Explanatory Notes for the variables of the 2010 LFS ad hoc module on

Reconciliation between work and family life

as defined by Commission Regulation (EC) No 20/2009 of 13 January 2009

Version 1.0

January 2009
Focus of the 2010 LFS ad hoc module

According to policy needs and taking into account the constraint on the final number of variables for the module, the aims and the structure of the module are the following:

The **first aim** is to establish how far persons participate in the labour force as they wish and if not, whether the reasons are connected with a lack of suitable care services for children and dependant persons:

1. identification of care responsibilities (children and dependants)
2. analysis of the consequences on labour market participation taking into account the options and constraints given
3. in case of constraints, identification of those linked with the lack or unsuitability of care services

The **second aim** is to analyse the degree of flexibility offered at work in terms of reconciliation with family life.

The **third aim** is to estimate how often career breaks occur and how far leave of absence is taken (as specified in Council Directive 96/34/EC of 3.6.1996, OJ L145):

1. Changes in usual working time patterns to take care of children
2. Full-time parental leave to care for children

The **aims** of the module **ARE NOT**:

- To analyse in detail how children and dependant persons are cared for (see SILC for childcare)
- To analyse in detail the sharing of tasks inside the household (see Time use surveys)

**Target population**: persons aged 15-64 years old

**Note**: Persons aged 15 are considered as inactive in Italy, Spain and the United Kingdom as legal provisions allow working from the age of 16 onwards only. For such persons only the questions on REGCARE and for very few cases CHILDCAR might be relevant; IMPFACIL could generally be set to ‘4’. As it could be annoying for respondents to be asked questions on reconciliation between work and family life if they are not allowed to work, these countries may restrict the target population to persons aged 16-64 years old.
General remarks:

- Variables should be surveyed on individual level. An analysis on household level can be conducted on the results of the survey, using the household information in the core datasets.

- It is generally assumed that parents with children up to 14 years (living in the household) have care responsibilities for those children. For that reason they are not asked whether this is the case in order not to annoy the respondents.

- In order to get comparable results, some variables refer explicitly to the situation of the youngest child. The age of this youngest child is available in the core datasets and can be taken into account during the analysis as an additional piece of information. The restriction to the youngest child is used for the variables CHILDCAR, REDWORK, STOPWORK and PARLEAVE. On the other hand, the variables IMPFACIL and NOWRECHI assess the general situation of the respondent in terms of care responsibilities for children, so all children should be taken into account.

- Own children living outside the household are only partly covered (e.g. REGCARE, IMPFACIL), but excluded from the target group for most of the variables (CHILDCAR, REDWORK, STOPWORK and PARLEAVE). Even if it would be interesting to get information concerning them, they are excluded in order to facilitate the implementation and reduce the response burden.

Global instruction: if countries intend to use a special code “does not know” for any of the following variables, the answers should be coded blank for the transmission to Eurostat.

General note: many of the following variables refer to own/spouse’s children, either in the description, the filter or the categories. For all such cases, spouse has to be understood as spouse or cohabiting partner as in the core variables HHLINK and HHSPOU, i.e. the variables refer to the actual and not the legal situation in the household.
1. CARE RESPONSIBILITIES AND USE OF CHILDCARE SERVICES

REGCARE / COL. 197

Short description
Person regularly takes care of other children up to 14 (other than own/spouse’s children living in the household) or of ill, disabled, elderly relatives/friends aged 15 or more in need of care.

Filter
Everybody aged 15-64.

Codes

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Yes, of other children up to 14</td>
</tr>
<tr>
<td>2</td>
<td>Yes, of relatives/friends aged 15 or more in need of care</td>
</tr>
<tr>
<td>3</td>
<td>Yes, of other children up to 14 and of relatives/friends aged 15 or more in need of care</td>
</tr>
<tr>
<td>4</td>
<td>No</td>
</tr>
<tr>
<td>9</td>
<td>Not applicable (not included in the filter)</td>
</tr>
<tr>
<td>Blank</td>
<td>No answer</td>
</tr>
</tbody>
</table>

Purpose
The aim of REGCARE is to identify all care responsibilities undertaken by the person interviewed since all care responsibilities are susceptible to pose an obstacle for the labour market participation of the person. As it is generally assumed that parents with children up to 14 years (living in the household) have care responsibilities for those children, REGCARE addresses regular care for other children up to 14 and for relatives/friends aged 15 or more in need of care only. Care provided as professional care minder, as voluntary work or pure financial support are excluded.

Definition
“Caring”, “care”, and “carer”: the variable focuses on the carers and not on the persons who are cared for (employment perspective linked with care responsibilities). Carers are defined as people who look after or provide help to children or to friends/relatives in need of care because they are sick/elderly/incapacitated/disabled (help, assistance, support, surveillance).

Examples of caring tasks for other children up to 14: personal care, homework, playing games, reading, taking out, and surveillance.

Examples of caring tasks for friends/relatives in need of care aged 15 or more: personal care (e.g. dressing, washing), physical help (e.g. walking), helping with paperwork or financial matters, domestic help (e.g. housework, laundry) and company.

“Regularly” is defined as on a fixed pattern (every day, every week …) and frequently (not only occasionally, for instance not only once in 3 months). The reference period is the current situation.

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

- own/spouse’s children living outside the household
other children (not own/spouse’s) living inside or outside the household

Implementation rule
– For own/spouse’s children living in the household see the general remark above. Adopted children should be considered as own children, foster children as other children.
– Children aged 14 years old should be considered.
– Care for children aged 15 or more who are not ill/disabled is out of the scope of this variable.
– The adults taken care of can live inside or outside the household.
– If the care consists only of financial support or if the care is a volunteer work for a charity or for another organisation, then it should not be considered for this variable.
– Care as a job should be excluded (this means that care done in a professional capacity is excluded). Persons who provide care as a job, even if it is only a few hours per week, should be coded “No” unless they care for people in their spare time as well.
– Persons who receive allowances to take care of disabled relatives should be considered as carers (codes 2 or 3).
– Children up to 14 who have a handicap, a disability or a health problem are considered as “children” (code 1, or 3 if also care of dependant adults takes place).

Note: Disabled persons who are obviously not able to take regularly care of others need not to be asked as this could be annoying for them. The respective coding '4' could be assigned automatically.

CHILDCAR / COL. 198

Short description
Use of childcare services per week for the youngest child living in the household (including paid childminders, pre-school; apart from compulsory school).

Filter
Everybody aged 15 to 64 with at least one own/spouse’s child up to 14 living in the household.

Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Childcare services are used for ... per week</td>
</tr>
<tr>
<td>2</td>
<td>- up to 10 hours</td>
</tr>
<tr>
<td>3</td>
<td>- more than 10 hours and up to 20 hours</td>
</tr>
<tr>
<td>4</td>
<td>- more than 20 hours and up to 30 hours</td>
</tr>
<tr>
<td>5</td>
<td>- more than 30 hours and up to 40 hours</td>
</tr>
<tr>
<td>6</td>
<td>- more than 40 hours</td>
</tr>
<tr>
<td>9</td>
<td>No use of childcare services</td>
</tr>
<tr>
<td>Blank</td>
<td>Not applicable (not included in the filter)</td>
</tr>
</tbody>
</table>

Purpose
The aim of CHILDCAR is to measure how far childcare services are used for the (own/spouse's) youngest child in the household. The focus is on the youngest child as this is in general the child most likely to require care. The information on the age of the youngest
child in the core datasets makes an analysis by age groups possible. All childcare services used should be considered - not only the main one - to get a complete picture of the extent childcare services are used. The time horizon is a typical week – if there are differences from one week to another, the average number of hours for a week omitting school holidays or particular arrangements is asked for.

**Definition**

Childcare services: 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 / afternoon school services, paid carers. Paid childcare is included. Childcare services subsidised by state/employers are also included. On the other hand, sports clubs (or sports activities) and language courses should not be considered as childcare services.

As existence and definition of pre-school vary from one country to another, pre-school is considered as childcare services (including free pre-school).

The information on the relevant age when school becomes compulsory is collected by EURYDICE (http://www.eurydice.org). The respective tables will be made available on CIRCA.

**Implementation rule**

– The variable addresses the standard situation outside holidays or other particular arrangements (e.g. emergency arrangements due to sick child or other problems).

– If the youngest child is a school-going child only services outside compulsory school hours are to be considered.

– Children aged 14 years old should be considered.

– Codes 1 to 5: Average total number of hours per week for all childcare services used during a typical week (omitting school holidays or emergency arrangements).

– Code 6: Generally, no childcare services are used. This includes situations where partners/relatives/neighbours/friends (unpaid) care for the child OR if children up to 14 always take care of themselves/each other OR if the person works at home/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).

**Note:** if a child (sister/brother) aged more than 14 takes care of the children up to 14, then no childcare services are used and the coding should be 6.

**Note:** for consistency reasons at household level father and mother should give the same answer. In a situation where both father and mother are available for a direct interview, it might be recommendable to ask only one of the two persons and to fill the variable CHILDCAR for the other person with the information already collected.

**Note:** countries should decide at national level on the use of different formulations for families with at least one younger and families with only older children, where the latter might not need normal childcare any more.

**IMPFACIL / COL. 199**

**Short description**

Impact of availability and affordability of care facilities on not working or working part-time.
The variable IMPFACIL extends the coverage of the core-variable NEEDCARE in the context of this module to further groups and is therefore defined in the same way as NEEDCARE.

Filter
Everybody aged 15 to 64 and (FTPT ≠ 1) and (FTPTREAS ≠ 3 and SEEKREAS ≠ 3 and (REGCARE = 1-3 or has at least one own/spouse’s child up to 14 living in the household))

Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Suitable care services for children are not available or affordable</td>
</tr>
<tr>
<td>2</td>
<td>Suitable care services for ill, disabled, elderly are not available or affordable</td>
</tr>
<tr>
<td>3</td>
<td>Suitable care services for both children and ill, disabled and elderly are not available or affordable.</td>
</tr>
<tr>
<td>4</td>
<td>Care facilities do not influence decision for labour market participation</td>
</tr>
<tr>
<td>9</td>
<td>Not applicable (not included in the filter)</td>
</tr>
<tr>
<td>Blank</td>
<td>No answer</td>
</tr>
</tbody>
</table>

Purpose
The aim of IMPFACIL is to measure to what extent the limited access to care services is an obstacle to participation in the labour market or to work full-time. All persons with care responsibilities who do not work full-time already are asked whether the availability or affordability of suitable care services influences their labour market participation. For persons working full-time it is assumed that they manage to organise work and private life in terms of their care responsibilities.

Definition
Care includes all care responsibilities:
- For own/spouse's and other children (up to 14) living inside or outside the household
- For adult ill/elderly/incapacitated/disabled relatives/friends (aged 15 or more)

Care as a job and care as a volunteer work are again excluded.

The need for care services can be a need during normal working hours or for special periods of day (very early in the morning or late evening) or for special periods of the year (e.g. school holidays).

The care services can be private or subsidised by the State or the employers and consequently paid or not paid. Care services exclude the unpaid help by relatives, friends or neighbours.

Some examples of care services could be 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, specialised centres for persons with disabilities, institutions, assistance at home.

Implementation rule
The word “suitable” means the minimum standards of quality that the person requests from a care service. This notion of quality includes all quality aspects: quality of the personnel, specific expertise to care for the particular care needs (e.g. disability) in question, etc.

The word “available” means at a reasonable distance, taking into account also the means of transport, and whether the service is currently open/available for use by the respondent. For instance, if the care services are full, they are not available. The same holds for inconvenient daily opening hours.
The word “affordable” means not too expensive. This should take into account the relation/balance between:

– A possible future salary for the person who would work or work more if care services were available
– And the cost of the care service.

Code 4: This code should e.g. be used for:

– Unemployed persons seeking a full-time job
– Persons on maternity leave
– Parents who think that parents themselves should care for their children

Note: the intention of IMPFACIL and NEEDCARE is the identification of (negative) impacts of missing suitable care facilities on the labour market participation. If it is considered to be more appropriate for the national implementation to add a positive code, for instance for respondents who decide to work part-time because of the availability of childcare, this is of course possible. For the transmission to Eurostat these answers should be coded as ‘4’ - Care facilities do not influence decision for labour market participation. Positive codes of this kind might be added to NEEDCARE in the future after a review of the variable in the light of the 2010 ad hoc module results.

Note: the filter of this variable is rather complicated as IMPFACIL is intended to extend the coverage of the core-variable NEEDCARE. Countries using paper questionnaires might merge the core NEEDCARE question with the IMPFACIL question in the ad hoc module part in 2010 in order to facilitate the filtering. This would not introduce a significant break in the NEEDCARE series since there are anyway only very few respondents to NEEDCARE in the countries concerned.

Note: IMPFACIL and NEEDCARE focus on care services. Unpaid help provided by relatives, friends or neighbours is also important or even predominant in some countries, but is not included here as it would be much more difficult to improve this through policy initiatives.

NOWRECHI / COL. 200

Short description
Main reason (linked with childcare) for not working or working part-time.

Filter
Everybody aged 15 to 64 and (NEEDCARE = 1, 3 or IMPFACIL = 1, 3)

Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>No childcare services available</td>
</tr>
<tr>
<td>2</td>
<td>Available childcare services are too expensive</td>
</tr>
<tr>
<td>3</td>
<td>Available childcare services are not of sufficient quality</td>
</tr>
<tr>
<td>4</td>
<td>Other reasons linked with the lack of suitable childcare services</td>
</tr>
<tr>
<td>9</td>
<td>Not applicable (not included in the filter)</td>
</tr>
<tr>
<td>Blank</td>
<td>No answer</td>
</tr>
</tbody>
</table>

Purpose
The aim of NOWRECHI is to know which the main constraints on childcare services are: the lack of childcare services at all, the costs, or the quality. The answer will depend on the situation and the point of view of the person.

**Definition**

Childcare services: 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 / afternoon school services, paid carers. Paid childcare is included. Childcare services subsidised by state/employers are also included.

The main reason is asked for. Even if there is a combination of reasons (e.g. quality not sufficient and cost too high), the person has to choose the main one. If it is impossible to choose, the first code that applies in the order of the list should be recorded.

The main reason should be interpreted as the main current reason. For example, if a mother quit a job because of the lack of childcare services three years ago and if now, she finds it too expensive in relation to the expected salary, then code 2 applies.

**Implementation rule**

– **Code 1:** this code should be used when the care is not available as needed. This means that there is no childcare service for the children in the area (accessible) at all (including: available services are too far away) OR no childcare service available (no place available / full …) OR not enough care service for children who need more time of care (e.g. a child is cared for in the morning but lack of care services in the afternoon) OR the opening hours are in general not convenient. This code should therefore also be used if childcare services are available at normal times, e.g. approximately from 7h00 to 19h00, but 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 weekend or during school holidays.

– **Code 2:** a person who is not working and who might expect a salary which is not high enough compared to the cost of the care should be coded here (the salary can be higher than the cost of the care but not high enough to encourage the person to work).

– **Code 3:** “quality not sufficient” from the person’s point of view includes educational contents not sufficient, too many children and not enough carers, person not confident (does not trust), … Should also be used in case of lack of suitable childcare services for children (up to 14) with special needs.

– **Code 4:** This is a residual category and it applies only when the conditions in the cases 1 - 3 do not apply.

**NOWRECAR / COL. 201**

**Short description**

Main reason (linked with care of other dependants) for not working or working part-time.

**Filter**

Everybody aged 15 to 64 and (NEEDCARE = 2, 3 or IMPFACIL = 2, 3)

**Codes**

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>No care services available</td>
</tr>
<tr>
<td>2</td>
<td>Available care services are too expensive</td>
</tr>
<tr>
<td>3</td>
<td>Available care services are not of sufficient quality</td>
</tr>
</tbody>
</table>
Purpose

The aim of NOWRECAR is to know which the main constraints on care services for dependant persons (ill, disabled and elderly) are: the lack of care services at all, the costs, or the quality. The answer will depend on the situation and the point of view of the person.

Definition

In the term “care services”, paid carers are included. Care services include care services at home and/or care in institution, also including institutions where persons can go only during the day.

The main reason is asked for. Even if there is a combination of reasons (e.g. quality not sufficient and cost too high), the person has to choose the main one. If it is impossible to choose, the first code that applies in the order of the list should be recorded.

The main reason should be interpreted as the main current reason. For example, if the person quit a job because of the lack of care services three years ago and if now, the cost of an external care is too expensive for the person helped OR for her, then code 2 applies.

Implementation rule

– Code 1: this code should be used when the care is not available as needed. This means that there is no care service for the person at all (including: available services are too far away) OR no care service available (no place available / full …) OR not enough care (need of a prolongation of the care service) OR the opening hours are in general not convenient. This code should therefore also be used if care services are available at normal times, e.g. approximately from 7h00 to 19h00, but 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 weekend, during holidays, 24 hours/24 hours.

– Code 2: too expensive for the person helped OR for the person who helps. A person who could expect a salary which is not high enough compared to the cost of the care he/she would have to support should be coded here (the salary can be higher than the cost of the care but not high enough to encourage the person to work).

– Code 3: “quality not sufficient” from the interviewed person’s point of view OR from the helped person’s point of view. Includes persons not confident (do not trust),

– Code 4: This is a residual category and it applies only when the conditions in the cases 1 - 3 do not apply.

<table>
<thead>
<tr>
<th>4</th>
<th>Other reasons linked with the lack of suitable care services</th>
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</thead>
<tbody>
<tr>
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</tbody>
</table>
2. FLEXIBLE WORKING TIME ARRANGEMENTS

VARHOURS / COL. 202

Short description
Variable working hours.

Filter
Everybody aged 15 to 64 and (STAPRO = 3).

Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Fixed start and end of a working day or varying working time as decided by the employer</td>
</tr>
<tr>
<td>2</td>
<td>Flexitime / Working time banking</td>
</tr>
<tr>
<td>3</td>
<td>Daily number of hours fixed, but some flexibility within the day</td>
</tr>
<tr>
<td>4</td>
<td>Determines own work schedule (no formal boundaries at all)</td>
</tr>
<tr>
<td>5</td>
<td>Other</td>
</tr>
<tr>
<td>9</td>
<td>Not applicable (not included in the filter)</td>
</tr>
<tr>
<td>Blank</td>
<td>No answer</td>
</tr>
</tbody>
</table>

Purpose
The variable VARHOURS measures the flexibility of the working time arrangements of employees, which is a key component for the reconciliation between work and family life. What is more, VARHOURS provides the opportunity to build an indicator to monitor the Employment Guidelines regarding the aspect of flexible working time arrangements in the framework of the flexicurity policy\(^1\). VARHOURS is derived from the 2004 ad hoc module variable VARWKHRS, which makes the analysis of developments over time possible as well. The focus of VARHOURS is on the respondent’s view regarding the actual (not contractual) situation.

Definition
The actual variability of working hours should be assessed from the employee’s (and not the employer’s) point of view. For cases where the employee has the possibility to decide the work schedule, the most relevant schemes (according to the 2004 ad hoc module results) are distinguished. The general situation (outside particular periods of urgent work) should be considered.

Persons on maternity leave should give the answer with respect to the job they had before child-birth and to which they will return in the future.

Implementation rule
– Code 1: Fixed start and end are defined as a regular (not necessarily constant) long-term pattern of fixed daily working times without the possibility to start or end the working day later/earlier. All schemes which allow the employer but not the employee to vary the working hours should be coded 1 as well. In particular, shift work should be coded 1, even if the employee can change shifts, as the varying pattern is basically defined by the employer and not the employee. The same applies to annualised hours contracts.

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\(^{1}\) Cp. the proposed indicator 'Total employees who have other working time arrangements than fixed start and end of a working day as a percentage of total employees' discussed in the EMCO Indicators Group.
– Code 2: Flexitime / working time banking is a system of accumulation and settlement of debit and credit hours around a standard number of weekly or monthly working hours. Over a longer period, the average number of working hours is equal to the number of contractually agreed working hours. Working time banking ("horaire à la carte", "Arbeitszeitkonten") should not be interpreted as an arrangement of total autonomy when to start and finish work.

– Code 3: This code covers the concept of staggered working hours, a situation where workers may start earlier and finish later outside a range of hours according to regulation or collective agreement when presence is compulsory. Contrary to flexitime / working time banking there are no account systems of credit and debit hours allowing employees to take time off. The number of hours worked each day is equal to the contractual number. Staggered working allows the normal working hours to be varied to suit an individual’s needs (as long as service needs/requirements are assured), whilst working the daily contracted hours for the post. Banded start/end, for instance working from 10am-6pm rather than 9am-5pm, is one special example of staggered working hours.

This code also includes cases where the daily working hours can be considered as fixed, but in practice some flexibility regarding the daily working hours is given, and it is not controlled whether a person works exactly the daily number of hours. One example of this is work done mainly during office hours because at that time clients have to be served, but outside these hours some flexibility is given.

– Code 4: This code should be used if the employee can define his own work schedule without any formal boundaries.

– Code 5: This is a residual category and it applies only when the patterns described in codes 1 - 4 do not apply. One example is the frequent case of a fixed start of the day with a variable end, i.e. a worker has to work until the work is finished (no other category precisely matches this case). Another example is teachers for whom the teaching hours are defined, whereas the preparation and follow-up working hours can be organised by the teachers themselves. Other individual agreements which do not fit into one of the other categories should also be coded here.

Note: the order of codes reflects the expected frequency of occurrence. The order of increasing flexibility is 1, 3, 2 and 4. The coding should always reflect the maximum flexibility given, e.g. respondents with staggered working hours combined with a system of credit and debit hours should be coded as 2. Countries are of course free to use the order of flexibility in the questionnaires to highlight this.

Note: National Statistical Institutes should adapt the concepts described above further to the national situation if they consider this as necessary to get good results. They should in particular find descriptions of the different types of varying working time arrangements which are easily understandable for the respondents in their country. If certain arrangements listed do not exist in a country, this should be taken into account when designing the questionnaire in order not to confuse respondents.

Note: even if self-employed might face similar problems as employed, it would be too difficult to cover them. Many self-employed might also be annoyed or puzzled by questions on variable working hours.

POSSTEND / COL. 203

Short description
Possible to vary start and/or end of working day for family reasons (at least one hour).
Filter
VARHOURS = 1, 3, 5, blank

Codes

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Generally possible</td>
</tr>
<tr>
<td>2</td>
<td>Rarely possible</td>
</tr>
<tr>
<td>3</td>
<td>Not possible</td>
</tr>
<tr>
<td>9</td>
<td>Not applicable (not included in the filter)</td>
</tr>
<tr>
<td>Blank</td>
<td>No answer</td>
</tr>
</tbody>
</table>

Purpose
The aim of POSSTEND is to evaluate the actual degree of flexibility of the job in terms of reconciliation with family life as a usual and exceptional mean. POSSTEND focuses on the possible variation of the start and/or end of a working day by at least one hour. Together with the information on the general variability of working hours in VARHOURS this should give a complete picture how far the reconciliation is possible in different working time arrangements. As in VARHOURS, it is the respondent’s view/knowledge what matters.

Definition
Formal or informal working arrangements should be taken into account.
“For family reasons” includes also care for children and dependants.
Hours taken off are normally made up later/earlier. But they are not always necessarily compensated in terms of hours done: the fact that the job is done is enough and this should be included.

Note: Persons who answered to VARHOURS that their work schedule can be defined as 'Flexitime / Working time banking' or who 'determine own work schedule' are not asked here as it is assumed that they have the general possibility to vary the start or/and end of a working day, so they can do it in particular for family reasons when they want to. On the other hand, persons who answered that they have some flexibility within a day to VARHOURS (code 3), are included here as this group is heterogeneous and the information surveyed with POSSTEND is required to get more details on their flexibility options.

Implementation rule
– Code 1: the person can generally start later and/or finish earlier for family reasons (outside particular periods of urgent work …).
– Code 2: the person can start later and/or finish earlier for family reasons, but rarely and not generally. This covers cases of emergencies.
– Code 3: the person can not start later and/or finish earlier for family reasons. Respondents for whom this question is not relevant because of their special workplace, e.g. oil-platform workers, should also be coded here.

POSORGWT / COL. 204

Short description
Possible to organise working time in order to take whole days off for family reasons (without using holidays).

Filter
Everybody aged 15 to 64 and (STAPRO = 3)

Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Generally possible</td>
</tr>
<tr>
<td>2</td>
<td>Rarely possible</td>
</tr>
<tr>
<td>3</td>
<td>Not possible</td>
</tr>
<tr>
<td>9</td>
<td>Not applicable (not included in the filter)</td>
</tr>
<tr>
<td>Blank</td>
<td>No answer</td>
</tr>
</tbody>
</table>

Purpose

The aim of POSORGWT is to evaluate the actual degree of flexibility of the job in terms of reconciliation with family life as a usual and exceptional mean. POSORGWT extends the information surveyed through POSSTEND by asking for the possibility to organise the working time in order to take whole days off (without using holidays). Together with the information on the general variability of working hours in VARHOURS this should give a complete picture how far the reconciliation is possible in different working time arrangements. As in VARHOURS, it is the respondent’s view/knowledge what matters.

Definition

Formal or informal working arrangements should be taken into account.

“Organise working time in order to take whole days off”: it includes working time banking with the possibility to take whole days off, persons who have free working time and who can be absent from work for a day without any special arrangement. 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 …).

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

“To take whole days off” means without using holidays.

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

It is not relevant whether the days taken off are paid or unpaid – only the question whether it is possible to take days off is addressed.

Implementation rule

– Code 1: the person 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). Persons who have the general possibility to organise their working time in order to take whole days off should be coded 1 because they can do it in particular for family reasons.

– Code 2: the person can organise the working time in order to take whole days off for family reasons, but rarely and not generally. This covers cases of emergencies.

– Code 3: this code applies to persons who can not organise the working time in order to take whole days off, e.g. teachers.
3. CAREER BREAKS AND USE OF PARENTAL LEAVE RIGHTS

General remarks on the structure of the variables on career breaks and use of parental leave rights

The experience from the 2005 module on the same subject as well as the discussions in the dedicated Task Force on the preparation of the 2010 module showed that the implementation of parental leave in the national law differs significantly across countries. In addition, the whole concept of parental leave proved to be difficult to operationalize and survey in 2005. It would therefore be extremely difficult to get comparable data on career breaks and related issues by using the concept of parental leave only. In order to solve this problem, the following two track approach is taken: the variables REDWORK and STOPWORK should give comparable information on career breaks and reductions of work by covering all kinds of arrangements, whereas the main aim of the variable PARLEAVE is the measurement of the take-up rate of full-time parental leave. The order of the variables in the regulation reflects the concerns with respect to the comparability of PARLEAVE.

As STOPWORK covers all kinds of arrangements including parental leave, there is an overlap with PARLEAVE as regards the full-time parental leave taken. On the other hand, the variables STOPWORK and PARLEAVE could differ e.g. in case of two jobs or if parental leave is not only linked to employment.

Especially in countries where parental leave is linked to employment the variables STOPWORK and PARLEAVE might be combined by filters which reflect the national situation. For persons with only one job it might therefore only be asked whether the arrangement used for stopping work for the duration given was full-time parental leave. In some countries however, parental leave is not always directly linked to employment, and the connection between STOPWORK and PARLEAVE is not that straightforward.

Countries are in general free to find the best way to ask the questions on career breaks and parental leave. As described above, they might combine the questions through filters if this is possible in the national context. They might also reverse the order of the variables/questions, if they think that the variables are easily implementable in this way at national level and that the answers to PARLEAVE do not distort the ones to the following variables REDWORK and STOPWORK. This could even be easier for respondents as it reflects the natural sequence of events for many parents (PARLEAVE, STOPWORK, REDWORK).

For national purposes and against the background of the national situation, countries might also add additional categories in order to get more information than needed at European level. Maternity and paternity leave are excluded from all of the following variables: for REDWORK and STOPWORK it is stated that the reference period is any period of at least one month after the paternity or maternity leave, whereas both kinds of leave are excluded from PARLEAVE by the definition of parental leave.

REDWORK / COL. 205

Short description

Reduced working hours to take care of the youngest child in the household for at least one month (excluding maternity and paternity leave).

Filter

Everybody aged 15 to 64 with at least one own/spouse’s child up to the 8th birthday living in the household and (WSTATOR = 1,2 or (EXISTPR = 1 and REFYEAR-YEARPR <= age of the youngest child +1))
Codes

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Yes</td>
</tr>
<tr>
<td>2</td>
<td>No</td>
</tr>
<tr>
<td>9</td>
<td>Not applicable (not included in the filter)</td>
</tr>
<tr>
<td>Blank</td>
<td>No answer</td>
</tr>
</tbody>
</table>

**Purpose**

The variable REDWORK aims at providing the number of persons who reduced their working time after the birth of the youngest child. The reference period is any period of at least one month after the paternity or maternity leave. It should complete the information from STOPWORK and PARLEAVE as well as from FTPTREAS which delivers such information for the current job in case it is the main reason. All arrangements are covered, in particular both paid and unpaid ones.

**Definition**

One month can also be defined as 4 consecutive weeks.

REDWORK concerns persons who regularly reduced their working time after the birth of the youngest child and

- worked less by taking either one or more full day(s) per week or some hours per day / week off to take care of this child, for at least one month (or are currently doing so) - excluding standard holidays or flexitime systems (balance of overtime)

or

- are still working part-time. They started to do this in order to look after their youngest child in the past and they never went back to a full-time job afterwards.

"Reduction" in this sense excludes reducing the hours worked per week to 0, i.e. not working at all.

**Note**: the age limit 8th birthday corresponds to the one in Council Directive 96/34/EC (cp. the explanations in the notes for the variable PARLEAVE below). WSTATOR = 1, 2 or (EXISTPR = 1 and REFYEAR-YEARPR <= age of the youngest child + 1) restricts the target group to persons currently working or with a previous job after or shortly before the childbirth. In its current form and depending on the concrete age of the child, the filter differs as regards the period before childbirth included, so countries may decide to restrict this further to WSTATOR = 1, 2 or (EXISTPR = 1 and worked after or immediately before the birth of the youngest child). This solution might in particular be easier for the implementation in a paper questionnaire.

**Implementation rule**

– Code 1: All forms of reduction of working hours on a daily or weekly basis are covered (for instance, persons taking every Monday off during two months using a parental leave). Standard holidays or flexitime systems (balance of overtime) are excluded if these are the only arrangements used. The reduction should however be relatively significant and regular, i.e. occur for at least one month (exceptional cases do not need to be surveyed). Arrangements of less than one month duration are not included.

Special cases such as separated parents who alternately spend one week with their child (reducing working hours or not working at all) and work e.g. full-time the next week (when the separated partner cares for the child) should also be coded here in case this corresponds to a reduction of working hours as defined above.
The long reference period (child up to the 8th birthday living in the household) allows covering parental leave rights: replies are therefore not only expected from persons currently working, but also from persons unemployed or inactive who worked in the past.

In case of multiple jobs, the reduction concerns any or all jobs (reduction of working hours in the main or second job only, total interruption of the second job and same patterns for the main job, etc.).

– Code 2: this code should also include the following cases:
  - Persons on maternity or paternity leave,
  - Persons having reduced their working time only using standard holidays or flexitime systems (balance of overtime).

Note: reductions of working time caused by temporary care absence should be included if they can be considered as regular reduction as defined above. It is not relevant whether the care absence is paid or unpaid. The only arrangements which are definitely excluded in REDWORK are those based entirely on standard holidays and flexitime compensation.

**STOPWORK / COL. 206**

**Short description**

Stopped working to take care of the youngest child in the household for at least one month (excluding maternity and paternity leave).

**Filter**

Everybody aged 15 to 64 with at least one own/spouse’s child up to the 8th birthday living in the household and (WSTATOR = 1,2 or (EXISTPR = 1 and REFYEAR-YEARPR <= age of the youngest child +1))

<table>
<thead>
<tr>
<th>Codes</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>No</td>
</tr>
<tr>
<td>2</td>
<td>Yes, stopped working for a completed period of up to 3 months</td>
</tr>
<tr>
<td>3</td>
<td>- more than 3 months and up to 6 months</td>
</tr>
<tr>
<td>4</td>
<td>- more than 6 months and up to 1 year</td>
</tr>
<tr>
<td>5</td>
<td>- more than 1 year</td>
</tr>
<tr>
<td>6</td>
<td>Has not returned to work yet</td>
</tr>
<tr>
<td>9</td>
<td>Not applicable (not included in the filter)</td>
</tr>
<tr>
<td>Blank</td>
<td>No answer</td>
</tr>
</tbody>
</table>

**Purpose**

The variable STOPWORK aims at providing information on career breaks after the birth of the youngest child. The reference period is any period of at least one month after the paternity or maternity leave. It covers all arrangements chosen by the employee, both paid and unpaid. STOPWORK is not restricted to parental leave only (which is the objective of PARLEAVE below) since many other arrangements are possible and respondents do not always know about parental leave provisions. The variable excludes contracts terminated by the employer.

**Definition**

One month can also be defined as 4 consecutive weeks.

STOPWORK concerns persons who changed their working pattern after the birth of the youngest child: they stopped working for at least one month (or are currently doing so) to take
care of this child - excluding standard holidays or flexitime systems (balance of overtime) - and
- returned / intend to return to work afterwards
or
- did not return / do not intend to return to work afterwards.
Persons who left their job (with or without fixed duration) and who stopped working or looking for a job in order to look after the youngest child are included.

Note: for explanations on the filter cp. the variable REDWORK above.

Implementation rule
– Codes 2 to 6: the interruption should be relatively significant, i.e. for at least one month in a block (exceptional cases do not need to be surveyed). Interruptions of less than one month, standard holidays or flexitime systems (balance of overtime) are excluded if these are the only arrangements used. However, the codes 2 to 6 would cover persons who took at least one month, combining arrangements such as e.g. parental leave with standard holidays or flexitime systems (balance of overtime).

In case several interruptions of more than one month exist, in general the length of the longest interruption should be provided as an indicator for the degree of job attachment. However, if the respondent considers the total duration of all spells of this kind as giving a clearer picture of his/her situation, the total duration of all spells can be provided alternatively. This should be an exceptional case and only be used if the respondent is actively expressing his/her doubts whether the length of the longest interruption is an appropriate indicator.

The person may have returned (or intend to return) to work afterwards or not. This includes dismissal or refusal of renewal of a fixed term contract by the employee in order to look after the youngest child (with or without search for another job afterwards). It excludes contracts ended by the employer.

For a person who stopped working to take care of the youngest child for a certain period, but could not find a job again immediately after, only the original period of stopping work should be considered as this is the one linked to the care decision.

The long reference period (child up to the 8th birthday living in the household) allows covering parental leave rights: replies are therefore not only expected from persons currently working, but also from persons unemployed or inactive who worked in the past.

In case of multiple jobs, all jobs would be concerned by the interruption, i.e. the interruption would happen in all jobs (see variable REDWORK for other cases).

The exact duration of the interruption is not asked from persons who have not returned to work yet, as they might not know the termination date of the break yet.
– Code 1: this code should also include the following cases:
- Persons on maternity or paternity leave and persons having taken only maternity/paternity leave,
- Persons having interrupted their work entirely with standard holidays or flexitime systems (balance of overtime).

Note: stopping of work caused by temporary care absence should be included if this happened for at least one month in a block in line with the definitions and clarifications above. It is not relevant whether the care absence is paid or unpaid. The only arrangements which are definitely excluded in STOPWORK if they are the only arrangements used are standard holidays and flexitime compensation.
PARLEAVE / COL. 207

Short description

Full-time parental leave of at least one month taken to care for the youngest child in the household (excluding maternity and paternity leave).

Filter

Everybody aged 15 to 64 with at least one own/spouse’s child up to the 8th birthday living in the household.

Codes

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>No, has not taken full-time parental leave for at least one month</td>
</tr>
<tr>
<td>2</td>
<td>Yes, has taken full-time parental leave for a completed period of:</td>
</tr>
<tr>
<td>3</td>
<td>- up to 3 months</td>
</tr>
<tr>
<td>4</td>
<td>- more than 3 months and up to 6 months</td>
</tr>
<tr>
<td>5</td>
<td>- more than 6 months and up to 1 year</td>
</tr>
<tr>
<td>6</td>
<td>Leave is still ongoing</td>
</tr>
<tr>
<td>9</td>
<td>Not applicable (not included in the filter)</td>
</tr>
<tr>
<td>Blank</td>
<td>No answer</td>
</tr>
</tbody>
</table>

Purpose

The aim of PARLEAVE is to analyse the take-up rate of full-time parental leave to care for children for men and women (Council Directive 96/34/EC of 3.6.1996, OJ L145) as well as the length of the full-time parental leave taken. The variable completes the information on career breaks provided by the variable STOPWORK.

Definition

The definition of Parental leave is based on the minimum requirements stipulated in the Council Directive 96/34/EC:

- The leave is taken in addition to maternity leave or paternity leave to take care of children
- It is available until the age of 8 (i.e. up to the 8th birthday - a child is excluded as soon as he/she is 8) for both natural and adopted children - it excludes leave taken for the care of adults.
- It is a minimum of 3 months in length.
- Depending on Member State/employer, it can be taken full-time/part-time/piecemeal way/time credit system.
- It is an individual right for both parents and thus in principle granted on a non-transferable basis.
- It can be postponed by employers for justifiable reasons.
- Entitlements may be subject to a period of work qualification and/or length of service which shall not exceed one year.
- For workers: at the end of parental leave, workers shall have the right to return to the same job or, if that is not possible, to an equivalent or similar job consistent with their employment contract or employment relationship.
Relevant national leaves are to be selected by each country according to the national definition.

As far as possible, the official national designations for parental leave should be presented to the interviewed person in order to avoid misunderstandings. The publication "Parental Leave in Council of Europe Member States" provides an overview of the legal rights and entitlements regarding parental leave:


Further information can be found in the following documents:

- The directive itself:
- European Commission communication from 2003 on implementation of the directive:
- The expert report on "Reconciliation of work and private life - A comparative review of thirty European countries":
- The legal expert report on the legislation in the field of leaves for family reasons:

As for STOPWORK, only significant periods of full-time parental leave, i.e. for at least one month in a block, are asked for. This should also prevent mix-ups with paternity leave, which lasts in general a few days or weeks only.

**Note:** As the directive stipulates the availability of parental leave until the age of 8, i.e. up to the 8th birthday, all persons aged 15 to 64 with at least one own/spouse's child up to the 8th birthday living in the household are considered.

**Note:** Information on the legal situation regarding parental leave entitlements is in general needed from 2002 (for children with 8th birthday in 2010), even if the “maximum” legal age of children for whom it is allowed to take parental leave might be higher, e.g. parental leave entitlements for adopted children.

**Note:** PARLEAVE differs significantly from STOPWORK, even in countries in which parental leave entitlements are linked to employment only. In case of a respondent with two jobs the person might have taken full-time parental leave in the first/main job, but always worked in the second job a few hours a week. In such a case STOPWORK=1 would deliver the information "never stopped work completely", whereas the answer to PARLEAVE might indicate a long break in the main job.

**Implementation rule**

The focus of PARLEAVE is on full-time parental leave for the youngest child. It might be combined with the variable STOPWORK for persons who are working or who worked after or shortly before the birth of the youngest child (cp the respective filter), but as parental leave entitlements are not in all Member States linked to employment, the filter of PARLEAVE is not restricted to these groups. However, the filter used during the interviews might be restricted to those employed or not employed with work experience (as in STOPWORK) if parental leave is strictly related to employment in a given country. For countries in which parental leave is not restricted to employment a similar approach is recommended: a split into
two questions, namely one targeting the same group as STOPWORK and another one for the remainder of the persons to cover all other cases.

– Code 1: this code applies in particular to persons who never took any parental leave or who took only part-time parental leave. It should also include the following cases:

- Persons who never worked (in countries in which parental leave entitlements are linked to employment),
- Persons on maternity or paternity leave,
- Persons having interrupted their work entirely with standard holidays or flexitime systems (balance of overtime).

– Codes 2 to 6: the duration of the full-time parental leave should be relatively significant, i.e. at least one month in a block. Interruptions of less than one month, standard holidays or flexitime systems (balance of overtime) are excluded if these are the only arrangements used. However, the codes 2 to 6 would cover persons who took at least one month, combining full-time parental leave with other arrangements, e.g. standard holidays or flexitime systems (balance of overtime), as it might be difficult for the respondent to distinguish all different concepts and periods exactly.

In case several parental leave periods of more than one month exist, in general the length of the longest period should be provided in line with the provisions for STOPWORK. However, the total duration of all periods of this kind can be provided if this gives a clearer picture of the situation of the respondent (cp. STOPWORK above). The parental leave take-up rate is not affected by this approach, and the results should be better comparable with STOPWORK as the same criteria are applied.

In case of multiple jobs, the parental leave might concern one job only.

The exact duration of the parental leave is not asked from persons who are still on full-time parental leave, as they might not know the date of its termination yet.