

Explanations for filling in questionnaire form

Labour Force Survey Annex-module to questionnaire for II quarter 2010

“Reconciliation between work and family life”

INTRODUDUCTION

Subject on reconciliation between work and family life for the first time in Latvia was studied in Labour Force Survey in 2nd quarter of 2005. In order to be able to compare the changes in reconciliation between work and family life during the last 5 years in the 2nd quarter of 2010 a module “Reconciliation between work and family life” was repeatedly added to the Labour Force Survey. The LFS ad hoc module on reconciliation between work and family life is carried out according to the Grant Agreement for an Action (Agreement number – 10201.2009.002-2009.497, signed on November 17, 2009) and COMMISSION REGULATION (EC) No 20/2009 of January 13, 2009 adopting the specifications of the 2010 ad hoc module on reconciliation between work and family life provided for by the Council Regulation (EC) No 577/98.

TECHNICAL GUIDANCE

Ad hoc module has 2 parts:

1. Questions about varying working time,
2. Questions about care of children and relatives/friends in need for care.

Survey questions should be asked to the persons aged 15–65 years. Information on how to determine the age of the respondent precisely may be found on the upper part of the page 1 of the module.

Questions on working time have been envisaged only for employees, but questions on care of children and adults in need for care are asked to all persons aged 15–65 years.

!!! To acquire necessary information rather complicated logical transitions should be used, therefore we suggest using paper forms only in situations, when it is not possible to use the electronic version of the questionnaire!!!

To fill in the ad hoc module questionnaire the answers from LFS core questionnaire parts 1 and 2 will be necessary.

EXPLANATION OF SEVERAL MODULE QUESTIONS

Varying working time

Ad hoc module questions P’1–P’4 should be asked to employees.

Corresponding module questions will open in certain place of the Section 2 of the Labour Force Survey questionnaires.

In paper questionnaire of the ad hoc module the questions P’1 – P’4 will be asked after Labour Force Survey core questionnaire Section 2 question D’46 about shift work.

P’1 *Who had determined your working time, i.e., fixed start and end of working day or flexitime?*

Answer 1. *Employer*

This answer is relevant in case, when employer defines start and end of working day.

Answer 2. *Employee himself*

This answer is relevant in case, when employee determines start and/or end of working day himself

P'2 *What kind of a working time arrangement do you use?*

Answer 1. There is possible to vary working hours per day

This answer is relevant in case, when employee and employer have agreement about working hours in week/month, but employee has possibility to determine the way how hours in each day will be worked. Mentioned system is named “working time banking”.

Answer 2 Number of daily hours is fixed, but it is possible to change start of working day or split working time in several parts

The answer should be marked in situations when employee has to work certain number of hours during the day, but employee may choose in which part of the day to work, e.g., from 9.00 to 17.00 o'clock or from 10.00 to 18.00 o'clock etc. This answer is marked also in situations when employee has to work with clients in certain hours, but employee may choose in which part of the day he/she wants to work the rest of the hours.

Answer 3 Determines own work schedule

This answer is relevant in case when employee can define his own work schedule without any formal boundaries. This type of working time is rife among workers in creative jobs and persons who are involved in various projects.

Answer 4 Other kinds

This answer is relevant in case when working time can't be classified in previously mentioned situations. This category includes also teachers as well as persons knowing the time when the working day starts, but working until the task is finished.

P'3 *Is it possible to vary start and/or end of working day for family reasons (at least one hour)?*

This question is asked to employees who do not have a possibility to vary working day him/herself.

P'4 *Is it possible to organize working time in order to take whole days off for family reasons (without using holidays)?*

Family reasons include also situations when whole day off is needed for taking care of children or of disabled/ill relatives/friends

Answer 1 Generally possible

Should be marked in situations when employee has a possibility to organise own work in a way that he/she is able to take free days because of family reasons, even though the number of hours to be worked is limited.

Answer 2 Rarely possible

Regards employees, who can take a day off due to family reasons, but it is possible sometimes, not on regular basis. This includes also days-off due to unforeseen situations.

Answer 3 Not possible

This answer should be marked by the employees, who can't organise work in a way that they can take a day off due to family conditions.

Care of children and relatives/friends in need for care

Persons aged less than 15 full years are considered to be children.

P'7a *What is status of child? (Question B'10 in Part I of core questionnaire)*

Answer 3 *Child has other status*

It is relevant to brothers, sisters, grand-children, children of kindred etc., in case when child is neither own, nor spouse's or cohabiting partner's.

P'7b *Did you take full-time parental leave of at least one month to care for the child?*

It is possible to use full-time parental leave, which according to the legislation is given to parents of child/adoptee (both mother and father), until child will reach the age of 8.

P'7c *Do you take care of this child regularly?*

Taking care of child includes looking after children (also looking after and taking care of children with physical/mental disabilities), walks; taking children to the kindergarten, classes, school, from kindergarten, classes, school; playing with children, reading for child etc.

Regularly – care duties are done according to defined schedule (for example: each day, each second day, each week, each second week and so on).

If taking care of child does not fall in the reference week, but current schedule of the duties has certain system, it should be marked that respondent is taking care.

This question does not regard care as work duties, e.g., if person is working as a babysitter, care duties are his/her direct work, and in such situation answer “No” should be marked, provided that person is not taking care of someone outside working hours.

P'8b *Did you take full-time parental leave of at least one month to care for your youngest child?*

You can see explanation of the question P'7b.

P'8f *Do you take care of your spouse's child / children?*

You can see explanation of the question P'7c.

P'9 *Did you work not full-time for some period due to care of child (aged up to 8) at least for 1 month?*

Not full-time means that person has worked part of the day or took day/s off every week with an aim to take care of child. Person had such work regime for at least one month during the time period after the end of the child-care leave.

In case when person currently is working part-time with an aim to take care of child, answer “Yes” should be marked.

Also persons employed part-time may work shorter hours, i.e., may not work all hours envisaged in the labour contract. If shorter working hours are related with the fact that person needs more time to take care of the child, answer "Yes" should be marked.

If person is employed part-time and such work regime is not related to child-care, answer “No” should be marked.

P'9a *Did you stop working to take care of the child/-en (aged up to 8) for at least one month?*

This question doesn't refer to period of parental leave, but it refers to time period after parental leave. Period while person stopped working due to caring for children may be paid or unpaid.

P'10 *In your household there are children, who are not your or your spouse's children. Do you take care of those children regularly?*

It is relevant to brothers, sisters, grand-children, children of kindred and so on, in case when child is neither own, nor spouse's or cohabiting partner's.

You can see explanation for the question P'7c.

P'11 *In your household is/ are child/children aged up to 15.*

Are any childcare services used?

Childcare services – crèche, kindergarten, after school centre/afternoon school services, paid carers, specialised centres for persons with disabilities, day care centre, assistance at home etc., and also walking with children, taking children to or from school/kindergarten, playing with and reading for children etc.

Sports activities and language courses are not considered to be childcare services.

Answer “No” is in cases when:

- relatives, friends or neighbours are taking care of child/children (free of charge),
- one of the parents is working at home and in the same time is looking after child/children,
- if other child (sister or brother) aged under 15 years (not full 15 years) is looking after child/children or children are looking after each other.

P'12 *Are any childcare services used for the youngest child living in the household?*

You can see explanation for the question P'11.

P'13 *How many hours do you use for childcare services per week?*

In this question information about typical week is requested. Information about weeks during school holidays, weeks when national holidays fall in, weeks when children were ill or weeks with another unforeseen situations is not requested.

If the number of hours is changing every week, average number of hours spent for week has to be determined not considering weeks with school or state holidays as well as situations when there was specific agreement, e.g., on shorter or longer day in kindergarten etc.

P'14 *Do you take care of other children aged up to 15 years, who do not live in the household?*

You can see explanation of the question P'7c.

P'14a *Do you take care of those children regularly?*

Regularly– care duties are taken according to defined schedule (for example: each day, each second day, each week, each second week and so on).

P'19 *Do you regularly take care of relatives/friends aged 15 or above if care is needed?*

Care duties of relatives/friends – care and looking after at home, as well as walks, helping to fill in the documents, help with household duties, short-term daily care services – visiting, talking.

Regularly– care duties are taken according to defined schedule (for example: each day, each second day, each week, each second week and so on).

If care duties do not fall in reference week, but current schedule of duties has certain scheme, it should be marked that care duties are performed.

If care is taken from one time to another, and respondent can not tell when help will be needed for the next time, it should be marked that care is not taken.