INFORMATION REGARDING STATISTICAL SURVEY ON RECONCILIATION BETWEEN WORK AND FAMILY LIFE

(Questionnaire DD-01)

Instructions for interviewers carrying out survey on reconciliation between work and family life

(Questionnaire DD-01)

Aim of the survey

The main goal of the survey is to identify the factors having impact on reconciliation of work and family life. Information about the factors for 2005 will be collected in all EU countries. All EU Member States are obliged to carry out this survey taking into account Commission Regulation (EC) No 29/2004. The Commission will be able to properly evaluate the progress achieved in the work organisation policies, especially in business-related fields, the possibilities for the employed people to reconcile work and family-related responsibilities. Also, the aim of the survey is to encourage progress in this field, to assess it and to obtain the last updated information comparable between countries.

Filling in of the questionnaire

Questionnaire DD-01 is a continuation of the employment survey GU-01. This is a one-time survey and the questionnaire will be filled in only for the second quarter of the year. All persons aged 15–64 living in the selected household will have to answer the questions. It is preferable that the respondent answers the questions himself because other person is not always aware of work and work-related problems of another residents of the household. However, if there are no other possibilities, other family members can answer on behalf of the person.

Question 103

This question is divided because employed and unemployed persons have to answer different questions. The answer to this question has to match with the main employment survey questionnaire GU-01.

(GU-01 1 question 1 answer = DD-01 104 question). (GU-01 1 question 2 answer = DD-01 110 question)

Question 104

“For family reasons” includes care for children and dependants. Persons who have the general possibility to vary start or/and end of working day or a general possibility for working time banking should be coded 1 because they can do it in particular for family reasons when they want to.

Question 105
“To take whole days off” means taking days off without using holidays and special leave. Persons who have a general possibility to organise their working time in order to take days off should be coded 1. Days taken off are normally made up earlier, but cases when they are made up later are also possible. But days off are not always necessarily compensated in terms of working hours; the fact that the job is done is enough.

**Question 106**

“Time off from work for family sickness or emergencies” includes the cases of sickness of child/relative (even not serious like a cold) or accident and other family emergencies. Most of the time, it refers to unplanned situations, but it can also be planned in advance in some cases of sickness (e.g. operation of a family member). Own sickness or accidents are excluded.

“Special leave” days are often provided in case of sick child or other family problems. They are remunerated fully or partly. There is sometimes a limit in the number of days per year persons are allowed to take or they might be given examining each case/reason of absence. If the “special leave” days were fully or partly remunerated, code 2 should be used. Code 3 is only used if all “special leave” days taken were not remunerated at all.

**Question 107**

Respondents who answered positively should answer question 108, others – question 111.

**Question 108**

We want to find out the conditions permitting persons with a child to work. In other terms, we want to know the main childcare types “while you are working”, i.e. during working hours: was it a crèche, preschool or paid qualified carer services or care provided by a family member or relative while the respondent was working. **Surveyed period** includes reference week, but if during it parents were on vacations or children were on vacations or if there was another emergency, for example, sickness of a child, the surveyed period should be a regular week.

1. **Childcare services (including paid childminders), pre-school other childcare services** other pre-school childcare services– families with preschoolers and using pre-school services should choose this answer.

When there are school-going children (up to 15 years old), childcare types outside compulsory school hours – organised family care, day care center, after-school groups, paid carers – should be indicated.

2. **Spouse or partner living in the household**

3. **Relatives/neighbours/friends (unpaid).** Relatives’, neighbours’, friends’, including grandparents’ or other elderly people’s, help in childcare. They can be inhabitants of the same household or not. If a brother or sister aged more than 15 is taking care of younger brothers or sisters under 15 years this answer should be coded.

4. “No childcare needed” is chosen in the following cases:

   - if a child can take care of him-/herself.
- if children under 15 years are taking care of themselves.
- if the respondent is taking care of other children and takes his/her own children with him/her.
- if the respondent works at home and childcare does not infringe with work.
- if the respondent does not use any type of childcare services (school hours coincide with working hours).

We code this answer when there is a case that respondent says he/she cannot answer because at the moment he/she is temporarily unemployed – on maternity (paternity) leave or had only worked during the reference week, but, in general, is unemployed.

**Question 109**

Everybody with at least one school-age child in need of care during school holidays or when other school childcare services are closed should answer this question. In those cases when the respondent was on maternity/paternity leave or when there were no special cases over the last 12 months, 1st answer should be chosen.

**Question 110.**

The same as 107; the difference is that it has be answered by unemployed respondents only.

**Question 111**

This answer should be answered by an unemployed person who apart of his own child takes care of another child or elderly person.

**Question 112**

Respondent’s personal engagements related to care of other persons might be an obstacle for his/her personal employment situation and employment-related perspectives. The variable of this question is a carer. This question is aimed at a carer, not at persons in need of care. Carers are persons who regularly at certain fixed time take care of others or provide regular help. Carer has to be responsible for the care. Children or other persons after whom the care is taken might live in the same household or outside the household.

Professional care provided as a job is not included, but persons remunerated for care of disabled relatives should be considered as carers.

Examples of care services:
- personal care for children aged up to 15 (washing, getting dressed), help with homework, playing games, going for a walk.
- for relatives aged more than 15 in need of care: personal care (dressing, washing), going for a walk, arranging financial documents.
Other children – all other than own or spouse’s children living in the household: own or spouse’s children living outside the household; not own and not spouse’s children living inside or outside the household.

If care is remunerated or if it is related to voluntary charitable occupation, it should not be considered as care.

**Question 113**

We want to find out the opinion of a respondent whether he/she would like to change the organisation of his/her work and childcare despite all restrictive circumstances (even if he/she cannot work because of the lack of care services or other obstacles).

**Question 114**

We want to know if carers (including parents) wish to work more but do not do that because of constraints on care services. It is important to identify the reasons of the constraints: unsuitability, lack or cost. **One** reason should be chosen.

Answer 1 is chosen when the care is needed from 7 am to 7 pm, which means the absence of childcare services in the living area available, no possibilities because of space or no services for children in need for more care (for example, the children are cared of in the morning but no services are provided in the afternoon).

Answer 2 is coded when the care is needed at special hours: before 7 am or after 7 pm or during weekends or during school holidays.

In the answer 3, we draw attention to the fact that the priority is accorded to answers 1 and 2. **Answer 3** should be chosen only if a persons cannot say, does not know when the care might be needed (does not have any particular plans regarding work schedule).

Answer 4 is chosen for unemployed respondents or for people with low salaries compared to costs of care services.

Answer 5 is chosen if the respondent is not satisfied with the quality of services; personal opinion of the respondent is taken into account.

Answer 6 is chosen when the respondent would like to the care of a close person but when there is no person who could work more if the partner works less.

**Question 115**

Respondents taking care of disabled adults or elderly possibly would like to work more but do not because of constraints on care services (in answers 1–5, for example, the lack of such services, unsuitability for adult persons).

Care services include remunerated services. Services include care at home or care institution, also day centers in the institutions providing care in the daytime.

The main reason is only **one** and current reason. For example, if a person quitted a job 2 years ago because of lack of services and now he/she finds services too expensive, answer 4 has to be coded.

**Question 116**
The aim is to analyse how the right to maternity (paternity) leave is used if the parental leave is the right for both parents regardless of their sex.

Question 117.

An individual reason for not taking leave has to be indicated.

Statistics Lithuania

Employment Statistics Division, tel. +370 5 236 47 86; +370 5 236 47 06