

## EXPLANATORY NOTES FOR FILLING OUT RECONCILIATION BETWEEN WORK AND FAMILY LIFE STATISTICAL SURVEY QUESTIONNAIRE KŠD-01

The survey of Reconciliation between Work and Family Life will be conducted in April-June 2010 (II quarter) in the same households as the Labour Force Survey. The questionnaire KŠD-01 has to be filled out for all persons aged 15-64 who have answered the II quarter Labour Force Survey questionnaire GU-01.

The objective of the survey is to estimate the reconciliation between work and family life.

### FILLING OUT THE QUESTIONNAIRE KŠD-01

#### **Question 121: Do you work / have a job?**

This is a distributing question.

*Do not to ask this question; transfer the answer from the questionnaire GU-01. The answer to this question has to be the same as in the core questionnaire GU-01.*

In case the respondent worked / had a job during the reference week, answer 1 is to be marked (GU-01 question 1, answer 1 or question 2, answer 1).

In case the respondent did not work / did not have a job during the reference week, answer 2 is to be marked (GU-01 question 1, answer 2 or question 2, answer 2).

#### **Question 122: You are:**

*Do not to ask this question; transfer the answer from the questionnaire GU-01. The answer to this question has to be the same as in the core questionnaire GU-01.*

In case the respondent is an employee, answer 1 is to be marked (GU-01 question 21, answer 1, 2 or 3).

In case the respondent is self-employed with / without employees, or he/she is an unpaid family worker who works in a family business or farm, answer 2 is to be marked (GU-01 question 21, answer 4, 5 or 6).

#### **Question 123: You are working in accordance with:**

The question refers to a general situation; independent of possible changes during the reference week (for example, changed working hours due to additional work load etc.).

Respondents who are on parental leave should answer this question with respect to the job they had before the parental leave and to which they will return after the parental leave.

In case **an employer** sets fixed start and end of a working day or varying working time, without giving an employee a possibility to choose his/her best-suited hours of start and end of a working day, as well as shift work, answer 1 is to be marked.

In case **an employee** can choose his/her own work schedule, answer 2, 3, 4 or 5 is to be marked.

In case the respondent has fixed daily number of working hours, but he/she can choose when to start and finish work, answer 2 is to be marked. For example, fixed daily number of working hours is 8, usual working day is from 8.00 a.m. to 5.00 p.m., though there is a possibility to start / finish work one hour earlier or later, and the respondent is working from 7.00 a.m. to 4.00 p.m. or from 9.00 a.m. to 6.00 p.m. The same answer is to be marked by respondents, who have fixed daily number of hours, but there is some flexibility within their day, without control whether they really worked the fixed number of hours.

In case the respondent can choose his/her own flexitime or working time banking, answer 3 is to be marked. A flexitime or working time banking is a system of accumulation and settlement of debit and credit hours around a standard number of weekly or monthly working hours. Over a longer period, the average number of working hours is equal to the number of contractually agreed working hours.

In case the respondent determines his own work schedule (no formal boundaries at all), answer 4 is to be marked.

In case the previous answers do not apply, answer 5 is to be marked.

**Question 124: Is it possible to change start and/or end of a working day due to family reasons (at least one hour)?**

“Due to family reasons” also includes care for children and dependants. Formal or informal working agreements should be taken into account.

In case it is generally possible for the respondent to vary his start and/or end of working day hours (at least one hour), answer 1 is to be marked.

In case it is rarely possible for the respondent to vary his start and/or end of working day hours (in case of emergency), answer 2 is to be marked.

In case it is not possible for the respondent to vary his start and/or end of working day hours for at least one hour, answer 3 is to be marked.

**Question 125: Is it possible for you to organize working time in order to take days off due to family reasons (without using holidays)?**

Formal or informal working agreements should be taken into account. Days taken off are normally worked for prior or after to their use, but it is not the essential condition. Sometimes the fact that the job is completed is enough to have some days off.

“Due to family reasons” also includes care for children and dependants.

The days taken off can be paid or unpaid.

If it is generally possible for the respondent to organize his working time in order to take days off due to family reasons without using holidays, answer 1 is to be marked.

If it is rarely possible for the respondent to organize his working time in order to take days off due to family reasons without using holidays (for example, only in case of contingency), answer 2 is to be marked.

If it is not possible for the respondent to organize his working time in order to take some days off due to family reasons without using holidays, answer 3 is to be marked.

**Question 126: Do you or your spouse have a child under 8 years of age living in the household?**

This is a distributing question.

In case the respondent or his/her spouse has a child under 8 years of age living in the same household, answer 1 is to be marked.

In case the respondent or his/her spouse does not have a child under 8 years of age, or the child does not live in the same household, or the respondent has an eight-year-old or an older child, answer 2 is to be marked.

*Spouse refers to a spouse or a cohabiting partner.*

**Question 127: Did you use the full-time parental leave of at least one month to take care of your child (the youngest, if you have more than one child) (excluding maternity or paternity leave)?**

This question regards the right to use full-time parental leave in the main job, if a respondent has/had several jobs. The parental leave has to last at least one month.

*Information on parental leave before the child is 3 years of age:*

- *it is taken in addition to maternity or paternity leave;*
- *it is provided to a mother/father to take care of their or adopted child;*
- *the leave may be taken as a single period or in portions;*
- *parents entitled to this leave may take it in relay;*
- *during the parental leave the job (position) is kept, except in cases when the enterprise is dissolved.*

In case the respondent used the full-time parental leave of at least one month or is on parental leave during the reference week (GU-01 question 6, answer 4) in order to take care of his/her child (the youngest, if there is more than one child) living in the household, answer 1 is to be marked.

In case the respondent did not use the full-time parental leave of at least one month to take care of his/her child (the youngest, if there is more than one child), or the respondent used the parental leave only for his/her oldest child (if there is more than one child), or the respondent is on paternity leave during the reference week (GU-01 question 6, answer 10), answer 2 is to be marked.

**Question 128: How long have you been on parental leave?**

The number of months when the respondent stayed on parental leave in order to take care of his/her child (the youngest, if there is more than one child) living in the household. In case the respondent used the parental leave to take care of his/her child (the youngest, if he/she has more than one) in portions, please indicate the longest period of his/her parental leave.

In case the respondent is on parental leave during the reference week (GU-01 question 6, answer 4), there is no need to indicate the number of months as it is unknown when the respondent is back to work; thus, answer 2 is to be marked.

**Question 129: Do you work / have a job?**

This is a distributing question.

*Do not ask this question; retrieve the answer from the questionnaire GU-01. The answer to this question has to be the same as in the core population employment survey questionnaire GU-01.*

If a respondent worked /had a job during the reference week, answer 1 is to be marked (GU-01 question 1, answer 1 or question 2, answer 1).

If a respondent did not work / did not have a job during the reference week, answer 2 is to be marked (GU-01 question 1, answer 2 or question 2, answer 2).

**Question 130: Did you previously work / have a job?**

This is a distributing question.

*Do not to ask this question; retrieve the answer from the questionnaire GU-01. The answer to this question has to be the same as in the core questionnaire GU-01.*

In case the respondent has worked / has had a job previously, answer 1 is to be marked (GU-01 question 60, answer 1).

In case the respondent has not worked / has not had a job previously, answer 2 is to be marked (GU-01 question 60, answer 2).

**Question 131: Is / was it possible for you to work reduced working hours in order to take care of your child (the youngest, if you have more than one child) in the household for at least one month (excluding maternity or paternity leave)?**

This question is about a possibility to work reduced working hours after the maternity or paternity leave. An agreement regarding reduced working hours should last at least one month. Both paid and unpaid reduced working hours are included.

*Examples of reduced working hours:*

- *a respondent works a reduced number of working days or a shortened working day / shift / both in order to take care of the child (the youngest, if there is more than one child) in the household;*
- *a respondent started working part-time in order to take care of the child (the youngest, if there is more than one child) in the household and has not started working full-time until the reference week.*

Reduced working hours do not include annual holidays or working flexitime.

In case the respondent can / could work reduced working hours for at least one month in order to take care of the child (the youngest, if there is more than one child) living in the household, answer 1 is to be marked.

In case the respondent can not / could not work reduced working hours for at least one month in order to take care of the child (the youngest, if there is more than one child) living in the household, answer 2 is to be marked. This answer is also to be marked when the respondent is on maternity or paternity leave during the reference week (GU-01 question 6, answer 10).

**Question 132: Have you decided not to work in order to take care of the child (the youngest, if you have more than one child) living in the household for at least one month (excluding maternity or paternity leave)?**

In case the respondent decided not to work for at least one month in order to take care of the child (the youngest, if there is more than one child) living in the household, answer 1 is to be marked. The same answer is to be marked in case the respondent has been on parental leave (GU-01 question 127, answer 1) or he/ she is still on parental leave during the reference week (GU-01 question 128, answer 2).

Please indicate answer 2, if:

- taking care of the child (the youngest, if there is more than one child) living in a household did not affect the respondent's participation in the labour market;
- respondent did not work less than a month;
- respondent is on maternity or paternity leave during the reference week (GU-01 question 6, answer 10);
- respondent did not work only during his/her maternity/paternity leave;
- respondent has not worked only due to standard holidays, etc.

**Question 133: How long were/ are you not working in order to take care of the child (the youngest, if you have more than one child) living in the household?**

The number of months when the respondent did not work in order to take care of his/her child (the youngest, if there is more than one child) living in the household is indicated. In case the respondent did not work several times in order to take care of a child (the youngest, if there is more than one) living in the household, indicate the longest non-working period.

**Question 134: Do you have your own / your spouse's child under 15 years of age living in the household?**

This is a distributing question.

In case the respondent or his/her spouse has a child under 15 years of age living in the same household, answer 1 is to be marked.

In case the respondent or his/her spouse does not have a child under 15 years of age living in the household, or the child does not live in the same household, answer 2 is to be marked.

*Spouse has to be understood as spouse or cohabiting partner.*

**Question 135: Do you use childcare services to take care of the child (the youngest, if you have more than one child) living in the household?**

*Childcare services include:* nursery-kindergartens, kindergartens, day care centres, home-based kindergartens, paid carers, prolonged day care groups, etc.

*Childcare services do not include:* sport clubs and other sport activities, language courses, etc.

In case the respondent used the childcare services for the child (the youngest, if there is more than one child) living in the household, answer 1 is to be marked.

Please indicate answer 2, if:

- spouses, relatives, neighbours or friends take care after the child for free;
- a child under 15 years is able to take care of himself;
- children take care of each other (for example, a child older than 15 years takes care of a brother/sister who is under 15 years of age);
- respondent or his/her spouse works at home and takes care of a child simultaneously;
- respondent does not use the childcare services at all (for example, parents' hours of work coincide with the hours spent in school by the child).

*It is recommended to ask this question only one of the parents and copy his/her answer for the other, so that the answers are the same.*

**Question 136: How many hours per week do you usually use for childcare services in order to take care of the child (the youngest, if there is more than one child) living in the household?**

The average number of hours per week, as it may vary during different weeks due to child's illness, holidays, accident, etc. is indicated. In case the child goes to school, the time spent in school is not included in the time used for childcare services.

*It is recommended to ask this question only one of the parents and copy his/her answer for the other, so that the answers will be the same.*

**Question 137: Do you regularly take care of other children under 15 years of age (other than your own / your spouse's children living in the household) or of ill, disabled, elderly relatives / friends aged 15 and older and in need of care, living in the same household or in another household?**

Other children under 15 years of age and ill, disabled, elderly relatives / friends aged 15 and older that are taken care of may live in the same or in another household.

*Other children under 15 years of age:* respondent's own / spouse's children living not in the same household or other children (neither own nor spouse's) living in the same or other household. The respondent's own / spouse's children living in the household are not included.

*Examples of care of other children under 15 years of age:* personal care (dressing, washing), helping to do homework, playing games, reading, taking and care, etc.

*Examples of care of ill, disabled, elderly relatives and friends aged 15 and older:* personal care (dressing, washing), physical help (assistance with going out for a walk), helping with paper work or financial matters, domestic help (housework, doing the laundry, keeping company) etc.

*Regular care* refers to care given in a fixed pattern (every day, every week, etc.) and frequently (not only occasionally, for example, once in three months).

*Reference period* refers to a current situation.

*Care does not include:* professional care of minders; volunteer work (for church or other organizations) or financial support; care for children aged 15 and more, if they are not ill or disabled.

It is recommended not to ask this question a disabled person, who apparently could not be able to take care of others; thus, answer 4 or 5 (if his/her/spouse's child is under 15 years of age) is to be marked.

Answer 2 or 3 is to be marked for respondents who take care of their relatives and receive allowance for that.

In case the respondent takes care of other children under 15 years of age, answer 1 is to be marked.

In case the respondent takes care of relatives/friends aged 15 and older and in need of care, answer 2 is to be marked.

In case the respondent takes care of other children under 15 years of age and relatives/friends aged 15 and older, answer 3 is to be marked.

In case the respondent does not take care neither of other children under 15 years of age nor of relatives/friends aged 15 and older, answer 4 is to be marked.

In case the respondent's answer to this question is *No*, but he/she has his/her own/spouse's child under 15 years of age (question 134, answer 1), answer 5 is to be marked.

### **Question 138: Do you work/have a job?**

This is a distributing question.

*Do not ask this question; transfer the answer from the questionnaire GU-01. The answer to this question has to be the same as in the core population employment survey questionnaire GU-01.*

If a respondent worked/had a job during the reference week, answer 1 is to be marked (GU-01 question 1, answer 1 or question 2, answer 1).

If a respondent did not work / did not have a job during the reference week, answer 2 is to be marked (GU-01 question 1, answer 2 or question 2, answer 2).

### **Question 139: Do you work full- or part-time?**

This is a distributing question.

*Do not ask this question; retrieve the answer from the questionnaire GU-01. The answer to this question has to be the same as in the core population employment survey questionnaire GU-01.*

In case the respondent worked full-time (GU-01 question 38, answer 1), answer 1 is to be indicated.

In case the respondent worked part-time (GU-01 question 38, answer 2), answer 2 is to be marked.

### **Question 140: You have decided not to work or work part-time because:**

Care services might be needed during working hours, or at certain periods in the day (early in the morning or late in the evening) or in the year (school holidays). Care services include both paid and free of charge services. .

**Care services do not include:** free help of friends, relatives or neighbours.

**Examples of care services:** nursery-kindergartens, kindergartens, day care centres, home-based kindergartens, paid carers, prolonged day care groups, special centres for disabled people, etc.

**Suitable care services** refers to minimum standards of quality, e.g. qualification of personnel, supply of certain services (for example, caretaking of disabled people) requested by a respondent.

**Availability** – means that care services are provided at a reasonable distance and at suitable time, are easy to reach, there is a possibility to receive them.

**Affordability** – means that a respondent is able to pay for care services.

In case there are no suitable care services available or they are too expensive, answer 1 is to be marked.

In case there are no suitable care services for ill, disabled and elderly people available or they are too expensive, answer 2 is to be marked.

In case there are no suitable care services neither for children nor for ill, disabled and elderly people available or they are too expensive, answer 3 is to be marked.

In case care services do not affect one's decision regarding participation in the labour market, answer 4 is to be marked. The same answer is to be marked if the respondent is on maternity leave.

**Question 141: Your main reason for not working or working part-time related to childcare is:**

Please indicate respondent's main reason for not working or working part-time related to care of dependants during reference period; please indicate one answer.

In case the care services required are not available (for example, there are no such services at all, they are too far, there is no free space, services are provided at unsuitable time, etc.), answer 1 is to be marked.

In case the childcare services available are too expensive (for example, if a respondent would start working and his/her salary would be insufficient to pay for care services), answer 2 is to be marked.

If, according to respondent's opinion, childcare services are not of sufficient quality (the respondent is not happy with the professional level of pedagogues, too many children in groups, too little operating personnel, he/she does not trust them, etc.), answer 3 is to be marked.

If previous answers neither do nor apply, answer 4 is to be marked.

**Question 142: Your main reason for not working or working part-time related to care of other dependants is:**

Please indicate respondent's main reason for not working or working part-time related to care of other dependent persons during the reference period; please indicate one answer.

Care services might be provided both at home (for example, paid nurse services) and in institutions.

In case the care services required are not available (for example, there are no such services at all, they are too far, there is no free space, services are provided at unsuitable time, etc.), answer 1 is to be marked.

In case the care services available are too expensive (for example, if a respondent would start working and his/her salary would be insufficient to pay for childcare services), answer 2 is to be marked.

If, according to respondent's opinion, care services are not of sufficient quality (a respondent does not trust operating personnel, he/she is not happy with the services provided, etc.), answer 3 is to be marked.

If the previous answers do not apply, answer 4 is to be marked.

In case the respondent takes care only of his/her own/spouse's or other children under 15 years of age (question 140, answer 1 and question 141, answer 1, 2, 3, 4), answer 5 is to be marked.