (HOC1=1 or HOC5=1 or HOC6=1) and who work part-time or do not work at all.

In practice a part of the reference population responds to the same questions already during the administration of the basic questionnaire (C29B, C29D, C29E or F10A, F10B, F10D): these are respondents who have declared that they work part-time or have not sought work in order to take care of their own or other children and/or other non-self sufficient people (C29=3 or F10=4); these respondents, naturally, will not be asked the same questions again in the ad hoc form.

HOC10.α	Do you have a part-time job because in your local area public and/or private care services for children or other people in need of care are absent, inadequate or too expensive? Consider also paid baby-sitters or assistants. <i>If s/he has children aged under 15 living in the household (also including partner's children), or cares for someone and s/he has a part-time job</i>
HOC10.β	Do you not work because in your local area public and/or private care services for children or other people in need of care are absent, inadequate or too expensive? Consider also paid baby-sitters or assistants. <i>If s/he has children aged under 15 living in the household (also including partner's children), or cares for someone and s/he is unemployed</i>
	<ul style="list-style-type: none">• Yes, childcare services are absent/inadequate 1 <input type="checkbox"/>• Yes, care services for elderly, ill or disabled people are absent/inadequate 2 <input type="checkbox"/>• Yes, both services are absent/inadequate 3 <input type="checkbox"/>• No, has part-time job for other reasons 4 <input type="checkbox"/>• No, does not work for other reasons 5 <input type="checkbox"/>• Don't know 997 <input type="checkbox"/>

Question HOC10 includes two distinct formulations depending on the different types of respondents:

1. those who work part-time to take care of their children, other children and/or other non-self sufficient people (formulation α).
2. those who do not work (formulation β);

The purpose is to find out whether interviewees who look after someone – children or elderly, ill or disabled people – cannot work full-time or cannot work because in their local area family support services are absent or inadequate.

“Inadequate services” means services that are incapable of meeting the needs of the interviewees in terms of times, distance from home, presence of specialised staff, cost of the service, etc. In particular, with reference to times, the need for care services may regard not only the interviewee's normal working hours, but also specific moments of the day (for example early morning or late evening); it may also regard specific periods of the year such as school holidays (for example a parent who works part-time on a yearly basis and does not work during the months of July and August, because there are no services available to care for their child when schools are closed).

1 Yes, childcare services are absent/inadequate

Services for children include: paid baby-sitters, crèches, nursery school, pre-school childcare, after-school centres, home-/condominium/neighbourhood-based crèches and play centres.

2 Yes, care services for elderly, ill or disabled people are absent/inadequate

Services for adults requiring assistance include services provided at home (e.g. paid carers) or by institutions (e.g. nursing homes).

Such care services may be private, public (council/state) or paid for by, for example, an employer. They exclude unpaid help received from relatives, friends or neighbours.

Option 4 is displayed automatically by the electronic questionnaire only for respondents who work part-time; option 5 only for respondents who do not work.

The purpose of questions HOC11 and HOC12 is to find out the reasons for the inadequacy of care/assistance services for children and the elderly respectively.

HOC11. What is the main reason why public and/or private childcare services, including paid baby-sitters, are inadequate?		
• Hours incompatible with personal needs	1	_
• Too expensive	2	_
• Not sufficient quality	3	_
• Not enough places	4	_
• Not available locally	5	_
• Other (specify)	996	_

Question HOC11 is for all respondents who state that they do not work more hours or do not work at all because childcare services are not adequate.

The main reason why such services are not adequate must be provided; if there are several reasons (e.g. too expensive and poor quality), the interviewee must choose the most important one.

In addition, the “main reason” should be interpreted as the most important reason at the time of the interview; for example, if a mother left her job two years ago due to a lack of childcare services and now finds that they are too expensive in relation to the salary that she would earn if she worked, response 2 should be indicated.

1 Hours incompatible with personal needs

The services are available locally but opening times are not compatible with the parent's needs, for example open only in the morning and closed in the afternoon, or are not available during nighttime hours (in the case of a parent who works at night) or are not open during the week-end or school holidays.

3 Not sufficient quality

Services are present locally but the educational context is lacking in several respects, for example the ratio of children to carers, unreliable or non-specialised staff, lack of cleanliness or lack of facilities to accommodate children with special needs.

HOC12. What is the main reason why care services for elderly, ill and/or disabled people, including paid carers, are inadequate?

- | | | |
|--|-----|--------------------------|
| • Hours incompatible with personal needs | 1 | <input type="checkbox"/> |
| • Too expensive | 2 | <input type="checkbox"/> |
| • Not sufficient quality | 3 | <input type="checkbox"/> |
| • Not enough places | 4 | <input type="checkbox"/> |
| • Not available locally | 5 | <input type="checkbox"/> |
| • Other (specify) | 996 | <input type="checkbox"/> |

Question HOC12 is for respondents who state that they do not work more hours or do not work at all because care/assistance services for elderly, ill or disabled people are inadequate.

Refer to HOC11 for an explanation of what is meant by main reason.

1 Hours incompatible with personal needs

The services are available locally but opening times are not compatible with personal needs, for example open only in the morning and closed in the afternoon, or are not available during nighttime hours or are not open during the week-end or during the summer.

3 Poor quality of service

Assistance services for adults are locally available but the standard of service offered is low in several respects, for example too many care recipients and too few carers, unreliable or non-specialised staff, lack of cleanliness or inadequate facilities to accommodate disabled and/or ill people with special needs.

3. Reconciling work and family commitments

Another purpose of the ad hoc module is to find out whether interviewees wish to change the way their working life is organised and their care/assistance responsibilities in order to balance better the time they dedicate to their work with the time they dedicate to assistance, thus reconciling work and family commitments, with greater personal satisfaction.

The wish to reconcile work and family life may derive from:

1. the desire to work longer hours in a situation in which time spent caring for children or non-self sufficient people does not allow it;
2. the desire to work fewer hours in a situation in which work commitments make it impossible to spend the desired number of hours with the people receiving care.

HOC13. Would you like to work more, reducing the time you dedicate to your children and/or other people in need of care?		
• Yes	1	_
• No	2	_

Question 13 must be answered by all working people who have children (their own and/or their partner's) aged under 15 that live in the household or who take care of someone (children aged up to 14 or people aged 15 or over who are ill, disabled or elderly).

In the answer the interviewee will consider only his own desire, without considering those aspects that cause it not to come true in real life (e.g. lack of services locally for children and/or for other people in need of care).

2 No

The "No" response is not only for interviewees who wish to leave things as they are or not to work at all, but also those who wish to work longer hours and increase the amount of time they dedicate to their children and/or other people in need of care.

HOC14. Would you like to work less, increasing the time you dedicate to your children and/or other people in need of care?	
• Yes	1 <input type="checkbox"/>
• No	2 <input type="checkbox"/>

All interviewees who answered “No” to the previous question answer question HOC14.

In the answer the interviewee will consider only his own desire, without considering those aspects that cause it not to come true in real life (e.g. the economic loss following the reduction of the hours usually worked).

2 No

Not only interviewees who wish to leave things as they are respond “No”, but also those who wish to work fewer hours and decrease the amount of time they dedicate to their children and/or other people in need of care.

HOC15. Would you like to work, reducing the time you dedicate to your children and/or other people in need of care?	
• Yes, s/he would work	1 <input type="checkbox"/>
• No	2 <input type="checkbox"/>

Question HOC15 is for all respondents who are not in work and who have children (their own and/or their partner’s) aged under 15 in the household or who take care of someone (children aged up to 14 or people aged 15 or over who are ill, disabled or elderly).

In the answer the interviewee will consider only his own desire, without considering those aspects that cause it not to come true in real life (e.g. lack of services locally for children and/or for other people in need of care).

4. Work flexibility in order to reconcile family commitments

A further objective of the ad hoc module is to analyse the degree of flexibility in the working conditions of employees in terms of reconciliation with family life.

The questions therefore regard flexibility of working hours and the possibility of being absent from work daily for family reasons.

HOC16. Your working hours require:	
READ ALL THE ANSWERING ITEMS	
• A strict starting and finishing time set by the employer	1 <input type="checkbox"/>
A flexible starting and finishing time decided by the employee within one of the following schemes:	
• Fixed daily number of hours (e.g. 8 hours) with flexible start and finish times	2 <input type="checkbox"/>
• Flexitime, working time banking	3 <input type="checkbox"/>
• No boundaries at all	4 <input type="checkbox"/>
• Other (specify)	996 <input type="checkbox"/>
• Don't know	997 <input type="checkbox"/>

Question HOC16 measures the flexibility of employees' working hours, and aims to capture the actual situation experienced by the interviewee, and not what the employment contract stipulates. What we are interested in, therefore, is the employee's point of view, and not that of his/her employer.

If the interviewee's working hours make it possible to select more than one of the solutions listed, he/she should choose the most advantageous one that he/she is generally able to use.

The working hours to be taken into consideration must relate to a usual situation and not, for example, to particularly urgent periods of work.

Women on compulsory maternity leave should refer to their working hours before the period of maternity leave or to the hours that they will work on their return.

1 A strict starting and finishing time set by the employer

Work starting and finishing times are set by the employer, without the employee being able to arrive or leave earlier or later. These times need not be the same every day: the employer may establish on a daily or weekly basis what working times the employee must observe. It also includes shift work, and any other form of work in which it is the employer and not the employee who decides working times each time.

Responses 2, 3, 4 and 996 represent situations in which the employee may enjoy a certain degree of flexibility with regard to starting and finishing times, and it is the employee him/herself who decides how to make use of such flexibility:

A flexible starting and finishing time decided by the employee within one of the following schemes:

2 Fixed daily number of hours (e.g. 8 hours) with flexible start and finish times

The employee may change the starting time and correspondingly the finishing time (perhaps respecting a “core” of compulsory working hours). For example he/she may arrive at work between 8 and 9.30 and must leave work exactly 8 hours after arriving, if his/her working day is 8 hours.

3 Flexitime, working time banking

An hour bank is a system of credit/debit hours calculated on a weekly or monthly basis which allows the employee to arrange to leave before or after set daily working hours. Over the long term the average number of hours worked is the same as the number of hours stipulated in the contract. Such an option should nevertheless not be understood as providing total freedom to decide on starting and finishing times.

4 No boundaries at all

The employee is totally free to decide his/her working times, without restrictions.

996 Other (specify)

This response should be selected only if the interviewee does not recognise his/her situation in any of the preceding codes. This may be the case, for example, for an employee who has a fixed starting time but flexible finishing time (i.e. he/she must work until the daily work is completed), or a teacher who has fixed working hours but may organise his/her hours of work at home as required for preparation or marking.

HOC17 Do you have the possibility to vary start and/or end of working day for at least one hour for family reasons?

- Yes, generally possible 1
- Yes, rarely possible 2
- No, not possible 3
- Don't know 997

Question HOC17 is for all employees, excluding those whose working hours include the accumulation of credit or debit hours (hour bank) or no working time restrictions (HOC16=3,4). It provides more detail regarding the degree of flexibility of working

hours in order to cope with family commitments: the focus is on the opportunity to change the starting or finishing time by at least one hour.

As for the previous question, the respondent's point of view is important, and not the terms of the employment contract or relationship.

For family reason means family urgencies (illness, accidents, injuries of a family member), physical examinations or commitments needing interviewee's presence, care for a child in case of unavailability of crèche (e.g. for strike or bad weather).

1 Yes, generally possible

Includes those who in general when required may start work later and/or finish work earlier for family reasons (outside particularly urgent periods of work).

2 Yes, rarely possible

The interviewee may start work later and/or finish work earlier for family reasons, but may do so only in exceptional cases, for example emergencies.

HOC18 Do you have the possibility to take a whole day off for family reasons without using standard holidays?

- | | | |
|---------------------------|-----|---|
| • Yes, generally possible | 1 | _ |
| • Yes, rarely possible | 2 | _ |
| • No, it is not possible | 3 | _ |
| • Don't know | 997 | _ |

Question HOC18 is for all employees.

The question is designed to find out about the possibility of taking a whole day off work for family reasons, without using paid holiday entitlement. Hours previously accumulated may be used, for example compensatory rest days, or days off work which may be used, having worked more hours than one's personal working hours and having accumulated the equivalent of one or more days, or the possibility to change work shift.

As specified in the previous question, for family reason means family urgencies (illness, accidents, injuries of a family member), physical examinations or commitments needing interviewee's presence, care for a child in case of unavailability of crèche (e.g. for strike or bad weather).

1 Yes, generally possible

Includes who's allowed to use leaves covering quite frequent family needs (necessity to care for a family member who's ill, care for a child when school is closed for strike or bad weather).

Also includes employees who can generally organise their work so that they can take whole days off (outside particularly urgent periods of work), despite the existence of a maximum number of days which they can use.

2 Yes, rarely possible

Includes who's allowed to use leaves covering quite rare situations of family needs (marriage, decease of a relative) or who can organise his/her work in order to take whole days off, but may do so only in exceptional cases, for example emergencies.

5. Career breaks and reductions in usual working hours

The purpose of this part of the ad hoc module is to find out about career interruptions and reductions in usual working hours that parents of children aged under 8 have faced following the birth of their last-born child, both in their current job and any other previous jobs.

5.1. Career breaks

"Career breaks" means periods of absence from work of at least one continuous month which the interviewee has used to take care of his/her youngest child.

Such periods of absence exclude the period of compulsory maternity (or paternity) leave and periods of absence consisting exclusively of holidays or days of absence to compensate for additional hours worked (for example compensatory rest days).

They include, in contrast, solutions, paid or otherwise, such as optional maternity/paternity leave or leave taken to care for a sick child, leave of absence, as well as holidays and compensatory rest days when they are used to combine with at least one of the solutions previously mentioned. Often, for example, after compulsory maternity leave, mothers (or fathers) use combinations of the solutions listed above: by combining 10 days of paid holiday with 10 days of leave taken to care for a sick child and another 20 of parental leave, they may stay off work continuously for over a month in total.

The reference period is from the birth of the youngest child (excluding the period of compulsory maternity/paternity leave) to the time of interview.

HOC19. Since the birth of your youngest child until now, have you stopped working for at least one month in a block to look after him/her? Do not consider compulsory maternity/paternity leave or periods of standard holidays only		
Read only if necessary: If you have/had more than one job, absence must refer both to the main job and the secondary one.		
• Yes	1	_
• No	2	_
• Stopped work definitely when or before child was born	3	_
• Don't know	997	_

The purpose of question HOC19 is to identify people who stopped working for at least one month in a block after their youngest child was born.

The question is for all those parents with children aged under 8 who are currently in work or who had a job in the past which was interrupted after or immediately before the birth of their youngest child.

1 Yes

The “Yes” response is for people who in order to take care of their youngest child were (or are still) off work for at least one month during the period between the birth of their youngest child (excluding the period of compulsory maternity/paternity leave) and the time of interview.

The “Yes” response is also for people who, independently of their current employment status, left employment (permanent or fixed-term), declined to renew an employment contract or gave up self-employment in order to care for their youngest child. The “Yes” response is also for those who were fired and then haven’t been looking for another job to care of his/her child.

Note carefully the following specific case: if a person does (or did) more than one job, the interruption must refer to all jobs worked, in the sense that it must have occurred at the same time and for the same period for all jobs. Otherwise the most appropriate response is “No”.

2 No

The “No” response is for interviewees who:

- have never taken time off work after the compulsory maternity/paternity period in order to care for their youngest child;

- are currently taking compulsory maternity/paternity leave;
- have taken less than one month off work;
- have taken a month off work or longer, but have used exclusively days of holiday entitlement or days to recoup extra hours worked (e.g. compensatory rest days);
- have been off work for more than a month overall, but not continuously, i.e. for separate periods, each one lasting less than a month.

3 Stopped work definitely when or before child was born

This response is given by people who are currently not working and who on the birth of their youngest child or in a period immediately prior to the birth gave up work definitely, either of their own accord or because they were dismissed by their employer.

HOC19A. Was it your decision to stop working in order to take care of your youngest child?	
• Yes	1 <input type="checkbox"/>
• No	2 <input type="checkbox"/>

Question HOC19A is for all respondents who answered “Yes” or “Stopped work definitely when or before child was born” to question HOC19. Its purpose is to find out whether the decision to take time off work to care for the child for the first group or to give up work completely for the second group was a personal choice.

1 Yes

The “Yes” response is for interviewees who interrupted their work of their own accord only for a certain period (of at least a month) and who subsequently returned to work. A “yes” response is also for people who gave up work because they resigned or who decided not to renew an employment contract upon its expiry in order to care for their youngest child.

2 No

The “No” response is also for interviewees who were made to leave their job either temporarily or permanently following the birth of their youngest child.

HOC20. Did you use leaves, standard holidays, etc. for this absence, or you didn't have a job in that period? (More than one answering item is possible)

- | | | |
|---|-----|--------------------------|
| • Optional maternity/paternity leave (parental leave) | 1 | <input type="checkbox"/> |
| • Leave for illness of child | 2 | <input type="checkbox"/> |
| • Leave | 3 | <input type="checkbox"/> |
| • Standard holidays | 4 | <input type="checkbox"/> |
| • Have/had no job in that period | 5 | <input type="checkbox"/> |
| • Stopped activity (e.g. self employed) | 6 | <input type="checkbox"/> |
| • Other (specify) | 996 | <input type="checkbox"/> |
| • Don't know | 997 | <input type="checkbox"/> |

The purpose of question HOC20 is to find out what specific solutions were adopted by parents so that they could take time off work for one month or longer in order to care for their youngest child. The interviewee may give more than one answer.

It is not relevant whether the time off is paid or not; it is necessary that the interviewee did not use exclusively holiday entitlement or compensatory rest periods. In this case the interviewer should return to question HOC19 and select "No" as the response.

1 Optional maternity/paternity leave (parental leave)

For a definition see Section 6 below.

2 Leave for illness of child

The legislative decree of reference with regard to leave for illness of the child is no. 151/2001 concerning parental leave.

Illness of children aged under 8 entitles parents to take unpaid leave, which is granted without any limitations connected to service requirements. Leave of this kind may be taken alternatively by either the mother or father, including adoptive parents: for this purpose the parent concerned must provide self-certification stating that the other parent is not off work during the same days because of the child's illness. The duration and procedures for benefiting from this kind of leave are different if the child is under 3 or is between 3 and 8 years of age:

- children up to 3 years of age

The law grants parents the right to take unpaid leave for the period of the child's illness, as certified by a specialist national health service doctor or equivalent.

- children aged between 3 and 8

In this case the period of unpaid leave is limited to 10 working days per year, which may be increased to 15 days by using the 5 days of unpaid leave to which all staff are entitled.

Some national collective employment contracts stipulate more favourable conditions concerning leave for children's illness.

3 Leave

"Leave" is the entitlement granted to employees to be absent from work for periods of varying length and for specific reasons. Usually leave entails the suspension of work and pay, with a sort of "freezing" of the employment relationship, which resumes when the reasons for taking leave no longer apply.

Note carefully the following specific case: in some pay-packets parental leave compensated at 30% is called "Leave at 30%, that's why in those dubious cases it's necessary to make certain with the interviewee what we're really talking about; in the case s/he referred to parental leave, the correct response is 1 and not 3.

5 Have/had no job in that period

Includes who was absent from work after the younger child birth as s/he was fired, or s/he didn't have the renewal (or s/he refused the renewal) of his/her fixed-term contract in expiration.

6 Stopped activity (e.g. self employed)

It's the case of self employed people, who, to care for the youngest child, simply stopped activity. E.g. a merchant who, after his/her maternity/paternity hasn't been working for more than one month, being substituted by a relative/friend/employee at the workplace.

996 Other (specify)

Also includes interviewees who stopped working for at least one month voluntarily or declined to renew an employment contract in order to care for their youngest child.

HOC21. How long have you been stopping work? Do not consider compulsory maternity/paternity leave or periods of standard holidays only	
<i>Read only if necessary.</i> In case several interruptions of at least one month exist, specify the length of the longest interruption	
• Less than 2 months	1 __
• From 2 to less than 3 months	2 __
• From 3 to less than 6 months	3 __
• From 6 months to less than 1 year	4 __
• 1 year or more	996 __
• Don't know	997 __

Question HOC21 collects information about the duration of the period of absence from work.

If the interviewee has been off work several times and for more than a month each time, the longest period of interruption should be recorded.

Interviewees who stopped working because they resigned or decided not to renew an employment contract upon its expiry in order to care for their youngest child, and who subsequently returned to work should consider the period of interruption as the period of time between leaving the previous job and beginning to seek subsequent employment.

HOC22. After this period of absence have you returned to work?	
• Yes	1 __
• No, has not returned to work yet	2 __

Question HOC22 collects information regarding whether the parents who left work for a period have returned to work. It may be the case, in fact, that when the period of compulsory maternity (or paternity) leave is finished, these people are still absent from work in order to care for their youngest child, and have been so for a period of longer than a month.

5.2. Reduction in usual working hours

“**Reduction in working hours**” means a reduction in usual working hours that has continued on a fairly regular basis for at least a month in a block in order to allow the parent to look after his/her youngest child. Such a reduction regards both those parents who worked fewer hours every day or only some days of the week, and

those who, while continuing to work the same daily hours, regularly did not work some days during the week.

The solutions – whether paid or not – used to reduce usual working hours include optional maternity/paternity leave (parental leave), leave for feeding or leave for other specific reasons, as well as holidays and compensatory rest days when they have been used “in combination” with one of the previously mentioned solutions.

Reduction in working hours therefore excludes those situations in which parents have used exclusively such flexibility schemes as their work permits (for example extra hours worked previously that can be used to leave work early) or only days of holiday entitlement on fixed days of the week in order to look after their youngest child.

HOC23. Since the birth of your youngest child until now, have you reduced your working hours for at least one month in a block, for example by working fewer hours per week or only some days per week in order to look after him or her?

Read only if necessary: For example for feeding or using parental leave

- | | | |
|--------------|-----|---|
| • Yes | 1 | _ |
| • No | 2 | _ |
| • Don't know | 997 | _ |

Question HOC23, therefore, is designed to find out whether parents of children up to 8 years of age have reduced their working hours to take care of their youngest child during the period from the birth of their youngest child and the time of the interview. The question is for all parents with children aged under 8 who are currently in work or whose past work was interrupted after or immediately prior to the birth of their youngest child.

1 **Yes**

The “Yes” response is for interviewees who have reduced (or are still reducing) their usual daily or weekly working hours (for example a parent who for two months has not worked every Monday, using parental leave).

This includes parents who are currently working part-time, having chosen to do so in the past in order to look after their youngest child and subsequently never having returned to working full-time.

It also includes separated parents who, for over a month and alternating with the other parent have been looking after their child, for example by working every other week, or by finishing work earlier than usual on alternate weeks.

Note carefully the following specific case: if a person does more than one job, a reduction in working hours may regard only one job and not necessarily all of them. For example, a parent may decide to continue to maintain the usual working hours for his/her main job and interrupt a secondary job completely.

2 **No**

Respondents who answer “No” are those who:

- have never reduced their working hours;
- have reduced working hours, but not in a regular manner, in order to care for their youngest child (for example sporadically, only when necessary, a couple of times a month);
- have reduced working hours in a regular manner, but for a shorter period than a month;
- are on compulsory maternity/paternity leave;
- have only used holiday entitlement or extra hours worked in order to take time off work or to change their starting and/or finishing time.

6. Optional maternity/paternity leave

The final part of the ad hoc module is dedicated to collecting more detailed information regarding the use of parental leave, better known as optional maternity/paternity leave up until the child’s eighth year of age.

This part is answered by all parents with children aged under 8 in the household who are currently in work or whose past work was interrupted after or immediately prior to the birth of their youngest child answer this part.

A script, which must be read to all interviewees and whose contents differ slightly for mothers and fathers, introduces the subject and defines parental leave.

Script HOC2 (must be read)

α Let's talk about optional maternity leave which can generally be used until the child is eight years old, also known as parental leave.
Mothers who work or have worked since the birth of the child:

- as an employee
- with an employer-coordinated freelance work contract (on specific project or not)
- with an occasional work contract
- as a small business owner, trader, independent farmer, tenant farmer, sharecropper, or professional farm business owner

may use this type of leave in order to take care of their children. It consists of days of leave in addition to compulsory maternity leave, and can be taken in a single, continuous period or in several separate periods.
For female interviewees

β Let's talk about optional paternity leave which can generally be used until the child is eight years old, also known as parental leave.
Fathers who work or have worked since the birth of the child:

- as an employee
- with an employer-coordinated freelance work contract (on specific project or not)
- with an occasional work contract

may use this type of leave in order to take care of their children. It consists of days of leave in addition to compulsory paternity leave, and can be taken in a single, continuous period or in several separate periods.
For male interviewees

An online help guide provides further details, like the ones provided below.

The legislative decree of reference regarding optional maternity/paternity leave, also known as parental leave, is no. 151 of 2001.

The maximum duration of optional maternity leave for the mother is 6 months; for the father too it is 6 months, rising to 7 if he uses at least 3 months; the maximum cumulative limit for mother and father is 10 months, rising to 11 months if the father takes at least 3 months of leave.

It may be taken until the eighth year of age either for natural children, adopted children or foster children; in the case of adopted or foster children aged between 6 and 12 parental leave may be taken in the 3 years following the date on which the child joined the family.

Parental leave is generally compensated at 30% of full pay until the child's third year of age: higher percentages may exist under various national collective employment

contracts. At the end of the period parents have the right to return to the same job or an equivalent one.

Note carefully the following specific case: for those with an employer-coordinated freelance work contract (on specific project or not), or with an occasional work contract, for women working as small business owners, traders, independent farmers, tenant farmers, sharecroppers, or professional farm business owners, law sets the possibility to take advantage of a period of three months of parental leave within the child first year of age, or within the adopted/ foster child first year of age.

Attention: in some working field parental leave is better known as leave at 30%.

HOC24. Have you taken any parental leave to look after your youngest child?

- | | | |
|--------------|-----|---|
| • Yes | 1 | _ |
| • No | 2 | _ |
| • Don't know | 997 | _ |

The purpose of question HOC24 is to find out whether parents, since the birth of their youngest child until the time of interview, have used parental leave at least once. The question is not asked to all those parents who in question HOC20 spontaneously declared that they have used optional maternity/paternity leave to take time off work for more than a month in order to care for their youngest child.

1 Yes

The interviewee must have used at least one day of parental leave for their youngest child (who lives in the household), regardless of the duration, how much (or whether) they were paid for the leave taken and when they used it.

HOC25. Until now, have you taken parental leave in a single, continuous period or in several separate periods?

- | | | |
|----------------------------------|-----|---|
| • In a single, continuous period | 1 | _ |
| • In several separate periods | 2 | _ |
| • Don't know | 997 | _ |

Question HOC25 is for all respondents who have used optional maternity/paternity leave at least once, in order to find out whether parental leave was taken all together or by alternating periods of returning to work.

1 In a single, continuous period

This response is given both by interviewees who have used parental leave for all of their days of leave (for example for 30 consecutive days) and by those who in periods of parental leave have also taken days of holiday entitlement or other specific or non-specific forms of leave (for example: 15 days of parental leave, 5 days of holiday, 15 days of parental leave). In both cases, as the interviewee did not return to work, we may say that his/her absence, for which he/she also used parental leave, continued over a protracted period of time.

2 For separate periods

The interviewee used parental leave occasionally, returning to work each time. This is the case, for example, for a parent who used parental leave for two days a week during the youngest child's first three months of life and worked on the other 3 days or a parent who used parental leave immediately following the birth of their child for about a month, and subsequently used it a year later for 15 days and the following year once again for another 15 days.

HOC26. Have you taken parental leave, interrupting your work for at least one month in a block, combining it, if necessary, with standard holidays and/or entire rest days?	
• Yes	1 <input type="checkbox"/>
• No	2 <input type="checkbox"/>
• Don't know	997 <input type="checkbox"/>

Question HOC26 is designed to find out whether the optional maternity/paternity leave that was used constituted a "career interruption" that lasted at least one month.

1 Yes

Includes people who have used parental leave by taking at least a continuous month off work, possibly combined with days of holiday entitlement or rest days (e.g. to compensate for additional hours worked, such as compensatory rest days). This may be the case, for example, for a person who was absent from work for two months by taking four days of parental leave and one of holiday entitlement each week.

If a person does more than one job, optional maternity/paternity leave must refer to only one of the jobs.

<p>HOC27. How long have you been interrupting your working activity? <i>Read only if necessary:</i> In case several interruptions of at least a month exist, specify the length of the longest interruption</p> <ul style="list-style-type: none">• Less than 2 months• From 2 to less than 3 months• From 3 to less than 6 months• From 6 months to less than 1 year• 1 year or more• Don't know	<p>1 <input type="checkbox"/> </p> <p>2 <input type="checkbox"/> </p> <p>3 <input type="checkbox"/> </p> <p>4 <input type="checkbox"/> </p> <p>5 <input type="checkbox"/> </p> <p>997 <input type="checkbox"/> </p>
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Question HOC27 collects information about the duration of the period of absence. If the interviewee has used several periods of parental leave, each one lasting more than one month, the longest period of interruption must be recorded.

Questions HOC21 and HOC27 appear to collect the same information, but this is actually not the case. Consider, for example, a mother who after the birth of her youngest child used five months of parental leave, returned to work and after three years took a period of leave for one year for reasons connected to the child's health. In question HOC21 she would select the response "1 year or more", as she must state the duration of the longest period of absence from work (represented in this case by the period of leave), while in question HOC27 she would select the response "From 3 to less than 6 months", as she would have to state the duration of the longest interruption during which she used parental leave.

HOC28.α	Can you tell me the main reason why you did never take it? <i>For people who have never used parental leave</i>	
HOC28.β	Can you tell me the main reason why you didn't take it, interrupting your working activity for at least one month? <i>For people who have used parental leave but without interrupting work for at least a month</i>	
	• No remuneration or pay too low	1 <input type="checkbox"/>
	• Not enough flexibility in choice of the period	2 <input type="checkbox"/>
	• Negative impact on career	3 <input type="checkbox"/>
	• Employer made it difficult	4 <input type="checkbox"/>
	• Preference for work	5 <input type="checkbox"/>
	• Planning to take it in the future	6 <input type="checkbox"/>
	• Did not know about parental leave existence and right	7 <input type="checkbox"/>
		<input type="checkbox"/>
	No legal right because:	<input type="checkbox"/>
	• s/he (or partner) is still on maternity/paternity leave	8 <input type="checkbox"/>
	• s/he is a self employed (e.g. architect, lawyer, family worker)	15 <input type="checkbox"/>
	• for other reasons (e.g. partner's child) (specify)	9 <input type="checkbox"/>
		<input type="checkbox"/>
	Has not needed it because:	<input type="checkbox"/>
	• partner takes/took parental leave	10 <input type="checkbox"/>
	• partner or other relatives (e.g. grandparents) look after the child	11 <input type="checkbox"/>
	• has/had no significant job	12 <input type="checkbox"/>
	• other reasons (specify)	13 <input type="checkbox"/>
		<input type="checkbox"/>
	• Has taken part-time parental leave	14 <input type="checkbox"/>
	• Other (specify)	997 <input type="checkbox"/>

Question HOC28 is for all parents of children aged under 8 who have never used optional maternity/paternity leave (version α) or have used it but without being continuously absent from work for at least a month (version β): the purpose of the question is to find out the main reason for which the person concerned chose not to use it at all or not to use it for a longer period.

6 Planning to take it in the future

Includes parents who planned to use parental leave in the future, for example in anticipation of a time of greater need. This does not exclude parents who in the past may have used other solutions (holidays, leave taken to care for a sick child, etc.) to take time off work.

7 Did not know about parental leave existence and right

Includes respondents who are not aware that parental leave exists, as well as those who despite being aware of it mistakenly believe that they were not entitled to it.

8 S/he (or partner) is still on maternity/paternity leave

Includes respondents who, being on compulsory maternity/paternity leave for the birth of a child, have not yet acquired the right to use parental leave. The same is true for the partner of a parent who is on compulsory maternity/paternity leave.

9 Other reasons (e.g. partner's child) (specify)

Includes also respondents who are not entitled to use parental leave, as the child aged under 8 who lives in the household is not their natural child but is a child whom their partner had from a previous union; only natural parents can use parental leave.

12 Has/had no significant job

This is the case for people who did not have a significant job, for example in terms of hours worked and were therefore able to look after their youngest child without recourse to parental leave.

15 S/he is a self employed (e.g. architect, lawyer, family worker)

Includes self employed workers who have never used parental leave as their category doesn't/didn't entitle them to use it (e.g. professionals, family workers).

HOC29. In the last 12 months have you taken any parental leave to look after your youngest child?

- Yes 1 |
- No 2 |
- Don't know 997 |

Question HOC29 is for all respondents who have used optional maternity/paternity leave at least once in order to find out whether parental leave has been taken during the last 12 months.