

Statistical Office of the Slovak Republic

Labour Force Sample Survey

Ad hoc module

„RECONCILIATION BETWEEN WORK AND FAMILY LIFE “

THE SECOND QUARTER OF 2005

EPLANATORY NOTES

Come into force 1. April 2005

Preface

Since 2000 the ad hoc modules have become a regular part of the Labour Force Sample Survey. The Statistical Office of the Slovak Republic organises these yearly surveys on the sample of the labour force survey in the 2nd quarter in compliance with the Eurostat's methodology. The ad hoc module on Reconciliation between work and family life is carried out in households in the second quarter 2005 and was designed with full compliance with Commission regulation (EC) No 29/2004 concerning the specification of the 2005 ad hoc module. The data collection is carrying out from April to June 2005.

According to the policy needs, the ad hoc module 2005 „Reconciliation of work and family life” is focused on persons who take care on juvenile children or dependant adults and the main aim is to establish how far persons participate in the labour force as they would wish, and where they are unable to do so, whether the reasons are connected with a lack of suitable care services for children and dependant persons. The second aim is to analyse the degree of flexibility offered at work in terms of reconciliation with family life and the third aim is to estimate how far leave of absence is taken (parental leave to care for children and the main reason for not taking parental leave; time off from work in case of “Force majeure”)

Collected data through the ad hoc module will be important for identification of the negatives and weak sides of the current situation and will bring information for preparation of strategies which can help to improve life quality considerably.

The target population is every person aged 15 to 64 living in the household selected dwelling. For ad hoc module we prepared the separate questionnaire and explanatory notes for data collection.

The questionnaire „C“, which follows the main questionnaire „B”, is designed in 2 versions:

- (a) The version for the employed – is addressed to every person who in questionnaire „B” fulfilled the block of the questions “The employed” (including the persons on maternity leave). The persons on parental leave should be excluded (B3/4)
- (b) The version for the non-employed – is addressed to every person who in questionnaire „B” fulfilled the block “The non-employed” and to persons on parental leave (B3/4).

In comparison with the last ad hoc modules, the current questionnaire is wider because:

- we added the filter questions that will filter just those respondents for each thematic block of questions that we are interested in. It makes interview easier and quicker for people who stay out of the interest.
- the methodical and text severity of some indicators demanded difficult formulation of the questions and therefore we preferred to split the indicators into the several questions to make it easier for respondent's understanding

The questionnaire for ad hoc module 2005 is filled in “reporting texts”, which are placed before thematic blocks. These texts are part of the survey because involve respondent into the theme of following questions, which are directly connected to reporting text. The interviewer should read it to every respondent because text of some questions loses sense.

**Explanatory notes
for questionnaire “The employed aged from 15 to 64”**

C1	
Target population	The employed aged from 15 to 64
Reference period	Reference week
Question	Do you have at least one own or spouse’s child up to 14 (including) living in the household?
	<ul style="list-style-type: none"> ➤ yes 1 ➤ no 2

As own or spouse’s child (including adopted) is considered every own or spouse’s child up to 14 (including) living in the household. A spouse’s child who is not living in the household (e.g. a child of divorced man living with its mother in her household) is excluded (use code 2).

C 2	
Target population	Employed aged 15 to 64, who has at least one own/spouse’s child up to 14 (including) living in the household
Reference period	Usual working week
Question	State the main type of childcare used for this child while you are working (In case of the pupils, we are interested in the form of care outside of school-time, school holiday and child illness.)
	<ul style="list-style-type: none"> ➤ childcare services are used (including paid childminder, pre-school) 1 ➤ partner who is living in the household 2 ➤ relatives, neighbours, friends (unpaid) 3 ➤ no childcare used 4 ➤ I am not working at the moment because I am on a maternity leave 5

The aim of this question is to know what is the main childcare used for children up to 14 while person is working. Is it a childcare service? Is it a relative? Is it the partner? The labour status from the LFS will give us information on the existence/condition of the work for both partners.

As the reference period is considered a current week while a person is working (during the working hours) outside of holidays, school holidays and other particular arrangements (e.g. sick child, illness of respondent etc.).

If the person cannot decide because childcare changes from one week to another, the reference period should be the reference week if not distorted or the first week before the reference week that is not distorted.

As sometimes persons are using several childcare arrangements for a child or different childcare arrangements from one child to another, the carer who spends the highest number of hours/week caring for one or several children should be coded. If it is impossible to choose, the first code that applies in the order of the list should be recorded.

Code 1

Childcare services are:

- crèche, day care centre, organised family care (e.g. family crèches, home-based care by childminders affiliated to a child minding service), after school centre, paid carers such as an au pair, a childminder or a nanny. Paid childcare is included. Childcare services subsidised by state/employers are also included.

Code 2 includes an unpaid childcare that is provided by respondent's partner who is living in the same household (a husband, a fiancé).

Code 3 includes an unpaid childcare that is provided by relatives (e.g. grand parents, mother or father who is living outside of the household, an uncle, an aunt etc.), friends or neighbours. These persons can be living inside or outside of the household. If a sister/brother aged more than 14 takes care of the children up to 14 (including), the sister/brother is considered as a relative and should be coded with this code 3.

Code 4 should be used if children aged up to 14 (including) always take care of themselves/each other or if person works at home or cares for the child at the work place or if no childcare is used at all (e.g. compulsory school hours correspond to working hours).

Code 5 should be used in case that a person is on a maternity leave.

Attention!

If the person says that he/she can not answer because he/she is currently temporary absent from work (e.g. maternity/paternity leave, parental leave, ...) or has work exceptionally during the reference week but has no usual work, this person should be coded "blank".

C3	
Target population	The employed aged 15-64 who take care on at least one own or spouse's children aged up to 14 (including).
Reference period	The last 12 months before day of the interview
Let's talk about childcare for your own or spouse's children living in the household over the last 12 months during special periods e.g. school holidays, when the usual childcare services are closed, when the carer is ill or is on holidays etc.	
Otázka	Did you take days off or reduce the number of hours worked or take other special arrangements at work or working time during these periods?
	<ul style="list-style-type: none"> ➤ yes 1 ➤ no 2

Code 1 should be used if an employed person took holiday, days off, reduced the number of hours worked, changed his working shifts, varied start or end of his working time, arranged the working time in order to take whole days off by making the hours on beforehand or after or took other special arrangements at work in this situation. If a person have free working time or can be absent from work for a day without any special arrangement, than should be coded with code 1 as well. This code also includes working time banking.

Code 2 should be used in situations when:

- a person did not need take days off, reduce his/her working time or take other special arrangements at work in this situation because of for example using of childcare services that were opened all over the last 12 months without any interruption
- a person was on a maternity or parental leave over the last 12 months
- a partner, a relative, a friend, an elder sister or brother etc. took care of children

A person on a maternity leave:

- should respond on question C3 (and then on question C4 and C5 as well) in case, that she/he worked and had a child aged up to 14 living in the same household (besides a child with whom is on a maternity leave at the moment) over the last 12 months
- should be coded by code 2 in case, that he/she worked and did not have any children aged up to 14 living in the same household (besides a child with whom is on a maternity leave at the moment) over the last 12 months
- should be code by code 2 if he/she was on maternity or parental leave over the last 12 months

C4	
Target population	C3=1
Reference period	The last 12 months before day of the interview
Question	Was it at least once because you could not find a suitable childcare service to replace a usual childcare arrangement?
	> yes 1 > no 2

Alternative childcare services are the services, which substitute usual childcare services. They are used when the usual childcare arrangements are not available because of closed childcare services, flu epidemic; a caring person is on holidays or is ill, etc. The term of alternative childcare services includes substitute crèche, day care centre, nursery, organised family care (e.g. family crèches, home-based care by childminders affiliated to a child minding service), after school centre, paid carers such as an au pair, a childminder or a nanny. Paid childcare is included. Childcare services subsidised by state/employers are also included.

Code 1 should be used in situation when a respondent was at least once unsatisfied with alternative childcare services that provided a substitute childcare because of their lack, because they were too expensive or these services were not of sufficient quality.

Code 2 includes the employed that did not have any problems with alternative childcare services.

C5	
Target population	C4=1
Reference period	The last 12 months before day of the interview
Question	<p>What was the main difficulty you met with childcare services?</p> <ul style="list-style-type: none"> ➢ lack of alternative childcare services during the day (week days approximately from 7 am to 7 pm) 1 ➢ lack of alternative childcare services at special times (week days before 7 am or after 7 pm, week-end, school holidays) 2 ➢ alternative childcare services too expensive 3 ➢ alternative childcare services not of sufficient quality 4

If a respondent is not satisfied with accessibility of the alternative childcare services, he should choose code 1 or 2. It is in the situation, when the requested alternative childcare services do not exist, services are not available (or no place available) or there is not enough care (need of a prolongation of the care service).

Code 1 should be used when the alternative childcare would be needed approximately from 7h00 to 19h00. It means that there is no care service for the person at all or no care service available etc.

Code 2 should be used if the alternative childcare would be needed at special times that is to say approximately before 7h00 in the morning, at night, after 19h00 in the evening, during the weekend, during holidays, 24 hours/24 hours.

Code 3 includes the respondents those the main reason is linked with a financial aspect e.g. the alternative childcare services are too expensive

Code 4 includes persons those are unsatisfied with quality from their point of view or from the helped person's point of view (e.g. quality is insufficient, the insufficient number of carer on number of children, untrustworthiness, unreliability etc.)

Attention!

If the respondent states more possibilities then should be selected only that problem, which respondent considers as the most important. If it is impossible for the person to choose between codes 1 to 4, the first code that applies in the order of the list (1 to 4) should be recorded.

C6	
Target population	The employed aged 15 to 64
Reference period	Current situation
Question	<p>Do you regularly take care of other children up to 14 years old (including)? (A care as a job should be excluded.)</p> <ul style="list-style-type: none"> ➢ yes 1 ➢ no 2

The care is defined as regular help (every day, every week etc.) to children because of infancy, longstanding illness or disability etc.

Examples of caring tasks for other children up to 14 :

- personal care, help with homework, playing games, reading, taking out, surveillance, physical help etc.

Attention!

- a care for children aged up to 14 during short term illness (e.g. a flu, broken leg etc.) should be excluded. This kind of childcare is not considered as a regular childcare because after ending of illness this childcare does not exist anymore and we cannot predict the date when the illness will strike again and a childcare will be needed again.
- a care as a job should be excluded
- a care only for children aged 15 or more is out of the scope of this variable
- if the care consists only of financial support, then it should not be considered as care
- if the care is a volunteer work for a charity or for an other organisation, then it should not be considered as care

Code1 - „Other children” correspond to other than own/spouse’s children living in the household that is to say to :

- own/spouse’s children aged up to 14 (including) living outside the household
- other children aged up to 14 (including) living inside or outside the household (e.g. grandchild, niece, nephew, younger brother or sister, friend’s children etc.)

C7	
Target population	The employed aged 15 to 64, who take care at least of one child aged up to 14 (including)
Reference period	Current situation
<i>Relating to childcare we are interested in how do you perceive an organization of your time between working life and childcare.</i>	
Question	<p>Would you wish to change the organisation of your working life?</p> <ul style="list-style-type: none"> ➤ yes, I wish to start my work again 1 ➤ yes, I wish to work more 2 ➤ yes, I wish to work less and have more time for caring 3 ➤ I would not wish to work at all and I wish to have more time for caring 4 ➤ no 5

The reconciliation between work and family can be to work more for persons who wish to and who wish then to reconcile a work with their family life. But it could be also to work less if they wish to spend more time with the persons cared for and then it is a way to reconcile their family life with their job. The aim is to know the wish of the carers in terms of work and care and in particular, if they wish to balance more work and care (measure of the balance).

Code 1 should be used for persons on maternity leave (!) only, who wish to start their work again (in the current or another job) or they would prefer the work to maternity leave.

Code 2 includes every person, who wants to work longer and to cut the time for childcare. There are often persons those reasons for working less are linked with childcare or other kinds of reasons.

Code 3 includes every person that wants to work less and to have more time for childcare.

Code 4 should be used for persons that do not want to work at all in order to have more time for caring.

Code 5 includes:

- every respondent who does not want to change an organization of his working life concerning to his/her responsibilities linked with childcare (e.g. a husband is constantly occupied at his job and therefore all childcare is done by his wife)
- every respondent who wants to change an organization of his/her working life concerning to his/her responsibilities linked with childcare, not by change of length of working time but by different means such as e.g. a change his/her working shift etc.
- every person on maternity leave who does not want to start work or prefers maternity leave to opportunity to work.

Person on maternity leave:

Only two answers (code 1 and 5) of this question C7 relate to the persons on maternity leave. Therefore, an interviewer need not read other codes to them. If a person on maternity leave would wish to start work or if a person would prefer the work to maternity leave, the code 1 should be used. If a person on maternity leave does not want to start work, then code 5 should be used.

C8	
Target population	C7=1, 2
Reference period	The current situation
Question	Is the fact that you are not working or working more linked to the lack or the unsuitability of childcare services?
	<ul style="list-style-type: none"> ➤ yes 1 ➤ no 2

The first aim of the question C8 is to know whether persons that take care of children aged up to 14 (including) wish to work or work more, but it is not possible because of constrains on childcare services.

There can be some reasons why an employed person that take care of a child cannot work or cannot work more as he/she wishes (e.g. a person cannot find full time job, a person wants to take care of child alone or by someone from relatives etc.) Therefore, the second aim is to know which are the constraints on childcare services mainly, is it the lack, the cost, the quality? It will refer to the point of view of the person.

The childcare services includes:

- crèche, day care centre, nursery, organised family care (e.g. family crèches, home-based care by childminders affiliated to a child minding service), after school centre, paid carers such as an au pair, a childminder or a nanny. Paid childcare is included. Childcare services subsidised by state/employers are also included.

C9	
Target population	The employed aged 15 to 64 that regularly take care of one child aged up to 14 (at least) and state that main reason for not working or not working more is dissatisfaction with childcare services.
Reference period	The current situation
Question	<p>State the main reason for yours dissatisfaction with childcare services</p> <ul style="list-style-type: none"> ➤ lack of these services during the day (week days approximately from 7 am to 7 pm) 1 ➤ lack of these services at special times (week days before 7 am or after 7 pm, week-end, school holidays) 2 ➤ lack of these services during the day or at special times 3 ➤ childcare services are too expensive 4 ➤ available childcare services are not of sufficient quality 5

The aim of the question is to know which are the constraints on childcare services from the interviewer's point of view. Is it the cost, the quality or is it the lack of childcare services?

Attention!

The main reason why person is not working or not working more should be interpreted as the main current reason!

If the respondent states more alternatives then he/she should select only that problem, which considers as the most important! If it is impossible for the person to choose between codes 1 to 5, the first code that applies in the order of the list (1 to 5) should be recorded.

If the respondent was unsatisfied with accessibility of the childcare services, he/she should choose one of the codes from 1 to 3. It is in the situation, when there is no childcare service for the children in the area (accessible) at all, there is no childcare service available (no place available, ...) or not enough care service for children who need more care (e.g. a child is cared for in the morning but lack of care services in the afternoon).

Code 1 should be used when the care would be needed approximately from 7h00 to 19h00.

Code 2 should be used if the care would be needed at special times, that is to say approximately before 7h00 in the morning, at night, after 19h00 in the evening, during the week-end or during school holidays...

Code 3 is the combination of the code 1 and 2. The priority is given to codes 1 and 2. Code 3 should be used only if the person does not know hours where the care would be needed (e.g. has no idea about the future working hours).

Code 4 includes the respondents those the main reason is linked with a financial aspect e.g. the alternative childcare services are too expensive.

Code 5 includes persons those are unsatisfied with quality of childcare services from the person's point of view including situations when educational contents are not sufficient, too many children and not enough carers, person not confident (does not trust), etc. This code should also be used in case of lack of suitable childcare services for children with special needs (up to 14).

C10	
Target population	The employed aged 15 to 64
Reference period	The current situation
<i>Apart from a childcare, the working life is often influenced by a care about relatives or friends, who are dependant on your help (e.g. people with long-standing health problem, disabled or old people).</i>	
Question	Do you regularly take care of friends or relatives aged 15 or more in need of care? (A care as a job should be excluded.)
	<ul style="list-style-type: none"> ➤ yes 1 ➤ no 2

The care of friends or relatives aged 15 or more is defined as regular help (e.g. every day, every week etc.) to every dependant adult aged over 15, who need regular help because of their age, longstanding health problem, disability or incapacity.

Carers are defined as people who look after or provide a regular help on a fixed pattern to friends/relatives in need of care because sick/elderly/incapacitated/disabled (help, assistance, support, surveillance). The carer has to be responsible for the care.

Examples of caring tasks for friends/relatives in need of care aged 15 or more:

- a personal care (e.g. dressing, washing) ; physical help (e.g. walking) ; helping with paperwork or financial matters ; domestic help (e.g. housework, laundry) ; company, talking, visiting

Attention!

- care for person aged over 15 during short term illness only (e.g. a flu, broken leg etc.) should be excluded. This kind of childcare is not considered as a regular childcare because after ending of illness childcare does not exist and we cannot predict when the illness will strike again and a child will need a care again.
- care as a job should be excluded
- if the care consists only of financial support, then it should not be considered as care
- if the care is a volunteer work for a charity or for an other organisation, then it should not be considered as care

Code 1 includes every person who looks after or provides regular help -on a fixed pattern at least to one dependant adult aged over 15 in need of care such as:

- friend or relative (e.g. partner, parents, mother or father of law, uncle, aunt, friend etc.) and it is not important whether a dependant adult is living in the same household with carer or not.
- child aged 15 and more living inside or outside the same household who need s special care because of longstanding health problem, disability or incapacity

Code 2 should be used for respondents that did not take regular care of any dependant adult and also respondents in case that:

- they took care of children aged 15 or more who are not ill/disabled
- they took care of person aged over 15 during short term illness only (e.g. a flu, broken leg etc.)
- their care is also their job
- their care consists only of financial support
- their care is a volunteer work for a charity or for an other organisation

C11	
Target population	C10=1
Reference period	The current situation
<i>Relating to childcare we are interested in how do you perceive an organization of your time among working life and care responsibilities.</i>	
Question	<p>Would you wish to change the organisation of your working life?</p> <ul style="list-style-type: none"> ➤ yes, I wish to start my work again and reduce caring time 1 ➤ yes, I wish to work more and reduce caring time 2 ➤ yes, I wish to work less to have more time for caring 3 ➤ I would not wish to work at all and I wish to have more time for caring 4 ➤ no 5

Code 1 is should be used for persons on maternity leave (!) only, who wish to start their work again (at the current or another job) or they would prefer the work to maternity leave.

Code 2 includes every person:

- who wants to work longer and cut time for care
- who wants to work and does not want to take care of dependant adult at all.

Code 3 includes every person that wants to work less and have more time for care.

Code 4 should be used for persons that do not want to work at all in order to have more time for caring.

Code 5 includes:

- every respondent who does not want to change an organization of his working life concerning to his/her responsibilities linked with care for dependant adults
- every respondent who wants to change an organization of his/her working life concerning to his/her responsibilities linked with care, for dependant adults not by change of length of working time but by different means such as e.g. a change his/her working shift etc.
- every person on maternity leave who does not want to start work or prefers maternity leave to opportunity to work.

Person on maternity leave:

Only two answers (code1 and 5) of the question C11 relate to the persons on maternity leave. Therefore, an interviewer need not read other codes to them.

- If a person on the maternity leave would wish to start work or if person would prefer the work to maternity leave code 1 should be used.
- If a person on maternity leave does not want to start working, then code 5 should be used.

C12	
Target population	C11=1, 2
Reference period	The current situation
Question	Is the fact that you are not working or working more linked to the lack or the unsuitability of care services?
	<ul style="list-style-type: none"> ➤ yes 1 ➤ no 2

The first aim of the question C12 is to know whether persons that take care of dependant adults aged 15 and more wish to work or work more, but it is not possible because of constrains on care services.

There can be some reasons why person that take care of a dependant adult cannot work or cannot work more as he/she wishes (e.g. a person cannot find full time job, a person wants to take care of dependant adults alone or by someone from relatives etc.) Therefore, the second aim is to know which are the constraints on care services for dependant persons: mainly, is it the lack, the cost, the quality? It will refer to the point of view of the person.

The care services includes every kind of services that provides care for this group of people at home, in special institution, also including institutions where persons can go only during the day, paid carers, charity organization providing this kind of services etc.

C13	
Target population	C12=1
Reference period	The current situation
Question	State the main reason for yours dissatisfaction with care services
	<ul style="list-style-type: none"> ➤ lack of care services during the day (week days approximately from 7 am to 7 pm) 1 ➤ lack of care services at special times (week days before 7 am or after 7 pm, week-end, school holidays) 2 ➤ lack of care services during the day or at special times 3 ➤ care services are too expensive 4 ➤ available care services are not of sufficient quality 5

The aim of the question is to know which are the constraints on care services from the interviewer's point of view. Is it the cost, the quality or is it the lack of care services for dependant adults?

Attention!

The main reason why person is not working or not working more should be interpreted as the main current reason!

If the respondent states more alternatives then should be selected only that problem, which respondent considers as the most important! If it is impossible for the person to choose between codes 1 to 5, the first code that applies in the order of the list (1 to 5) should be recorded.

If the respondent was unsatisfied with accessibility of the care services, he should choose one of the codes from 1 to 3. It is in the situation, if there is no care service for the dependant adults in the area (accessible) at all, there is no care service available (no place available, ...) or not enough care service for dependant adults who need more care (e.g. a person is cared for in the morning but lack of care services in the afternoon).

Code 1 should be used when the care would be needed approximately from 7h00 to 19h00.

Code 2 should be used if the care would be needed at special times, that is to say approximately before 7h00 in the morning, at night, after 19h00 in the evening, during the week-end or during school holidays...

Code 3 is the combination of the code1 and 2. The priority is given to codes 1 and 2. Code 3 should be used only if the person does not know the hours where the care would be needed (e.g. has no idea about the future working hours).

Code 4 includes the respondents those the main reason is linked with a financial aspect e.g. the alternative childcare services are too expensive

Code 5 includes persons those are unsatisfied with quality of care services from the person's point of view includes educational contents not sufficient, too many persons and not enough carers, carer not confident (does not trust), etc. This code should also be used in case of lack of suitable care services for dependant adults with special needs.

The aim of the questions C14 and C15 is to evaluate the degree of flexibility of the job in terms of reconciliation with family life.

C14	
Target population	The employed aged 15 to 64
Reference period	The current situation
<p><i>Lets talk about your job. Sometimes in working life, there are some situations, which influence our attendance on working life and force us to absent in our work. Therefore, we are interested in your main job, whether you have a possibility to arrange your working life for family reasons (e.g. sickness, accident or operation of a family member, funeral in family, illness of a childminder, nursery closed because of flu epidemic, house burning etc.)</i></p>	
Question	<p>Do you have a possibility to vary start or end of your working day for family reasons at least one hour?</p> <ul style="list-style-type: none"> ➤ yes, it is generally possible 1 ➤ yes, it is rarely possible 2 ➤ no 3

Family reason includes:

- includes the cases of sickness of child/relative (even not serious like a cold) or accident of a child/relative but also other family emergencies (childminder ill or having own urgent reasons, nursery closed because of flu epidemic, house burning, ...). Most of the time, it refers to unplanned situations but it can also be planned in advance in some cases of sickness for example (e.g. operation of a family member, ...). Own sickness or accident is excluded.

Possibility to vary start or end of the working time because of respondent's accident or illness is not considered as family reason.

Code 1 includes every person that can generally start work later and/or finish it earlier for family reasons (outside particular periods of urgent work, ...).

If the respondent do not have possibility to vary start or end of the working time from family reasons at the time of interview, but he/she usually can do it in his/her job, the code 1 should be used.

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.

Hours taken off are normally made up later/earlier. But they are not always necessary compensated in terms of hours done: the fact that the job is done is enough and this should be included to the code 1.

Code 2 should be used for respondents who can but rarely to vary start or/and end of working day or a general possibility for working time banking.

C15	
Target population	The employed aged 15 to 64
Reference period	The current situation
Question	<p>Do you have a possibility to organise your working life in order to take whole days off for family reasons (without using holidays and special leave)?</p> <ul style="list-style-type: none"> ➤ yes, it is generally possible 1 ➤ yes, it is rarely possible 2 ➤ no 3

The term „**to organize working life in order to take whole days off for family reasons**“ represents organization or reconciliation of the working time in order to take whole day off without using holidays and special days providing by employer. This term includes working time banking with the possibility to take whole days off, persons having free working time who can be absent from work for a day without any special arrangement, etc. The person plans to arrange the working time in order to take whole days off (e.g. plans to make the hours on beforehand or after, changes shifts, ...).

Family reason includes:

- includes the cases of sickness of child/relative (even not serious like a cold) or accident of a child/relative but also other family emergencies (childminder ill or having own urgent reasons, nursery closed because of flu epidemic, house burning, ...). Most of the time, it refers to unplanned situations but it can also be planned in advance in some cases of sickness for example (e.g. operation of a family member, ...). Own sickness or accident is excluded.

Possibility to organize working time in order to take whole days off because of respondent's accident or illness is not considered as family reason.

Code 1 includes every person that can generally organise the working time in order to take whole days off for family reasons (outside particular periods of urgent work, ... ; even if a limit for the number of days exists).

If the respondent do not have possibility to take day off from family reasons at the time of interview, but he/she usually can do it in his/her job, the code 1 should be used.

Persons who have the general possibility to organise working time in order to take whole days off should be coded by code 1 because they can do it in particular for family reasons.

Days taken off are normally made up later/earlier. But they are not always necessary compensated in terms of hours/days done: the fact that the job is done is enough and this should be included.

Code 2 should be used for persons that can but rarely organise the working time in order to take whole days off for family reasons.

C16	
Target population	The employed aged 15 to 64
Reference period	The last 12 months before day of an interview
Question	Over the last 12 months, did you take time off from your work for family sickness or emergencies at least once (without using holiday)?
	<ul style="list-style-type: none"> ➤ yes, special leave day provided 1 ➤ yes, other arrangements always used (e.g. time banking, a change of working shift) 2 ➤ no 3

“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 of a child/relative but also other family emergencies (childminder ill or having own urgent reasons, nursery closed because of flu epidemic, house burning, ...). Most of the time, it refers to unplanned situations but it can also be planned in advance in some cases of sickness for example (e.g. operation of a family member, ...). Own sickness or accident is excluded.

“Special leave” days are often provided in case of sick child or other family problems. 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.

Code 1 includes every person who took at least once time off from work.

Code 2 includes respondents who took day off for family sickness or emergencies during the last 12 months e.g. by working time banking, free working time when person can be absent from work for a day without any special arrangement, a change shifts, etc, but never by special leave day that is provided by employer.

C17	
Target population	C16=1
Reference period	The last 12 months before day of an interview
Question	Did you have these special leave days remunerated even partly?
	<ul style="list-style-type: none"> ➤ yes 1 ➤ no 2

In case, that a respondent had a special leave day remunerated at least once or partly during the last 12 months, the code 1 should be used, even though the rest of special leave days were not remunerated at all.

The aim of the following block of questions is to obtain the information about parental leave for men and women.

C18	
Target population	The employed aged 15 to 64
Reference period	The last 12 months before day of an interview
<i>We are going to talk about parental leave.</i>	
Question	Over the last 12 months, did you have at least one own child up to 6 years (including) living in household?
	➤ yes 1
	➤ no 2

C19	
Target population	C18=1
Reference period	The last 12 months before day of an interview
Question	Over the last 12 months, did you take parental leave?
	➤ yes 1
	➤ no 2

Parental leave is defined as a personal and regular care of own child aged up to 3 or up to 6 for a long term seriously disabled child living inside the same household requiring special care. It is provided by employer (who is obliged to do it if person asks for it) in order to deepen of childcare and can start after end of maternity leave only, which usually takes 28 weeks or 37 weeks in some special situations.

Person that took care of child aged up to 3 (or in some special cases of a child up to 6) but did not have any job, is not considered as a person on parental leave (because they do not have a legal right to be on it).

Attention!

Receiving parental allowance from the government does not mean that the person is on a parental leave as well.

Code 1 includes every person who took at least one day on parental leave for his/her own children (living inside the household) over the last 12 months.

Code 2 includes every person who was not on parental leave for any reason during the last 12 months (e.g. a person returned to work even though he/she has a legal right for being on parental leave).

C20	
Target population	The employed aged 15 to 64 who have been on parental leave during the last 12 months
Reference period	The last 12 months before day of an interview
Question	Was your parental leave remunerated even partly over the last 12 months?
	<ul style="list-style-type: none"> ➤ yes 1 ➤ no 2

The parental allowance is a social benefit by which the country supports parents on parental leave for providing a deepening personal and regular care of

- a) a child aged up to 3 or
- b) a long term seriously disabled child requiring special care aged up to 6

Attention!

Earnings received for any job are not considered as the parental allowance, which a parent receives during the maternity leave!

Code 1 - People that are included in this code should receive at least minimal parental allowance.

Code 2 - People that are included in this code did not receive parental allowance at all.

C21	
Target population	The employed aged 15 to 64, who have been taking parental leave over the last 12 month
Reference period	The last 12 months before day of an interview
Question	State, how did you take the parental leave over the last 12 months
	<ul style="list-style-type: none"> ➤ I only took care of child and I have not been working during the parental leave at all 1 ➤ I took care of child and I have been working occasionally during the parental leave 2 ➤ I took care of child and I have been working regularly during the parental leave 3 ➤ other kind of arrangement 4

Code 1 should be used for every person who only took care of child and I have not been working during the parental leave at all.

Code 2 includes every person who took care of child and I have been working occasionally during the parental leave.

Code 3 should be used for every person who took care of child and I have been working regularly during the parental leave.

C22

Target population	C19=2
Reference period	The last 12 months before day of an interview
Question	State the main reason for not having taken parental leave
	<ul style="list-style-type: none"> ➤ I have been on maternity leave 1 ➤ I had no legal right to take parental leave 2 ➤ I preferred work to parental leave 3 ➤ other reasons 4

The aim of the question C22 is to know what is the reason for not having taken parental leave over the last 12 months although he has got a child aged up to 6 year.

Code 2 - a respondent did not have a legal right of parental leave because:

- the respondent's partner was on the parental leave
- his child aged 3 to 6 did is not a long term seriously disabled child requiring special care
- he/she did not have a job in time of taking care of child aged up to 3 (or 6) years

Code 3 should be used if person did not begin a parental leave at all or finished it earlier and started his job again.

C23	
Target population	C22=3
Reference period	The last 12 months before day of an interview
Question	State the main reason for preferring work to parental leave
	<ul style="list-style-type: none"> ➤ no remuneration or too low 1 ➤ not enough flexibility in choice of the parental leave period 2 ➤ negative effects on social security (e.g. lower pension) 3 ➤ negative effects on the career or negative perception from the employer 4 ➤ other reason 5

The aim of the question is to know the main reason, which influenced respondent's early return to his/her work.

Code 1 should be used for persons that as a main reason consider financial aspect, e.g. no remuneration or low parental allowance during the parental leave, negative effect on earnings during the parental leave etc

Code 2 „not enough flexibility in choice of the parental leave period“ should be used in case, that a respondent do not have e.g. a possibility to apply parental leave during the period which he/she prefers; possibility of combination between part time and parental leave or combination of special working arrangement and parental leave etc.

Code 3 includes negative effects on social security (e.g. lower pension). The negative influence on financial situation should be excluded from this code. The code 1 should be used in this situation.

Code 4 includes every person who considers negative effects of parental leave on career or negative perception from the employer as a main reason for preferring work to parental leave.

Code 5 includes other reasons that are not covered by codes 1 to 4.

**Explanatory notes
for questionnaire “The non-employed aged from 15 to 64”**

C1	
Target population	The unemployed aged 15 to 64
Reference period	Reference week
Question	Do you have at least one own or spouse’s child up to 14 (including) living in the household?
	<ul style="list-style-type: none"> ➤ yes 1 ➤ no 2

See question C1 in the explanatory notes for the employed aged from 15 to 64.

C2	
Target population	The unemployed aged 15 to 64
Reference period	The current situation
Question	Do you regularly take care of other children up to 14 years old (including)? (A care as a job should be excluded.)
	<ul style="list-style-type: none"> ➤ yes 1 ➤ no 2

See question C6 in the explanatory notes for the employed aged from 15 to 64.

C3	
Target population	The unemployed aged 15 to 64, who has at least one own/spouse’s child up to 14 (including) living in the household
Reference period	The current situation
<i>Relating to childcare we are interested in how do you perceive an organization of your time between working life and childcare.</i>	
Question	Would you wish to change the organisation of your care responsibilities?
	<ul style="list-style-type: none"> ➤ yes, I wish to work and reduce caring time 1 ➤ no 2

The aim here is to know the wish of the carers in terms of work and care and in particular, if they wish to balance more work and care (measure of the balance).

Code 1 includes every person who wants to work and to cut the time for childcare.

Code 2 includes every respondent who does not want to change an organization of his life concerning to his/her responsibilities linked with childcare at all.

C4	
Target population	C3=1
Reference period	The current situation
Question	<p>Is the fact that you are not working linked to the lack or the unsuitability of childcare services?</p> <p>➤ yes 1</p> <p>➤ no 2</p>

The first aim of the question C4 is to know whether persons that take care of children aged up to 14 (including) wish to work, but it is not possible because of constraints on childcare services.

There can be some reasons why an employed person that take care of a child cannot work as he/she wishes (e.g. a person cannot find a job, a person wants to take care of child alone or by someone from relatives etc.) Therefore, the second aim is to know which are the constraints on childcare services mainly, is it the lack, the cost, the quality? It will refer to the point of view of the person.

Code 1 should be used for every person whose main reason for not working is linked with dissatisfaction with childcare services.

Code 2 includes the rest of reasons for not working that are not covered by code 1 (e.g. disagreement of partner, a person wants to take care of child alone, a person cannot find a job etc.).

C5	
Target population	C4=1
Reference period	The current situation
Question	<p>State the main reason for yours dissatisfaction with childcare services</p> <p>➤ lack of these services during the day (week days approximately from 7 am to 7 pm) 1</p> <p>➤ lack of these services at special times (week days before 7 am or after 7 pm, week-end, school holidays) 2</p> <p>➤ lack of these services during the day or at special times 3</p> <p>➤ childcare services are too expensive 4</p> <p>➤ available childcare services are not of sufficient quality 5</p>

See question C9 in the explanatory notes for employed aged from 15 to 64

C6	
Target population	The unemployed aged 15 to 64
Reference period	The current situation
<i>Apart from a childcare, the working life is often influenced by a care about relatives or friends, who are depended on your help (e.g. people with long-standing health problem, disabled or old people).</i>	
Question	Do you regularly take care of friends or relatives aged 15 or more in need of care? (A care as a job should be excluded.)
	<ul style="list-style-type: none"> ➤ yes 1 ➤ no 2

See question C10 in the explanatory notes for the employed aged from 15 to 64.

C7	
Target population	C6=1
Reference period	The current situation
<i>Relating to childcare we are interested in how do you perceive an organization of your time among working life and care responsibilities.</i>	
Question	Would you wish to change the organisation of your working life?
	<ul style="list-style-type: none"> ➤ yes, I wish to work and reduce caring time 1 ➤ no 2

Code 1 includes every person who wants to work and reduce caring time of dependant adults. Also covers the situation, when person wishes to work and stop taking care of dependant adults at the same time.

Code 2 includes every respondent who does not want to change the organization of his/her working time because of his/her responsibilities linked with care of dependant adults.

C8	
Target population	C7=1
Reference period	The current situation
Question	Is the fact that you are not working linked to the lack or the unsuitability of care services?
	<ul style="list-style-type: none"> ➤ yes 1 ➤ no 2

The first aim of the question C8 is to know whether persons that take care of dependant adults aged 15 and more wish to work or work more, but it is not possible because of constrains on care services.

There can be some reasons why person that take care of dependant adult cannot work as he/she wishes (e.g. a person cannot find full time job, a person wants to take care of dependant adults alone or by someone from relatives etc.) Therefore, the second aim is to know which are the constraints on care services for dependant persons: mainly, is it the lack, the cost, the quality? It will refer to the point of view of the person.

The care services includes every kind of services that provides care for this group of people at home, in special institution, also including institutions where persons can go only during the day, paid carers, charity organization providing this kind of services etc.

Code 1 should be used for every person whose main reason for not working is linked with dissatisfaction with care services.

Code 2 includes the rest of reasons for not working that are not covered by code 1 (e.g. disagreement of partner, a person wants to take care of dependant adult, a person cannot find a job etc.).

C9	
Target population	C8=1
Reference period	The current situation
Question	<p>State the main reason for yours dissatisfaction with care services</p> <ul style="list-style-type: none"> ➤ lack of care services during the day (week days approximately from 7 am to 7 pm) 1 ➤ lack of care services at special times (week days before 7 am or after 7 pm, week-end, school holidays) 2 ➤ lack of care services during the day or at special times 3 ➤ care services are too expensive 4 ➤ available care services are not of sufficient quality 5

See question C13 in the explanatory notes for the employed aged from 15 to 64.

C10	
Target population	The unemployed aged 15 to 64
Reference period	The last 12 months before day of an interview
<i>We are going to talk about parental leave.</i>	
Question	<p>Over the last 12 months, did you have at least one own child up to 6 years (including) living in household?</p> <ul style="list-style-type: none"> ➤ yes 1 ➤ no 2

C11	
Target population	C10=1
Reference period	The last 12 months before day of an interview
Question	Over the last 12 months, did you take parental leave?
	<ul style="list-style-type: none"> ➤ yes 1 ➤ no 2

See question C19 in the explanatory notes for the employed aged from 15 to 64.

Attention!

An unemployed person who took care of at least one child aged up to 3 (in some special cases aged 6 year) over the last 12 months and during this period:

- had a labour contract – is considered as person on parental leave (code 1)
- did not have any labour contact with should not be considered as a person on parental leave (use code 2).

C12	
Target population	The unemployed aged 15 to 64 who have been on parental leave during the last 12 months
Reference period	The last 12 months before day of an interview
Question	Was your parental leave remunerated even partly over the last 12 months?
	<ul style="list-style-type: none"> ➤ yes 1 ➤ no 2

See question C20 in the explanatory notes for the employed aged from 15 to 64.

C13	
Target population	The unemployed aged 15 to 64 who have been on parental leave during the last 12 months
Reference period	The last 12 months before day of an interview
Question	State, how did you take the parental leave over the last 12 months
	<ul style="list-style-type: none"> ➤ I only took care of child and I have not been working during the parental leave at all 1 ➤ I took care of child and I have been working occasionally during the parental leave 2 ➤ I took care of child and I have been working regularly during the parental leave 3 ➤ other kind of arrangement 4

See question C 21 in the explanatory notes for the employed aged from 15 to 64.

C14	
Target population	C11=2
Reference period	The last 12 months before day of an interview
Question	State the main reason for not having taken parental leave <ul style="list-style-type: none"> ➤ I have been on maternity leave 1 ➤ I had no legal right to take parental leave 2 ➤ I preferred work to parental leave 3 ➤ other reasons 4

See question C22 in the explanatory notes for the employed aged from 15 to 64.

C15	
Target population	C14=3
Reference period	The last 12 months before day of an interview
Question	State the main reason for preferring work to parental leave <ul style="list-style-type: none"> ➤ no remuneration or too low 1 ➤ not enough flexibility in choice of the parental leave period 2 ➤ negative effects on social security (e.g. lower pension) 3 ➤ negative effects on the career or negative perception from the employer 4 ➤ other reason 5

See question C23 in the explanatory notes for the employed aged from 15 to 64.

The explanatory notes come into force on 1.4.2005.