

CENTRAL STATISTICAL OFFICE

SOCIAL STATISTICS DIVISION

EXPLANATORY NOTES

CONCERNING COMPLETION OF THE **LFS**

MODULE QUESTIONNAIRE

“RECONCILIATION BETWEEN WORK AND FAMILY LIFE”

Warsaw 2005

PART I GENERAL REGULATIONS

1. Legal basis of the survey

The module „RECONCILIATION BETWEEN WORK AND FAMILY LIFE” constitutes a part of the Labour Force Survey which legal basis comprises the Programme of Statistical Surveys of the Public Statistics for 2005. The module survey “Reconciliation between work and family life” is one of the surveys mentioned in the Programme of ad hoc modules for the Labour Force Survey, which are to be carried out in the European Union Member States in the years 2004 – 2006 (Commission Regulation No. 246/2003 of February 10, 2003). The law introducing the above mentioned module survey in the EU countries is the European Commission Regulation No. 29/2004 of January 8, 2004.

2. General information about the survey

The module survey is an additional survey carried out simultaneously with the basic survey. In case of the LFS module surveys, they comprise surveys concerning particular labour market related issues, carried out one-time on the sample of dwellings selected to the Labour Force Survey in a specified quarter.

3. Survey objective

The main objective of the module survey “Reconciliation between work and family life” is obtaining information concerning the existing possibilities and methods of combining work with family responsibilities.

In particular, the survey results will be used for:

- determination of possibilities for adjustment of paid work to unexpected family situations,
- determination of the applied forms of childcare over children aged up to 14 years during their parents work,
- determination of the scope, range and methods of taking childcare leaves over the last 12 months,
- determination of the tendency towards resigning from paid work in order to take care of the others and *vice versa*.

4. The form and range of the survey

- 1) The module “Reconciliation between work and family life” comprises a one-time survey within the framework of the Labour Force Survey and is carried out as a sample survey on the sample of dwellings selected to the LFS in the second quarter of 2005.
- 2) The survey subjects are persons aged 15 – 64 years members of the households sampled to the survey for whom the ZD File was completed.

5. Survey organization

Applies § 4 of the „Explanatory Notes for the Labour Force Survey”.

6. General methodological rules

The module survey “Reconciliation between work and family life” is carried out with the use of additional LFS questionnaire with the symbol ZD-E.

The person whom the questionnaire concerns should provide the answers for the question included in the questionnaire. However, in some cases (e.g. temporary absence of a person, lack of possibility to contact the person) the interview may be carried out with another household member providing that he/she can provide adequate information within the survey range.

7. Proceedings of the interviewer during the interview

Applies § 7 of the „Explanatory Notes for the Labour Force Survey”.

8. General rules of the form completion

Applies § 8 of the „Explanatory Notes for the Labour Force Survey”.

The module survey target is the extension of the scope of information gathered in the basic survey. In order to facilitate the interviewers’ work, as well as the work of persons who control the interviewers’ work, the selected questions of the ZD File were included in the ZD-E questionnaire; then the “appropriate” questions for the module survey were asked. In these cases, a question repeated from the ZD File is usually a filter question. It means that the questions that follow it are to be addressed only to the selected persons. In case of questions repeated from the ZD File (in case of the ZD-E questionnaire in concerns questions 1 and 2), the answer should be copied from the respective question of the basic questionnaire, without asking (repeating) questions to a respondent.

9. The way of proceeding in case of refusal or lack of possibility to carry out the interview

In case of the respondent’s refusal to complete the questionnaire, the interviewer should explain the objective of the survey and assure that obtained information will be used exclusively for statistical purposes.

If the respondent continues refusing or in any other case of inability to complete the interview only the address part of the module questionnaire should be completed. Therefore, in item 7 one of the following symbols should be coded:

1 – there is ZD File, but there is no module questionnaire, due to the **respondent’s refusal to provide information concerning work and family responsibilities**,

2 - there is ZD File, but there is no module questionnaire, due to the **absence** of the **person** whom the questionnaire concerns, and inability or unwillingness of other persons to supply information concerning this person's work and family responsibilities.

10. Obligation to keep statistical confidentiality

Applies § 10 of the „Explanatory Notes for the Labour Force Survey”.

PART II DETAILED RULES OF QUESTIONNAIRE COMPLETION

11. Address part of the questionnaire

The address part of the questionnaire is completed by the interviewer on the basis of the Household File, without asking the respondent. Thus, in the respective items should be inserted:

- 1) in item 01 – two-digit voivodship code,
- 2) in item 02 – the dwelling number assigned by the Regional Statistical Office (within voivodship dwelling number; the number that is inserted in the top, left corner of the ZG File),
- 3) in item 03 – within-dwelling household number assigned by the interviewer,
- 4) in item 04 - the ZD File number,
- 5) in item 05 – the number of the respondent from the ZG File,
- 6) in item 06 - respondent's gender code.

The item 07 – „*reason for lack of the questionnaire*” should be completed in case of inability to perform the interview, as well as in case when respondent answered the questions from ZD-E questionnaire. In case of inability to perform the interview one of the codes described in point 9 should be used; whereas in situation when the interview is completed symbol “0” should be inserted.

Section 1.

12. In **question 1**, as person performing work (answer “yes” symbol 1) is considered a person who in the reference week worked for at least one hour as:

- paid employee (including own private agricultural farm)
- self-employed
- unpaid family worker

When completing this question, the interviewer should make the use of the answer for question 12 of the ZD File. In question 1 the same rules apply that are obligatory in answering question 12 of the ZD

File; they are included in paragraph 21 point 12 of the “Explanatory Notes for the Labour Force Survey.

Persons who gave answer “yes” should be asked question 4, while persons who gave answer “no” – question 2.

13. **Question 2** should be asked persons who answered “no” for question 1 (answer code 2). Question 2 concerns persons who had work but did not work for even one hour in the reference week, e.g. because of sickness, vacation, break in establishment activity, strike. When completing this question, the interviewer should make the use of the answer for question 13 of the ZD File. In question 2 the same rules apply that are obligatory in completing question 13 of the ZD File; they are included in paragraph 21 point 13 of the Explanatory Notes for the Labour Force Survey.

Persons who gave answer “yes” should be asked question 4, while the persons who gave answer “no” – question 3.

14. **Question 3** should be asked persons who answered “no” for question 2 (answer code 2). Its objective is obtaining information whether the respondent takes care of own or other people’s children aged up to 14 years or looks after other persons aged 15 years and more (relatives, friends, neighbours, etc.) who need care. The **care must not be remunerated**; it should be carried out in a **systematic/regular** way.

The person who needs care may be a sick/disabled person, child, or an elderly person who may require care because of his/her age; it may be also a person who suffered a very difficult (traumatic) situation (e.g. death of somebody very close) and because of this needs care/support.

Looking after (taking care) may be meant in a very wide sense:

- in case of children up to 14 years of age, it can be, e.g.: personal care (dressing, washing, feeding, drugs administration), helping in homework, household activities, playing together, reading books, going for a walk, etc.;
- in case of persons aged 15 years and more who need care it can be, e.g.: personal care (e.g. dressing, washing, feeding, drugs administration), physical help (e.g. assisting in movement), providing assistance in contacts with offices (e.g. helping to complete the PIT (tax return) questionnaires, paying bills at the post office), helping in household chores (tidying up, shopping, preparing meals), keeping company, etc.

Persons who gave answer “yes” should be asked question 13, while persons who gave answer “no” – question 25.

The objective of **questions from 4 to 7** is determination of the level of flexibility and possibilities of adjustment of paid work to sudden/unpredictable family situations, as well as to the events that had been already planned, which **nevertheless, are linked to the respondent’s family**. Family reasons may include children’s, spouses’ or relatives’ sickness/accidents, situations that are linked to the

necessity of taking care of a child or other family member, longer than usual stay at home (e.g. due to a carer being late, kindergarten/crèche being closed because of the flu epidemics, etc.), other unpredictable events, as well as the events previously planned (e.g. the scheduled operation of a family member, a child's appointment to the dentists, seeing a child to the station before a school trip, etc.).

Family reasons did not include the respondent's own sickness or accident.

15. In **question 4, the change** of the moment of starting/ending of working day concerns situation when due to family reasons, the respondent (see the explanations above) arrives at work later or leaves work earlier (no less than an hour). Starting work later does not have to (but may) be linked to the necessity for shifting the moment of ending work or having to make up later for the taken time off. Similarly, the earlier ending of work does not have to result in the necessity to make up later for the taken time off.

Answer "*yes, it is usually possible*" means that respondent is able to change without any particular problems the moment starting/ending of working day in case of almost all family related situations, even the most insignificant ones (e.g. accompanying a terrified husband on his visit to the dentist). If respondent, e.g. has a job that does not require working at strictly defined hours (performing learned profession, not limited working time) chooses answer 1.

Answer "*yes, it is possible in special cases*" means that respondent is able to change the moment of starting/ending of working day only in special situations and emergencies (e.g. an accident or serious sickness of a close family member).

Answer "no" means that person has no possibility to change the moment of starting/ending of working day regardless the family situation. It may concern persons who because of particular character of performed work do not have such possibility, e.g. employees of uniformed services, health care personnel (soldier on duty, doctor on call, during a surgery), persons who cannot leave their working post for various reasons, (e.g. workers at production line, gatemen on the railway crossing). Lack of such possibility may be also due to a set of rules obligatory in a given company, or e.g., interpersonal relationships at the respondent's place of work (negative perception of the supervisor).

16. **Question 5** concerns the situation when person starts and ends work at "normal" (usual) times, although between starting and ending of working day because of family reasons he/she has possibility to take some time off work duties and leave working premises for family reasons. It is important that starting and ending of working day have to be the same as always (usual), and that leaving work has temporary (e.g. for 2 hours) or occasional character.

Answer "*yes, it is usually possible*" means that respondent is able without any particular problems to leave during working hours in case of almost all family situations even the most insignificant ones. If, e.g. the respondent has a job that does not require working within strictly determined hours (performing learned profession, not limited working time) he/she chooses answer 1.

Answer “*yes, it is possible in special cases*” means that respondent may leave during working hours only in special cases and emergencies (e.g. an accident or serious sickness of a close family member).

Answer “*no*” means that person has no possibility to leave work during working hours regardless family situation. It may concern persons who because of particular character of performed work do not have such possibility, e.g. employees of uniformed services, health care personnel (soldier on duty, doctor on call, during a surgery), persons who cannot leave their working post for various reasons, (e.g. workers at production line, gatemen on the railway crossing). Lack of such possibility may be also due to a set of rules obligatory in a given company, or e.g., interpersonal relationships at the respondent’s place of work

17. **Question 6** is aimed at finding whether respondent is able due to family reasons maintain his/her professional duties at home.

Answer “*yes, it is usually possible*” means that respondent is able without any particular problems to carry out his/her professional duties at home in case of almost all family situations even the most insignificant ones. If respondent has a job which performance is not linked to the necessity of staying in a particular place (e.g. writer, painter) he/she chooses answer 1. Also persons who usually work at home should choose answer 1.

Answer “*yes, it is possible in special cases*” means that respondent has possibility to carry out his/her professional duties at home only in special cases and emergencies (e.g. an accident or serious sickness of a close family member).

Answer “*no*” means that person has no possibility to perform his/her professional duties at home regardless family situation because his/her work is closely connected with a particular premises, or because of a particular set of rules obligatory in a given company, which do not include such possibility.

18. The objective of **question 7** is obtaining information concerning organization of the respondent’s work allowing him/her to take day off work due to family reasons without the necessity to use holidays .

Answer “*yes, it is usually possible*” means that respondent is able without any particular problems to take day off work without any particular problems take day off work without the necessity to use holidays in case of almost all family situations even the most insignificant ones. If, e.g. the respondent has a job that does not require working on the strictly determined days (performing learned profession, not limited working time) he/she chooses answer 1.

Answer „*yes, it is possible in special cases*” means that respondent may take day off work without the necessity to use holidays only special cases and emergencies (e.g. accident or serious sickness of close relative). Answer 2 give e.g. paid employees who in order to take day off work (without the necessity to use holidays) have e.g. possibility to such organization of their working time that allows

them to make up for this day at earlier or later time, or in case of shift work change shifts with somebody, etc.

Answer “no” means that person has no possibility to take day off work without the necessity to use holidays, regardless family situation. In some cases it may concern e.g. persons employed in uniformed services.

19. The objective of **question 8** is finding whether over the last 12 months respondent took days off work due to sickness in family or other emergencies without using holiday leave. Reasons mentioned in explanations for questions 4 – 7 refer also to this question. Additionally, there should be included all situations not directly concerning the respondent’s family situation: e.g. unpredictable emergencies (house on fire, pipe bursting, theft, etc.). **The respondent’s own sickness or accident should not be included.** In case when the respondent took days off work on the basis of various forms mentioned in question, only one of them should be chosen (the one used most often).

Answer “yes, additional days off, remunerated” give persons who over the last 12 months various special leaves (due to wedding, funeral), statutory days off (fully remunerated) for taking care of children and other family members and statutory days off during sickness of a child or other family member for whom the respondent takes care (partially remunerated).

Answer “yes, additional days off not remunerated at all” give persons who over the last 12 months due to the reasons in question took unpaid leave.

Answer “yes, other usually applied arrangements” give persons who over the last 12 months took days off work (remunerated or not at all remunerated) without using holidays for this purpose, on the basis of other than the mentioned in answer 1 and 2 arrangements. It may be, e.g. informal agreement with the employer, possibility for making up for day off at the earlier or later time; and in case of shift work possibility to exchange shifts, etc.

Answer “no” concerns persons who over the last 12 months did not take days off work (without using holiday leave) because they had no such possibility, or persons who had such possibility, but did not have to use it because they did not have such need.

20. The objective of **question 9** is finding whether respondent has children aged up to 14 years (own, spouse’s or partner’s ones) **living in the same household** that he/she takes care of. **It is very important.** Respondent who has children at the age up to 14 years, but does not live with them in the same household (e.g. because of divorce, separation, but also due to work in other town or country resulting in long-term absence at home), does not care for them or does not keep in touch with them gives answer 2. In case of foster families answer 2 should also be inserted.

Question concerns both: biological and adopted children.

Persons, who gave answer “yes” move to question 10, whereas persons who answered “no” move to question 22.

21. **Question 10** is addressed to persons who gave answer “yes” (symbol 1) for question 9. The objective of **question 10** is obtaining information who cares for a child when the respondent is at work. The aim is determination of **one/main care form** (the one which the respondent uses most often). Question concerns normal working week (without including holiday leaves, vacations or other special situations – respondent’s or child’s sickness, etc.). In case when respondent has more than one child up to 14 years of age, or when he/she uses various forms of care, the one that jointly takes the highest number of hours per week should be given.

Answer “*child stays at the public care institution*” should be coded when respondent uses the services of the public crèches, kindergartens, pre-schools, or when the child attending public school stays after lessons at the school common room.

Answer “*child stays at the private care institution*” should be coded when the respondent uses the services private of the public crèches, kindergartens, pre-schools, or when the child attending private school stays after lessons at the school common room.

Answer “*paid childminder*” refers to the situation when during the respondent’s work child is looked after by the person specially hired for this purpose who receives remuneration for provided care. It may be both: professional childminder, as well as, e.g. somebody known (neighbour, relative, etc.) who is paid for childcare by the respondent.

Answer “*relatives living together*” concerns the situation when the child is looked after by relatives (grandmother, grandfather, older siblings, other relatives) living in the same flat/house with the respondent. **Childcare must not have remunerated character**. In case when these persons are paid for childcare answer 3 should be inserted.

Answer “*relatives living relatives living separately*” concerns situation when the child is cared for by relatives (grandmother, grandfather, older siblings, other relatives) living in another flat/house than the respondent. This answer should also include the child’s father/mother who do not live in the same household (e.g. because of divorce, separation, etc.), but take care of a child during the respondent’s work. **Childcare must not have remunerated character**. In case when these persons are paid for childcare answer 3 should be inserted.

Answer “*neighbours/friends*” concerns situation cared for by neighbours/ acquaintances/ friends, **not paid for this care**. In case when the same persons are paid for childcare the appropriate answer is 3.

Answer “*I do not use the childcare services/child does not need care*” may e.g. regard persons who believe that their child is already independent enough that he/she does not need care. This answer should be chosen by persons whose children spend the time after school with the respondent (e.g. at his/her place of work), and also persons whose children directly after school start other outside

school activities (English lessons, tennis, playing violin, etc.) – it concerns outside school activities. In case when activities of such kind are carried out within the school premises, there should be inserted answer 1 or 2 depending on the school type (public or private) that the child attends.

22. The objective of **question 11** is obtaining information whether over the last 12 months during holidays, or when the institution providing childcare service was closed, or during the childminder's time-off, the respondent used days off (**without using holiday leave for this purpose**), shortened working time or changes in organization of work in order to care for a child. If the answer is yes, then what were the main reasons for this (**one main reason** should be given).

In answer 1, the expression “during a day” means time between 7:00 a.m. and 7.00 p.m.

In answer 2 “atypical hours” means times of day – before 7:00 and after 19:00 (e.g. respondent usually works in the evening, during that time uses the childminder's services but during childminder's sickness is not able to find any alternative form of care because of late hours); whereas “atypical periods” means periods such as holiday, vacations, school holidays, weekends, religious or state holidays, etc., during which the scope and availability of childcare services may be limited (as compared to “normal” periods).

Persons who gave answers between 1 and 5 should be asked question 14, while persons who gave answer 6 – question 12.

23. **Question 12 is closely linked to question 11. Question 12** is answered by persons who in question 11 gave answer 6. Its objective is finding who took care of the child in case when the respondent did not take day off, did not shorten duration of working time, or did not use other form or work organization during holidays or when childcare service providing institution was closed or childminder (carer) had time off. If the respondent took a leave in order to care for a child, he/she should choose answer 10 „respondent (holiday leave)”. In case when the respondent used various of the mentioned forms, he/she should choose one of them (the one more often used, or the one that jointly took the longest duration of time).

Explanations for do particular variants of answers in question 12 are to a great extent similar to explanations for question 10.

24. **Question 13** is addressed to persons who gave answer “yes” for question 3. It is analogous to **question 9**.

Persons, who gave answer “yes” move to question 14, whereas persons who answered “no” move to question 22.

In questions concerning childcare leave we ask **only** about childcare leave **for one child** of the respondent. For example, in case when respondent has two little children for whom he/she (over the

last 12 months) had the legal right to childcare leave in the analysed period, then the questions included in the questionnaire should concern the legal childcare leave right for the younger child.

Question 14 is addressed to all persons aged 15 – 64 years who have children aged up to 14 years (own or spouse's) **living in the same household**.

25. The objective of question **14** is finding whether over the last 12 months, the respondent had the legal right to childcare leave. According to the Polish law, the right to childcare leave is granted to the persons who have been employed for at least 6 months (also previous periods of employment are included in the 6-month period of employment entitling to childcare leave), for a duration of:

- a) up to 3 years in order to provide personal childcare for the child, but no longer than until the child's 4th birthday,
- b) up to 3 years, but no longer than until the child's 18th birthday, if the child requires personal care of the employed person because of health condition confirmed by a certificate of disability or certificate of disability level (in such cases it is regardless whether employed person took the childcare leave referred to in point a)

Persons who meet all conditions give answer 1 and move to question 15. Persons who do not meet the above conditions code answer 2 and move to question 22.

Notice: in case of persons who have the legal right childcare leave for a disabled child, we ask only about the children aged **up to 14 years**.

26. In question **15** the legal right to childcare leave includes both **childcare leave** as such, as well as **the right to shorten working time**. According to the Polish law, a person who has the legal right to childcare leave may apply to the employer for shortening of the hitherto working time (to the length no lower than a half of full time work) for the duration of holding the right to childcare leave. **It is important not to identify the legal right to childcare leave exclusively with childcare leave only. Asking this question requires particular attention.**

Answer “*yes*” marks both: persons who left paid work and went on childcare leave, as well as the persons who without breaking employment took only advantage of their legal right to shorten working time for the duration they could take advantage of childcare leave. This answer concerns all persons who over the last 12 months used the right to shortened working time or took childcare leave for at least one day.

Answer “*no*” concerns both: persons who do not/did not intend to use the right to childcare leave, as well as those who for some reasons did not take childcare leave only over the last 12 months (although they do not exclude such possibility in future).

Persons who gave answer “*yes*” should be asked question 16, while persons who gave answer “*no*” – question 21.

Questions **from 16 to 20** concern the course of **the entire period in which person had the legal right to childcare leave**. In case when the respondent acquired the legal right to childcare leave not long ago, he/she should in answer for the following question speak about his/her plans and predictions concerning the entire period of holding the legal right to childcare leave .

27. In question **16** we ask about a form in which the respondent used his/her legal right to childcare leave. There are three options for the use of the right to childcare leave:

- shortening of working time,
- childcare leave,
- combination of both above forms.

Answer 1 means that the respondent made **only and exclusively the use of the right to shortened working time**, therefore not taking childcare leave as such. It does not have to mean that respondent exercised his/her right to shortened working time for the whole period. The respondent could e.g. work full-time during the first year of holding the right to childcare leave, while during the next year shorten working time to half-time work because he/she wanted to devote more time to childcare.

Answer 2 means that the respondent used **only and exclusively childcare leave**, therefore not using possibility for shortened working time. This answer concerns all persons who stayed on childcare leave for at least one day.

Answer „3” concerns the situation when during the period he/she had the legal right to childcare leave, the respondent made the use of both above-mentioned possibilities (e.g. was on childcare leave for one year, and after that went back to work at the same time shortening working time to half-time work).

Persons who gave answer 1 should be asked question 22, while the persons who gave answer 2, 3 – question 17.

Question from 17 to 20 concern **only and exclusively** childcare leave as such.

28. **Question 17** is addressed to persons who gave answer 2 or 3 for question 16. Its objective is finding whether the respondent made the use of childcare leave in its full or part duration. According to the Polish law, the full-time of childcare leave amounts to 3 years (for detailed explanation – see explanations to question 14). Persons who stayed on childcare leave for the total duration of 3 years should choose answer “yes”, while persons for whom this period is shorter than 3 years should choose answer “no” .

29. **Question 18** is aimed at finding the number of parts that the respondent split his/her childcare leave. According to the Polish law, childcare leave may be used in at least **4 parts**. It means that a person who has the legal right to childcare leave has possibility to divide its full duration (3 years) into

a maximum of 4 parts; he/she can, e.g. for the first year of holding the legal right to childcare leave stay on childcare leave, then go back to work for half a year, and after that go again on childcare leave for 6 months, then return to work again for a year, and then again go back on childcare leave etc. In other words, childcare leave may be broken three times, the fourth break means the termination of holding the legal right to childcare leave (regardless whether childcare leave was used in its full duration or partially).

30. In question **19** we ask whether during the childcare leave the respondent received a childcare benefit (since May 1, 2004 called the allowance due to taking care of a child during the period of childcare leave). According to the Polish law to childcare benefit are entitled persons whose average monthly income *per capita* (one member of the household) did not exceed 25 % of the amount of the average monthly wages and salaries in the last calendar year announced for the retirement pension purposes. The duration of benefit receiving has to equal the total duration of childcare leave (it may be shorter). For example, a person who was on childcare leave for half a year and received a childcare benefit for only one month of its duration, marks answer “yes”.

31. The objective of question **20** is obtaining information whether during childcare leave respondent took the advantage of the possibility included in the Labour Code to take up paid employment, education, training, or other activity (without resigning from taking personal care of a child). The period in which the respondent undertakes such activity does not have to equal the entire period of childcare leave duration (it may be shorter). Sub-points a) and b) concern paid work, whereas in sub-point f) “other activity” may concern activities of social, charity, political character, etc.

Question 20 comprises of six sub-points from a) to f) which should be treated as separate questions. Respondent should successively give answers “yes” or “no” for **each of the sub-points**.

32. **Question 21** is addressed to persons who over the last 12 months did not make use of any form of their legal right to childcare leave (for own children living in the same household). These persons in question 15 gave answer 2.

Question 21 is aimed at obtaining information concerning the main reason for not making use over the last 12 months of his/her legal right to childcare leave. Respondent should choose **one, main reason** for not making the use of the legal right to childcare leave. The right to childcare leave includes also possibility for shortened working time.

Answer 1 concerns the situations when the respondent has no legal right to childcare benefit, or respondent decides that the amount of the benefit is too low as compared to his/her expectations, thus he/she prefers paid work.

In answer 2, lack of adequate flexibility in a choice of childcare leave period, may refer e.g. to a situation when the respondent wants to use his/her childcare leave in more than 4 parts, or he/she would like to shorten his/her working time to less than half of full-time work, etc. Because the Polish law does not include such option, the respondent decides not to use his/her right to childcare leave.

In answer 3, negative effects on social security mean mainly the future lower retirement pay.

Answer 4 concerns situation when the respondent does not exercise the right to childcare leave because he/she is afraid of its negative consequences for his/her future professional career (e.g. it may stop his/her expected promotion, it would lead to a loss of orientation of the current company situation/problems which might be difficult to catch up with later, it might mean the \necessity to resign from the traineeship abroad or exclusion from the implementation of an attractive project, strong competition on the labour market, etc.) or he/she does not do this because of the employer's negative attitude *towards persons exercising this right (pressure created by the employer, fear of losing work, position at work, lower remuneration, lack of promotion, etc.)*.

Answer 5 concerns situation when respondent did not use the legal right to childcare leave for reasons different than the above mentioned, nevertheless related to paid work.

Answer 6 includes all other reasons not related to paid work for which the respondent did not use his/her right to childcare leave over the last 12 months (they may be personal, health or family related reasons, etc.).

33. In question 22 we ask whether the respondent regularly cares for children aged up to 14 years (other than own or spouse's), persons aged 15 – 59 years in need of care, persons aged 60 years and more in need of care. Question 22 concerns care for all persons the respondent cares for (*see explanations for point 14*), **excluding the respondent's own children aged up to 14 years (or his/her spouse's children)** aged up to 14 years in sub point a) he/she inserts answer „yes”, while in sub points b) and c) answer „no” . In case when the respondent beside looking after other people's children, takes also care of persons aged 60 years and more, in points a) and c) he/she inserts answer „yes”, while in point b) - „no” , etc. Respondent should answer **each of** sub points marked in question with letters a), b) and c).

34. The objective of **question 23** is obtaining information whether the respondent would like to resign from paid work in order to take care for other persons, or *vice versa* – he/she wants to resign from care in order to take paid work. It mainly refers to care for all persons that the respondent looks after, both his/her own children and other people's children aged up to 14 years, as well as elderly persons in need of care for various reasons. If the respondent would like to take up work, or work longer time than before, simultaneously reducing time of taking care of other people, he/she chooses answer 1. If the respondent would like to shorten time hitherto devoted to paid work in order to extend duration of time devoted to caring for the others, he/she chooses answer 2. If the respondent wants to have more flexible working time (e.g. he/she wants to be able depending on situation and needs to determine his/her own number of working hours per day, etc.) in order to be able to care for other persons without restrictions, he/she chooses answer 3. If the respondent is satisfied with the hitherto arrangement concerning the proportion of the time devoted to paid work and the time devoted to caring for other persons and he/she does not want to make any changes in organization of his/her

professional life and own responsibilities concerning taking care of other persons, he/she chooses answer 4.

Persons who gave answer 1 should be asked question 24, while persons , who gave answer 2 to 4 – question 25.

35. **Question 24** is addressed to persons who wanted to take work or extend the length of working time at the advance of shortening the time devoted to paid work at the expense of shortening the time spent on caring for other persons, i.e. persons who gave answer 1 for question 23. The objective of question 24 is finding the main reason **related to care for other persons** for not taking work with longer working time by the respondent. If the respondent is simultaneously looking after children aged up to 14 years (one's own or spouse's, as well as other people's children), and persons aged 60 years and more and does not take work or does not work longer time because of too high prices of care services, then in sub points a) and c) he/she chooses answer 4; whereas in sub point b) he/she answer 7. Answer 7 should be given in case when the respondent do not care for persons belonging to one of the groups of people specified in sub points a), b), c). Whereas, answer 6 may be chosen, e.g. in case when a person does not work because he/she cannot find a job, or could work more but only in case when his/her spouse/partner had shorter working time.

See also explanations for **question 11**.

The respondent should **choose one/main** reason for not taking work or not working longer time (reasons were numbered in question with the numbers 1 to 7), and refer **to each of** sub points – marked in question with letters a), b) and c).

36. **Question 25** is the one concluding the interview. It is asked to all persons who provided answers for questions included in the ZD-E questionnaire. In this question it should be mentioned from whom the interviewer obtained information during the interview.