BIS | **Department for Business Innovation & Skills**

THE FOURTH WORK-LIFE BALANCE EMPLOYEE SURVEY TECHNICAL REPORT

Sarah Tipping, Tracy Anderson, Jenny Chanfreau, Clare Tait, Meera Balajaran and Ed Mortimer

JULY 2012

i

About Labour Market Analysis

Labour Market Analysis (LMA) is a multi-disciplinary team of economists, social researchers and statisticians based in the Labour Market Directorate of the Department for Business, Innovation & Skills (BIS).

Our role is to provide the evidence base for good policy making in employment relations, labour market and equality and discrimination at work. We do this through:

- Conducting periodic benchmark surveys

- Commissioning external research reports

- Conducting in-house research and analysis

- Assessing the regulatory impact of new employment laws

- Monitoring and evaluating the impact of government policies

We publicly disseminate the results of this research through the BIS Employment Relations Research Series and other publications. For further details of the team's work, including PDF versions of all our publications, please see our web pages at:

www.bis.gov.uk/policies/employment-matters/research

The main report for the fourth Work-life Balance Employee Survey was published in July 2012 by the Department for Business, Innovation and Skills (BIS) © Crown Copyright 2012

URN 12/P151   ISBN 978-0-85605-769-4

Please contact us at labourmarket.analysis@bis.gsi.gov.uk if you would like to receive regular email updates on our research, new publications and forthcoming events. Enquiries should be addressed to this e-mail address or to:

> Labour Market Analysis Team
> Department for Business, Innovation and Skills
> Level 3, Abbey 2
> 1 Victoria Street,
> London SW1H 0ET

Acknowledgements

Contents

TABLES AND FIGURES

1   Introduction

This report describes the methodology of the fourth Work-life Balance Survey of Employees (WLB4), conducted by telephone between 1st February and 30th March 2011. The study was carried out by NatCen on behalf of the Department for Business, Innovation and Skills. This report is the fourth in a series and benchmarks key policy changes since the 2006 survey including the Work and Families Act 2006, that is the extension of the 'right to request' flexible working to parents of children under the age of 17 (2009) and to co-resident carers (2007).

1.1   Background to survey

In 2000, the Government launched the *Work-Life Balance Campaign*, targeting employers to promote the benefits of flexible working for all employees. Although this campaign was not specifically aimed at parents or carers, the legislation restricted rights to apply for changes in the hours, timing or place of work to those employees with caring responsibilities.

The Department for Education and Employment carried out the first Work-Life Balance Survey (WLB1) in 2000. It was used to assess how far employers operated work-life balance practices and whether employees felt that existing practices met their needs. The first survey was followed up in 2003 by a second survey of employees (WLB2) and by a third in early 2006 (WLB3).

The Employment Act (2002) introduced the right for employees with a child aged five or under (18 or under for disabled children) to request flexible working, with their employer having the duty to consider this request. This 'right to request' was extended in the Work and Families Act (2006) to include employees caring for sick or disabled adult household members (effective from 2007) and parents of children under the age of 17 (effective from 2009). In addition, the statutory rights to leave and pay with the birth or adoption of children were extended.

Since the implementation of changes introduced by the Work and Families Act, there has been little reliable evidence available to assess the impact of some areas of the Act; in particular the right for co-resident carers to request flexible working, as noted in the *Work and Families Act 2006 Evaluation Report* (2010)[1]. The fourth Work-life Balance Survey was designed to provide important data to help fill this gap; to contribute to our understanding of the influence the Act is having on people's working arrangements in terms both of their take up these opportunities and their general awareness of what is available to them in the workplace. The Coalition Government has recently announced its intention to extend the right to request flexible working to all employees. The fourth Work-life Balance Survey will provide baseline figures about the current use of flexible

---

[1] Department for Business, Innovation and Skills (2010) Work and Families Act 2006 Evaluation Report.

working arrangements in Great Britain for any future evaluation of this extension.

1.2   Survey objectives

The main aims of WLB4 were:

- To ascertain the demand for work-life balance practices and employee perceptions of the availability of such practices in their workplace.

- To assess take-up of work-life balance practices including reasons for non-take-up (e.g. impact on job security and promotion).

- To ascertain employees' views on both the benefits and detrimental effects of flexible working.

- To ascertain employees' views on the impact of work-life balance practices, including the impact on employee commitment, and the employment relations' climate.

- To examine entitlements and take-up of paid annual leave and other forms of emergency and parental leave.

- To explore weekly working hours in terms of number of hours worked, paid and unpaid overtime and number of days off.

1.3   Overview of methods

This section gives a brief overview of the methods used to sample, conduct and analyse WLB4.

Sample design

The sample for WLB4 comprised a core sample plus two boost samples. The core sample was designed to be representative of all employees (that is, individuals who were not self employed or proprietors), aged 16 years or over and living in Britain. The two boost samples each covered an employee sub-group of specific interest to BIS, namely: working parents of children aged 0 to 17 years and employees with non-child caring responsibilities.

The survey was conducted using Computer-Assisted Telephone Interviewing (CATI) and administered by interviewers from NatCen's Telephone Unit. A sample of phone numbers was generated using Random Digit Dialling (RDD). Phone numbers were randomly generated and covered all regions across Britain.

The sample was split into core and boost telephone numbers prior to being issued to interviewers. When numbers were flagged as core sample, interviewers were instructed to screen to secure households containing employees aged 16 or over. When numbers were flagged as boost sample, interviewers were instructed to screen to secure household containing employees who were aged 16 or over and were either a carer or a parent.

Questionnaire development

The WLB4 questionnaire was based on that used for WLB3. The questionnaire was modified and a number of new questions were added to allow the specific aims of the 2011 survey to be addressed. The questionnaire was split into the following sections:

- Section A: Background information

- Section B: Hours of work

- Section C: Work-Life Balance Practices and Policies

- Section D: Holidays and Time off work

- Section E: Carers

- Section F: Childcare

- Section G: About your employer

- Section H: About your job

- Section I: About you

The full questionnaire is shown in Appendix A.

New questions were tested using cognitive methods. The Questionnaire Development and Testing Hub (QDT Hub) at NatCen reviewed and cognitively tested 30 questions in September-October 2010 to test how the questions would work with the survey population. These new questions collected information on:

1. identifying employees with significant parental responsibilities;
2. the extent to which employees feel they have control over the hours they work;
3. working arrangements people are on when they make requests to change their working patterns;
4. the outcome of requests to change the way employees work and how employees are informed of initial and appeal decisions;
5. perceptions of equality of opportunity at the workplace to request flexible working;
6. the range of flexible working practices available at the workplace and the impact of colleagues working in this way on the respondent;
7. the need for, and take up, of dependent leave;
8. the need for, and take up, of parental leave;
9. how working fathers arrange leave to attend antenatal appointments; and
10. how working parents manage childcare arrangements for their children.

The findings from the cognitive testing fed into the development of the final WLB4 questionnaire.

The new questionnaire was piloted to provide information on the interview length, consider the flow of the questionnaire, identify areas for improvement in question wording or interviewer instructions and highlight any routing issues. The piloting was carried out after the cognitive testing to allow new questions to be incorporated. Thirty CATI interviews were conducted at this stage by interviewers from NatCen's Telephone Unit.

Fieldwork

Fieldwork was carried out in the 1st February and 30th March of 2011. A total of 65,000 telephone numbers were generated using Random Digit Dialling, 42 per cent of which were screened out because they were invalid or non-residential numbers. A further 30 per cent were connected phone numbers that were never answered (despite a number of contact attempts being made) or where the interviewer was unable to complete the screening questions. Eligibility of households at these numbers could not be established. For the remaining 28 per cent, interviewers were able to make contact and complete the screening questions.

Interviewers conducted 2,767 interviews in total. The final sample sizes were 1,874 for the core sample plus 893 additional boost interviews. These broke down as 280 boost interviews with parents whose youngest child in the household was aged 0-5 years and 320 boost interviews with parents whose youngest child was aged 6-17 years. There were also 290 additional boost interviews with employees with non-childcare caring responsibilities. The boost interviews were combined with similar employees from the core sample during analysis. The combined samples gave 829 carers and 1,373 parents of children aged 0-17 (582 parents whose youngest child was aged 0-5 and 784 parents whose youngest child was aged 6-17. There were seven parents of children whose ages are unknown).

Weights

WLB4 required weights to adjust for differential selection probabilities of individuals within households and non-response to the survey. A set of weights were generated for analysis of the core and boost samples. The aim is to reduce non-response bias resulting from differential non-response to the interview by age, sex, Standard Industry Classification (SIC) and sector. The weights were generated using calibration methods. More details about the weights are given in Section 6.3.

Analysis

The analysis was carried out using SPSS (PASW version 18)[2]. The analysis was based on all fully productive interviews[3] and all analyses applied the appropriate weights to adjust for individual selection and non-response.

---

[2] NatCen uses SPSS version PASW (1200) 18.0 with the following add-on options: Tables Original (1201) 18.0; PASW Regression (1202) 18.00; 1210 (1210) 18.0 and PASW Complex Samples (1211) 18.0.

We advise some caution in conducting trend analysis of WLB4 statistics relative to previous WLB surveys. A number of changes have been made to the survey methodology over the years, which means that testing for statistical significance is difficult. It is therefore difficult confidently to conclude whether any differences observed are genuine or result from these methodological changes. This is discussed further in Section 8.6.

1.4   Structure of report

The remainder of this report is structured as follows:

- Chapter 2 – Sample design and selection
- Chapter 3 – Questionnaire development
- Chapter 4 – Pilot
- Chapter 5 – Fieldwork
- Chapter 6 – Data management and weighting
- Chapter 7 – Analysis methods and standard errors
- Chapter 8 – Data user guide
- Appendices – fieldwork documents, interviewer instructions and derived variables.

---

[3] Using question 'ZPart' as our cut-off point for inclusion in the analysis, there were 14 partial interviews which have not answered up to this question. We do not have the background information about these respondents necessary to include them in the analysis. The remaining 2 partials are included.

2 Sample design and selection

The sample for WLB4 comprised a core sample plus two boost samples. The core sample was designed to be representative of all employees (that is, individuals who were not self employed or proprietors), aged 16 years or over and living in Britain. In addition, the sample was designed to boost two employee sub-groups of specific interest to BIS. These groups are: working parents of children aged 0 to 17 years and employees with non-child caring responsibilities.

2.1 Sample source

The survey was conducted using Computer-Assisted Telephone Interviewing (CATI) and administered by interviewers from NatCen's Telephone Unit. The sample for WLB4 was generated using Random Digit Dialling (RDD). RDD is a cost effective sampling method for surveys administered by telephone. It is the only sampling method that will produce a representative probability sample for telephone surveys where no alternative sample frame exists. RDD samples include non-listed numbers and households that have signed up to the Telephone Preference Service.

As in previous WLB surveys, the RDD sample only covered landline telephone numbers. It did not include numbers belonging to mobile phones. An RDD sample of landlines does not give us complete coverage of the target population as it excludes the 12 per cent[4] of households in the UK that are mobile-only. Further to this, there are some differences in the characteristics of mobile only and other households; younger persons, persons on lower incomes and those in socio-economic groups D and E are more likely to be living in mobile-only households and these differences could be related to the topics of interest.

While it would have been desirable to address this gap in coverage, there were difficulties in extending the RDD sample to cover mobile-only households. These included increased costs, lower hit rates and issues concerning overlap with the landline sample and household selection probabilities. RDD sampling also misses out households with no phone at all, although this is such a tiny proportion of the population (less than 1%) that the impact of this on the survey estimates will be negligible

---

[4] OfCom Consumer Experience Research Report 2009: http://stakeholders.ofcom.org.uk/market-data-research/market-data/consumer-experience-reports/ce09/ See section 3.2.11.

The sample of telephone numbers was designed to be nationally representative of all households with landlines in Britain. NatCen purchased a RDD sample of telephone numbers from Survey Sampling International (SSI). SSI analyses the distribution of directory-listed numbers to create its own unique database of known area codes. Working blocks of 100 numbers are generated, from which efficient and comprehensive RDD samples can be produced. The blocks are the first nine digits of all telephone numbers that have been allocated to telephone companies for land lines (e.g. 01234 5678XX). A random sample of blocks was selected with probability proportional to the known densities of directory-listed numbers within them. A two-digit random number (in the rage 00-99) was then appended to selected blocks. This generates a sample of probable working residential phone numbers that is proportionate to the distribution of working numbers in the population.

The sample is then checked against SSI's data files to remove known business numbers and then 'pinged' (or 'purged') to remove non-working numbers. Each number is called for a fraction of a second – not long enough for the call to register but long enough to enable SSI to establish whether the line is connected or not.

2.2   Sample screening

The RDD sample was split into core and boost telephone numbers prior to being issued to interviewers. The sample contained 65,000 telephone numbers in total. These numbers were randomly allocated to the Core (31,823) and Boost (33,177) samples, ensuring each sub-sample was nationally representative.

Screening in boost households

For telephone numbers flagged as core sample, interviewers were instructed to screen for employees (individuals who were not self employed or proprietors), aged 16 years or over and living in Britain. At each boost telephone number, a set of screening questions were asked to identify the eligible individuals. To be eligible for the boost sample, individuals had to be employees who were aged 16 years or over, living in Britain and who:

- had non-childcare caring responsibilities (adult carers),
- were parents of 0 to 5 year olds, or
- were parents of 6 to 17 year olds.

Screening questions were asked at the beginning of the interview in the order shown in the figure below.

Figure 1 Screening of boost cases

```
┌─────────────────────┐     N    ┌─────────────────────────┐
│    Aged 16+ and     │ ───────▶ │   Not eligible - end    │
│     employee?       │          │       interview         │
└─────────────────────┘          └─────────────────────────┘
          │ Y
          ▼
┌─────────────────────┐     Y    ┌─────────────────────────┐
│    Adult carer?     │ ───────▶ │   Eligible - interview  │
│ (Ask of all boost   │          │                         │
│      cases)         │          └─────────────────────────┘
└─────────────────────┘
          │ N
          ▼
┌─────────────────────┐     Y    ┌─────────────────────────┐
│ Parent of 0-5 year  │ ───────▶ │   Eligible - interview  │
│      old?           │          │                         │
│ (Ask of 71% of boost│          └─────────────────────────┘
│      cases)         │
└─────────────────────┘
          │ N
          ▼
┌─────────────────────┐     Y    ┌─────────────────────────┐
│ Parent of 6-17 year │ ───────▶ │   Eligible - interview  │
│      old?           │          │                         │
│ (Ask of 50% of boost│          └─────────────────────────┘
│      cases)         │
└─────────────────────┘
          │ N
          ▼
┌─────────────────────┐
│  Not eligible - end │
│      interview      │
└─────────────────────┘
```
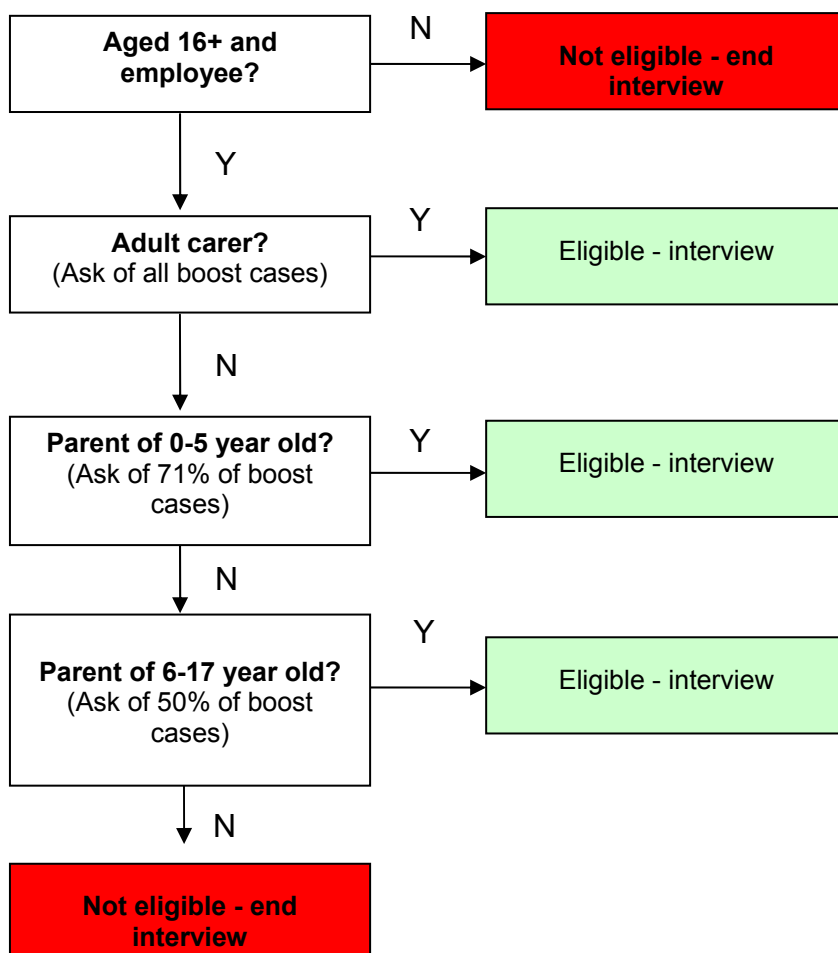
The aim for the boost samples was to achieve additional interviews with 250 employed parents of 0 to 5 year olds, 250 employed parents of 6 to 17 year olds, and 250 employees with non-child caring responsibilities. To achieve this split, and because the prevelance of these three different groups in households is not equal, interviewers were instructed not to screen for all groups at all boost numbers. Instead interviewers were instructed to screen for employees who were adult carers at all boost households (as this was the rarest of the three groups being boosted), and for employee parents at a sub-set of boost cases.

So with 29 per cent of the phone numbers allocated to the boost sample, interviewers screened only for employees who were adult carers. With a further 21 per cent of boost numbers, interviewers screened for employees who were adult carers and employees in households where the youngest children was aged 0-5 years. For the remaining 50 per cent of boost numbers, interviewers screened for employees who were adult carers and employees in households where the youngest children was aged 0-5 or 6-17 years. This is shown in Table 1.

Table 1 Breakdown of boost sample between different screening groups

Groups screened	Proportion of boost sample
Screen for adult carers, households with children aged 0-5 years and households with children aged 6-17 years	50%
Screen for adult carers and households with children aged 0-5 years.	21%
Screen for adult carers only	29%
Total	100%

Where a case was screened in, for example because they were an adult carer, the questions that identified whether the respondent was also a parent of a 0-5 year old or a 6-17 year old were asked as part of the main questionnaire. This allows cases that fall into more than one of the boost groups to be included in any of the applicable sub-groups at the analysis stage.

Selecting eligible individuals within households

For both core and boost households, the interviewers were instructed to identify the number of persons eligible for the survey. If there was more than one person eligible, the interviewer was required to select one person at random. The selection was carried out using the last birthday method; the respondent in the household who has had the most recent birthday and fitted the eligibility criteria was selected for the survey. Birthdays are distributed randomly across months, hence this method allowed one eligible household member to easily be selected at random.

In the previous WLB survey (WLB3), the decision was taken to specifically interview the youngest eligible person in each household with the intention of increasing the number of interviews with people in younger age groups. However, this selection process would have introduced bias into the sample. For example, older people living in households with grown up children will be under-sampled. This means the sub-group of older people in the sample will not be representative of all older people in the population. Likewise, younger people living in households with older adults will be over-represented in the sub-group of younger people. This may be a particular issue where household composition is related to caring responsibilities, for example adults living with, and caring for, older parents. For this reason, the WLB3 selection process was not repeated in WLB4. Changing this aspect of the design has impacted on the ability to make

comparisons between WLB3 and WLB4, but was necessary toremove the introduction of a similar bias into WLB4.

2.3 Estimated numbers for the core and boost samples

This section outlines the sample size estimates produced when designing the core and boost samples. It shows the assumptions and estimates used. The actual number of achieved interviews is given in the section on response rates (Section 5.3).

Core sample sizes

The RDD sample of 65,000 numbers was expected to provide just over 11,000 usable phone numbers, which was expected to produce 2,000 interviews. This estimate assumed that 51 per cent of the contacted households would include individuals eligible for the survey and 35 per cent of the eligible individuals would respond. The response rate assumptions were based on previous RDD surveys conducted by NatCen. Data from the Health Survey for England were used to estimate the proportion of eligible households in the core survey. These figures are set out in Table 2.

Table 2 Estimated sample sizes and response rates for the core sample

	RDD sample	% of usable numbers	% of eligible persons
RDD sample	65000		
Sample issued to NatCen's Telephone Unit (once sample had been 'pinged' to remove non-working numbers)	32043	-	-
Usable phone numbers	11184	100%	-
Eligible persons (16+ and employees)	5714	51%	100%
Achieved Interviews (core)	2000	18%	35%

Source: WLB4 2011

The sample of 65,000 RDD numbers actually provided 8,073 usable numbers for the core sample, lower than anticipated. Of these usable numbers, 4,109 (51 per cent) were households containing individuals who were employees aged 16 years and over and therefore eligible for the survey. This figure matched our estimates exactly. The response amongst eligible individuals was higher than anticipated; 1,874 individuals responded to the core survey; 46 per cent of those identified in eligible households.

10

Boost sample sizes

The sample sizes for three key populations of interest were boosted. These
were:

- Employees with non-childcare caring responsibilities (adult carers);
- Employed parents of 0 to 5 year olds; and
- Employed parents of 6 to 17 year olds.

The aim was to achieve 250 interviews with each of these key groups. Table 3
summarises the issued sample sizes with the *estimated* achieved interviews in
the core sample and boost groups. The actual number of achieved boost
interviews was 290 for employees who were carers, 280 for parents of children
aged 0 to 5 and 320 for parents of children aged 6 to 17. This is outlined further
in Section 5.3.

Table 3 Estimated sample sizes and response rates for the boost samples

	RDD sample	% of usable numbers	% of households with employees 16+	% of eligible persons	Response Rate
Sample issued to NatCen's telephone unit	32986	-	-	-	
Usable phone numbers	11513	100%	-	-	
Eligible persons (16+ and employees)	5882	51%	-	-	
Eligible persons (boost - as for core but also adult carers)	714	6%	12.1%	100%	
Eligible persons (boost - as for core but also employees w youngest child age 0-5 yrs)	1008	9%	17.1%	100%	
Eligible persons (boost - as for core but also employees w youngest child aged 6-17 yrs)	1415	12%	24.0%	100%	
Achieved Interviews (boost - adult carers)	250	2%	-	35%	35%

Achieved Interviews (boost - employees w youngest child aged 0-5 yrs)	250	2%	-	35%
Achieved Interviews (boost - employees w youngest child aged 6-17 yrs)	250	2%	-	35%

Source: WLB4 2011

Table 4 summarises the estimated number of achieved interviews for the boost and code.

Table 4 Estimated number of achieved interviews

	Boost interviews	Core interviews	Minimum Total interviews
Adult carers	250	243	493
Employees with youngest children aged 0-5 yrs	250	343	593
Employees with youngest children aged 6-17 yrs	250	481	731
Employees with youngest children aged 0-17 yrs	500	824	1,324

These calculations are based upon an estimated 35 per cent response rate for both the core and boost samples (35% of those eligible). Other figures used in the sample size estimates are given in Table 5. The estimated proportion of employees who are carers was taken from the 2009-10 Survey of Carers in Households. Figures for employees with children were taken from the Health Survey for England 2009 and are based upon the age of the youngest child in the household.

Table 5 Figures used in sample size estimates

Figure	Estimate
Households with a member 16+ who is an employee	51.1%
Employees who are adult carers	12.1%

Households with employees with youngest child 0-5yrs   17.1%

Households with employees with youngest child 6-17yrs   24.0%

Households with employees with youngest child 0-17yrs   41.2%

3 Questionnaire development

The questionnaire comprised several sections and incorporated questions from previous waves of the study as well as new questions. New questions were developed using cognitive interviewing.

3.1 Overview of questionnaire content

The main sections of the questionnaire were:

Section	Coverage of questions
Respondent selection	Checking that the number is for a residential address and that at least one person is eligible and, if necessary, selecting one eligible individual using the "most recent birthday" rule
Boost screening questions	Additional screening questions for the boost to identify individuals in the key groups of interest
Section A: Additional background information	Numbers and ages of children cared for by the respondent and living arrangements of the children
Section B: Hours of work	Respondent's working hours including overtime and on-call arrangements
Section C: Work-life balance practices and policies	Awareness of law, experience of flexible work practices and requesting flexible working
Section D: Holidays and time off work	Time off to care for family and taking holiday
Section E: Carers	Respondents' caring responsibilities
Section F: Childcare	Childcare support provided by the respondent's employer
Section G: About your employer	Details of the respondent's employer
Section H: About your job	Details of the respondent's role at work

Section I: About you	Demographic information on the respondent (age, marital status, qualifications, disability, health, ethnicity, religion, income)
Recontact questions	Name, address and e-mail address for respondents willing to be contacted again.

The NatCen research team used cognitive interviewing to test new questions where needed. Section 3.2 covers this process in greater detail.

3.2   Development of new questions and cognitive testing

The Questionnaire Development and Testing Hub (QDT Hub) at NatCen was asked to review and cognitively test 30 questions during September and October 2010 and to present the findings with recommendations.

The questions tested collected information on:

1. Identifying employees with significant parental responsibilities;
2. the extent employees feel they have control over the hours they work;
3. working arrangements people are on when they make requests to change their working patterns;
4. the outcome of requests to change the way employees work and how employees are informed of initial and appeal decisions;
5. perceptions of equality of opportunity at the workplace to request flexible working;
6. the range of flexible working practices available at the workplace and the impact of colleagues working in this way on the respondent;
7. the need and take up of dependent leave;
8. the need and take up of parental leave;
9. how working fathers arrange leave to attend antenatal appointments; and
10. how working parents manage child care arrangements for their children.

Cognitive Methods

The primary objective of the cognitive testing was to test how the questions worked with the survey population. The cognitive interviews use methods derived from cognitive psychology that enable researchers to examine in detail the question and answer processes. This form of testing helps to identify problems with questions and illuminate possible solutions to these issues. Regardless of the intended mode of administration, it has been common practice to pre-test questions, using cognitive interviewing methods, in face-to-face settings. This method strongly relies on the rapport between the interviewer and the respondent, and on the non-verbal cues from the respondent which may signify problems with the survey question and/or the response process. As the questions were to be administered in a CATI survey, we were aware that the face-to-face cognitive interviews would result in the questions being tested in a setting different from the final mode in which they were to be administered.

The project was therefore designed to combine the advantages of testing the questions in the actual mode they were to be administered with the added advantages of face-to-face probing. For this purpose, the questions were asked over the telephone similar to the main stage CATI survey (thereby adopting 'Mode Mimicking' as discussed by Beatty & Schecter 1994) and then retrospectively probed face-to-face. Interviewers administered the test questions over the telephone in another room (from mobile phone to landline or mobile phone). By replicating the survey conditions as close as possible, we were able to obtain evidence of whether the questions worked as intended.

Interviewers were briefed and debriefed on the study at a whole day face-to-face meeting.

Sample and Recruitment

Cognitive interviews are qualitative in nature so the samples are purposive and are designed to reflect the range and diversity of the population of interest, rather than to be statistically representative. Quotas were used to ensure we recruited sufficient numbers of different types of working parents and employees with adult caring responsibilities to test the questions.

Twenty face-to-face interviews were conducted with employees. Interviewers carried out their own recruitment using their own contacts and snow balling techniques5. All possible respondents were screened in using a standardised recruitment protocol once consent had been gained. Interviews took place in:

- North London;
- Manchester and the surrounding areas; and
- York and the surrounding areas.

Table 6 below shows the characteristics of the respondents who took part in the interviews.

Interviews lasted approximately one hour and were digitally recorded with the respondent's consent. Three of NatCen's experienced cognitive interviewers carried out the interviews. The interviews were arranged at a time and place convenient for the respondent for example, in respondents' homes. Respondents were given £20 high street voucher as a thank you for their participation.

---

5 Snowballing or chain sampling is used to describe a technique which involves people who have already been interviewed to identify other people they may know who fit the selection criteria (Ritchie and Lewis, 2003)

Table 6 Characteristics the respondents who took part in the interviews

	Characteristics	Number
Gender	Male	7
	Female	13
Age of Respondent	18-24	2
	25-59	18
	60 or over	0
Number of employees who work at the R's workplace	Just the respondent	1
	Between 2 -49 employees,	10
	Between 50-99 employees	3
	100 or more	6
Has a child aged 5 years of less	Working mother	4
	Working father	5
Youngest child aged between 6-18	Working parent	6
Working person with adult dependent responsibilities	Caring responsibilities for a relative or someone they live with who is aged 19 or above	2
Other employees		3
Type of working pattern	Full time	11
	Part time	9
Occupation type	Routine occupation	7
	Skilled Trades/Semi Professional	9
	Professionals	4

17

Analysis and reporting

After each interview, the interviewers made detailed notes on their cognitive interview, based on the interview recording. These notes were managed in Framework[6], which organised the notes in a matrix which allowed content analysis to be carried out between and within cases to explore the full range of problems with each test question. A detailed report was produced which presented the findings and recommendations from the question review and cognitive testing which could inform the pilot.

The main recommendations from the cognitive testing are presented below, with wording changes shown in red font.

Question Tested	Proposed change
SECTION A: ADDITIONAL BACKGROUND INFORMATION	
Q5 (1aRev) Do you have a child/children living with you as part of your family who is/are under 18? 1. Yes 2. No	• Consider adding a sentence at the end of the question to remind respondents to think of '**all'** the children they live with which they have significant parental responsibilities. For example: Please include biological, step, foster, or adopted children
Q6 (1bRev) May I just check, do you have any other children of your own, who do not live with you but for whom you look after or care for? 1. Yes 2. No	• At Q6 (1bRev) change the sentence order, so 'who do not live with you' is the last thing heard and also consider adding an age reference. E.g. May I just check, do you have any other children of your own, aged 18 or under for whom you look after or care for, but do not live with you?
SECTION B: HOURS OF WORK	
Q10 (13New) Using a scale of 1 to 10, where 1 means no control at all, and 10 means a high degree of control, how would you rate the control you have over	• The current question formulation is problematic. Depending on the measurement aims and data requirements, consider amending the

---

[6] This is an analytic tool developed by the former Qualitative Research Unit at NatCen.

how many hours you usually work in a week? 1 2 3 4 5 6 7 8 9 10	wording of the question or dropping it. We would also suggest replacing the 10 point scale with the answer categories suggested below. E.g. How much control, if any, do you feel you have over the number of hours you work each week, excluding any paid overtime? Would you say you have a lot, some, a little or no control? • In addition if there is an interest to look at control over when you work, this will need to be asked as a separate question. • Two separate questions are needed to look at control in reference to how many hours are worked and when you work.
SECTION C: WORK-LIFE BALANCE PRACTICES AND POLICY	
Q11 Since starting your new job, or in the last 2 years, have you approached your current employer to make a request to change how you regularly work for a sustained period of time? 1. Yes **ASK Q12** 2. No GO TO Q17	If there is scope to amend the wording of this question, consider clarifying the meaning of 'sustained period of time' in the question, for example 'for at least x weeks/months'.
{Ask if Q11=Yes} Q12 (10New) When you made this request, what were your working arrangements? Were you READ OUT CODE ALL THAT APPLY 1.Working full time, 2.Working part time,	• Consider retaining the question with slight changes to the wording of code seven to explain compressed hours such as 'this means working full-time hours over a fewer number of days'. • Consider providing definition of working arrangements on an information screen for interviewers to read.

3.Job-sharing, GO TO Q14 4.Working flexitime, 5.Working term time only, 6.Working from home, 7.On a compressed working week, or 8.on another work arrangement? GO TO Q13 9.(Spontaneous) Can't remember/Don't know GO TO Q14	
{If Q12=8 'another working arrangement'} **Q13** What was the arrangement? OPEN	• Consider retaining this question without modifications.
{If Q12=1 to 8} Q14 (4Rev) Which of the following best describes the outcome of your request to change the way in which you worked? Was it …READ OUT SINGLE CODE… 1.…accepted, 2.Accepted after negotiation or compromise, ASK 15 3.Accepted after appeal, 4.Declined, 5.Declined after appeal, or are you 6. Awaiting the outcome or decision? GO TO Q17	• Consider retaining the question without modifications

{IF Q14=1-5} Q15 (5Rev) Thinking only about the initial decision, how were you informed of this decision? Were you informed by…READ OUT MULTI CODE... 1.Letter or form, 2.Email 3.Face to face meeting or discussion, 4.Telephone, or 5.In some other way? 6.(SPONTANEOUS) don't know {If Q14=3 or 5 } Q16 (6Rev) And how were you informed of the outcome of the appeal? Were you informed by…READ OUT MULTI CODE... (Same answer options as above)	• To measure whether the statutory obligation is being met, consider amending the wording for Q15 and Q16. • Q15 to: Thinking only about this decision/ the initial decision please tell me if you were informed of this decision in any of the following ways. Were you informed by…READ OUT and MULITICODE. • Q16 to: And were you informed of the outcome of the appeal in any of the following ways? Were you informed by …READ OUT and MULITICODE.

Equal opportunities to request flexible working	

{ASK ALL} Q17 (2Rev) Thinking about your workplace, does your employer treat all employees the same or does your employer prioritise some employees over others when considering requests to work flexibly? INTERVIEWER CODE 1.Treats all employees the same	• Consider adding an introduction to introduce section • Consider simplifying the question e.g. Thinking about requests to **work flexibly** at your **workplace**, does your employer prioritise some employees over others or particularly provide support to some employees when these requests are made? Prompt: Requests to work flexibly

GO TO Q19 2.Prioritises some employees over others ASK Q19 3.Don't Know GO TO Q19	
{If Q17=2} Q18 (3Rev) Which groups of employees or types of employees does your employer prioritise when considering requests to work flexibly in your workplace? ….[Who else]…? OPEN	• Consider retaining Q18 without modifications.
{ASK ALL} Q19 (NATCENNEW) Are any of the following working arrangements available at your workplace? RUNNING PROMPT, INTERVIEWER MULTICODE… 1. Part time working ? 2. Job-share ? 3. Flexitime ? GO TO Q21 4. Work only during school term time ? 5. Work from home regularly? 6. A compressed working week? or GO TO Q21 7. Annualised week 8. Another type of work arrangement? ASK Q20 9. (Spontaneous) Don't know	• Consider retaining the current c12 which has Yes, No with the addition of don't know options for each code. This will capture respondents who do not know if an arrangement is provided and also respondents who do not understand the working arrangement. However, providing an explanation when the answer code is read out will help minimise do not know being used the second way.

GO TO Q23 10. NONE OF THESE GO TO Q23	
{If Q19=8} Q20 What [is this] [are these] arrangement(s)? OPEN	• c12 does not include an answer code 'another type of working arrangement' which was used in Q19 as code 8. The evidence suggests that there are no working arrangements missed at Q19 and that a follow up question like the question used in Q20 is unnecessary.
{If Q19=1-7} **Q21** (9Rev) Do any of your colleagues or those you work with most of the time, work [this][these] arrangement(s)? 1. Yes **ASK Q22** 2. No GO TO Q23INTRO	• We understand that the policy aim of this question is for respondents to think about colleagues that they usually work with both within and outside their current workplace. Therefore the unit of analysis of this question is not the workplace. • To assist respondents to think of colleagues they usually work with. Consider amending the question wording to: Do any of the people you usually work with, work part-time? To assist respondents to think of colleagues they usually work with.
{If Q21=1} **Q22** (10Rev) What if any, is the impact on you of your colleagues working in this way/ these ways? OPEN _____	• Respondents have tended to answer this question just thinking about negative impacts. • To assist this question to achieve its measurement aims of measuring positive and negative affects, consider changing the administration of this question so interviewers are instructed to probe for [what else] so they obtain more than the first response to this question. • Consider replacing impact with affect and place in bold '**on you**' so interviewers

	stress this personal reference when the question is read out.
SECTION D: HOLIDAYS AND TIME OFF WORK	
Parental leave	
Q23 INTRO: I would now like to ask you about time off work *{ASK ALL}* Q23 (7Rev) Over the last 12 months have you needed to take time off at short notice to deal with an illness, problem or situation involving a dependent, for example a child or another family member? 1. Yes **ASK Q24** 2. No GO TO Q25	• Need to provide a better introduction to this section also break down the question. For example: • By law employees are entitled to take leave at short notice to look after or address **any** situation regarding a dependent such as a child, partner or parent. In the last 12 months or with your current employer have you taken leave under these circumstances? • 1 Yes 2 No {If Q23=2 (No)} And have you **needed to** take leave under these circumstances in the last 12 months or with your current employer?
{If Q23=1} Q24 (8Rev) And how much time have you taken off at short notice on this/these occasions in the last 12 months? INTERVIEWER ENTER TIME IN DAYS (Spontaneous) Don't know	• Consider retaining this question with amendments. • E.g. {If Q23 to the suggested wording above=1 (Yes)} And how many full days or half days have you taken off at short notice for these reasons in the last 12 months. Please only think about the actual work time that has been affected. INTERVIEWER ENTER TIME IN DAYS
{If Q25=1} Q26 (d08) By law parents are entitled to take unpaid leave of up to 13 weeks to look after their child within the first 5 years following the birth. This is called parental leave. In the last 12 months or	• If it is possible to amend Q26 (d08) consider amending this slightly to: By law parents are entitled to **unpaid leave** of up to 13 weeks to look after their child **within the first 5 years following birth**. This is known as parental leave, this is

with your current employer, have you taken parental leave? 1. Yes ASK Q27 2. No GO TO Q28	different from maternity or paternity leave which is paid leave. In the last 12 months or with your current employer have you taken parental leave?
{If Q26=1 TAKEN PARENTAL LEAVE} Q27 (11New) How many weeks of parental leave have you taken in the last 12 months? ENTER WEEKS:_____	• Consider amending to: How many days of parental leave have you taken in the last 12 months?
{If Q26=2 NOT TAKEN PARENTAL LEAVE} Q28 (NEW) In the last 12 months/With your current employer have you needed to take parental leave? 1. Yes ASK Q29 2. No	Consider amending the question for respondents to think of parental leave and whether they have needed to take parental leave, for example: Have you **needed to take** unpaid parental leave in the last 12 months/With your current employer? Please remember this is unpaid leave to look after **children aged 5 years or younger**.
{If Q28=2} Q29 (12New) Why have you not taken parental leave in the last 12 months? Is it because … RUNNING PROMPT, INTERVIEWER CODES ALL THAT APPLIES…. 1.You are not aware you are entitled to this? 2.Your job doesn't allow it? 3.You are worried about asking your employer for this leave? 4.You have too much work to do? 5.You are concerned about the workload	• Consider retaining the question as worded but provide direction to the interviewer to stress parental leave.

of your colleagues?	
6.You are concerned about the impact on your career?	
7.You are concerned about job security?	
8.You already work flexibly?	
9.You couldn't afford to?	
10.Some other reason?	
11. (Spontaneous) Don't know	
Fathers attending antenatal appointments	
Q30 (New) Thinking about your [child/youngest child], did you take any time off work to attend antenatal appointments? Please also include scans or mid wife appointments. 1. Yes ASK Q31 2. No 3. (SPONTANEOUS) No, I'm not the biological father of this child	• Consider asking this question to fathers who have a child aged 5 years or younger. • Consider retaining the question with a slight modification e.g. Thinking about your [child/youngest child], did you take any time off work to attend antenatal appointments? Please also include scans, mid wife appointments or nurse visits related to your partner's pregnancy.
{If Q30=1} Q31 (1New) And how many appointments did you attend? Number of appointments: _____	• Consider asking this question without modification to fathers who have a child aged 5 years or younger only.
Q32 (2NEW) And how did you take time off to attend antenatal appointments? Did you take any of it as…RUNNING PROMPT CODE ALL THAT APPLIES…	• If the policy interest is to have a question which provides an impression of how leave is managed, then this question can achieve this aim, if asked of fathers with

1)Annual leave? 2)Paid time off in addition to annual leave but not as paternity leave? or 3)Unpaid leave? 4)(Spontaneous) Paternity leave 5)(Spontaneous) other type of time off 6)(Spontaneous) Don't know	children aged 5 years or younger. • We would recommend that a code be added such as flexi time/made up the time. Also, that code 2 is simplified to discretionary paid leave. • If the question is needed to provide an exact measure of leave arrangements, this is not possible because respondents do not have this information (even fathers of children aged 5 years or younger). In which case we would recommend that this question is not asked.
Q33 (NewF) Thinking about your [child/youngest child], did your partner take any time off work to attend antenatal appointments? Please also include scans or mid wife appointments. 1. Yes ASK Q34 2. No 3. (Spontaneous) No partner at the time 4. (Spontaneous) No biological father	• The follow up proxy questions (Q341NEWF) and Q35(2NEWF) have not worked well and as we recommend that these two questions are not asked in the main stage, we would also suggest that this question (Q33) is also dropped from the survey.
{If Q33=1} Q34 (1NewF) And how many appointments did your partner attend? Number of appointments Q35 (2NEWF) And how did your partner take time off to attend antenatal appointments? Did they take any of it as…RUNNING PROMPT CODE ALL THAT APPLIES…	• This question is too difficult for respondents. We would advise that both these questions are not asked in the survey.

1)Annual leave? 2)Paid time off in addition to annual leave but not as paternity leave? or 3)Unpaid leave? 4)(Spontaneous) Paternity leave 5)(Spontaneous) other type of time off	
SECTION E: CHILD CARE	
{ASK ALL PARENTS WITH A CHILD UNDER 18} Q36 (6New and 7New) In the last 12 months which of the following childcare arrangements have you used the most to support your working hours? RUNNING PROMPT 1. Paid childcare such as a nursery, child minder or after school club?, or 2. Unpaid childcare, such as relatives, friends, or neighbours?, or ASK Q37 3. An equal amount of paid and unpaid child care? Or 4. Not applicable, my child/ren looks after themselves	• Consider amending the question wording: In the last 12 months which of the following childcare arrangements have you used **the most** to support you & your partner's **working hours**? • Consider amending code 2 to 'Unpaid childcare such as a partner, relatives and friends'. • Consider providing an interviewer instruction. Informing the interviewer to use code 1 when respondents describe a child care arrangement such as a nursery that is free because the fees are paid by someone else or another institution, such as the State.
Q37 (8New) And thinking back over the past 12 months, to what extent did your childcare arrangements meet your needs in terms of combining parenting and	• Consider retaining this question with slight modifications indicated: And thinking back over the past 12 months, to what extent did this childcare meet **your needs** in terms of **combining**

employment? INTERVIEWER: IF NECESSARY REMIND RESPONDENT WHAT THEY USED Did they meet your needs… READ OUT 1.All of the time 2.Most of the time 3.Some of the time 4.A little of the time 5.None of the time?	**parenting and employment**?
Q38. (9New) Which, if any, of the following childcare support are provided by your current employer? READ OUT. CODE ALL THAT APPLY… 1. Child care such as crèche or playgroup located at your workplace 2. Subsidised childcare places but not located at your workplace 3. Other financial help with childcare such as child credits or loans 4. Help with childcare arrangements during school holidays 5. Some other childcare arrangements, or ASK Q39 6. None are provided?	• Consider reminding respondents in the question itself to include all childcare support provided by their employer, and not just the childcare used. • Consider rephrasing answer options 2 & 3 to clarify the difference between 'subsidised childcare' & 'other financial help'. (9New) Which if any, of the following childcare support is provided by your current employer? Please include all childcare support your employer provides whether you use it or not. • Code 2: Subsidised childcare such as crèche or playgroup but **not** located at your workplace Code 3: Financial help with childcare such as childcare vouchers or loans

(If code 1-4 or 6 were selected respondents were routed to Q40)	
{Ask if Q38=5} Q39 (9bNew). What are these arrangements? OPEN	• Retain Q39 (Q9bNew) as worded
Work days disrupted by illnesses	
{ASK ALL PARENTS WITH A CHILD UNDER 18} Q40 (3New) In the last 12 months approximately how many working days have been disrupted by child(ren)'s illnesses such as flu, chicken pox and other illnesses necessitating special arrangements to be made with work or with childcare? 0. None GO TO Q42 RECORD NUMBER HALF AND WHOLE DAYS : ASK Q41	• This question was too difficult for respondents. We would advise that this question is not asked.
{If Q40>0} Q41 (4New) Thinking about this, what did you do when your working day(s) was/were disrupted because your child was/children were ill? RUNNING PROMPT INTERVIEWER CODE ALL THAT APPLIES	We would advise BIS to consider whether there is any value in retaining Q41 if Q40 is dropped. If Q41 is retained then it would require an amendment and the following changes. ***ASK ALL PARENTS WITH A CHILD UNDER 18}*** ***Q40** During the past 12 months have your working days been disrupted because your*

1. I arranged for my partner or ex partner to look after my child/children ?

2. I arranged for my parents or partner's parents to look after my child/children?

3. I arranged for another relative to look after my child/children?

4. I arranged for a friend/neighbour to help?

5. I took paid annual leave?

6. I took some other type of paid leave?

7. I used 'time off for dependents'?

8. I worked flexibly to make up the time (includes working from home)?

9. I arranged for alternative paid childcare?

10. I took sick leave myself?

11. Other arrangement?

12. My child looked after themselves?

child(ren) was/were too ill to attend or remain at school or their usual childcare?

Yes No

If Q40=yes

Q41 (4New) Thinking about the past 12 months, what did you do when your working day(s) was/were disrupted because your **child was/children** were ill?

Amend code 7 to: I used 'time off for dependents' to look after my children?

Amend code 10 to: I took sick leave myself to be able to stay at home to look after my child?

4 Pilot

Following the completion of the cognitive testing stage, NatCen carried out a pilot survey. Interviewers in the NatCen Telephone Unit (TU) conducted the pilot using Computer-Assisted Telephone Interviewing (CATI).

The pilot survey enabled the research team to:

- test the incorporation of new questions into the questionnaire;
- obtain information on the likely interview length;
- consider the flow of the questionnaire;
- identify any areas for improvement in question wording;
- identify any areas for improvement in interviewer instructions; and
- highlight any routing issues in the questionnaire.

4.1 Interviewer training and instructions

Before the start of pilot fieldwork, all interviewers and their supervisor attended a face-to-face briefing delivered by the research team. The project instructions for the pilot have not been included here. The project instructions for the main stage were based on the pilot instructions but refined and updated. These have been included as an Appendix (see Appendix B).

4.2 Fieldwork period

Pilot fieldwork took place between 9 and 16 December 2010. During the fieldwork period, all interviewers completed a feedback form and, after the end of fieldwork, attended a debrief session with the research team.

4.3 Response rates

Six hundred telephone numbers were issued to interviewers. Of these, 535 were covered (successfully contacted) by interviewers and 510 were ineligible for the survey or it was not possible to establish eligibility (either because the person called refused to give the information or because the interviewer was unable to make contact with anyone on the telephone number).

From the 90 eligible numbers, NatCen interviewers achieved 30 productive interviews with a selected person at the household: a response rate of 33%. Table 7 summarises the outcomes from the pilot interviewing.

Table 7 Pilot summary response

	Number	Percent	
Issued	**600**		
Covered	**535**		
		% of issued	*% covered*
Ineligible and Unknown Eligibility	**510**	**85**	**95**
- Non-residential	17	3	3
- Invalid number	207	35	39
- Ineligible household	66	11	12
- Unknown eligibility	220	37	41
: contact made	*137*	*23*	*26*
: no contact made	*83*	*14*	*16*
Eligible households	**90**	**15**	
		% of Eligible	
- Productive interviews	30	33	
- Refusal	27	30	
- No contact with selected respondent	20	22	
- Other unproductive	13	14	

Source: WLB4 Pilot 2011

The proportion of usable numbers which were known to be eligible was lower than expected (24 per cent vs 51 per cent). This was partly due to the short pilot fieldwork period, which restricted the amount of time interviewers had to work on the sample, and also to the higher than expected proportion of usable numbers. The other proportions of issued numbers which were known to be eligible and the proportion of eligible households that go on to produce an achieved interview were in line with the estimates in the proposal.

4.4 Interview length

Interview lengths in the pilot ranged from 15 to 36 minutes with a median length of 21 minutes. Table 8 shows a more detailed breakdown.

Table 8 Interview length (in minutes)

	Count	Median	Mean	Minimum	Maximum
All productive cases	30	21	21.7	15	36
- with child/children	15	22	22.1	16	36
- used flexible working in last 12 months	24	21	22.0	15	36

Source: WLB4 Pilot 2011

There was little difference between the interview lengths for respondents from households containing one or more children and those from households with no children. Nor was there any significant difference in interview length between respondents

The pilot interviews demonstrated that the questionnaire was about the right length and that no changes were needed to achieve the desired length.

4.5   Feedback from the pilot

The tables in the subsections that follow set out the recommendations for changes made by interviewers, NatCen researchers and members of the BIS team.

Feedback and recommendations on introducing the survey

Question	Recommendation
{Ask if first call / no respondent selected} **SIntro** Good morning/afternoon/evening. My name is... and I am calling from the National Centre of Social Research. We are conducting an important study on behalf of the Department for Business Innovation and Skills about the balance between work and home life and I am hoping you can answer some questions for us. I can reassure you that all your answers will be treated in the strictest confidence in accordance with the Data Protection Act. ADD IF NECESSARY: The interview should take about 20 minutes. ADD IF NECESSARY: Your telephone	Interviewers suggested that the initial introduction was too wordy and it was better to have a short introduction that mentioned that there are a few screening questions. Referring to work-life balance specifically would be a better 'hook'. Add a note for the interviewer to speak to a responsible adult/young person in the household. *Recommendation:* {Ask if first call / no respondent selected} **SIntro** Good morning/afternoon/evening. My name is... and I am calling from the National

number was randomly generated using a computer program. ADD IF NECESSARY: The National Centre for Social Research is an independent research institute. ADD IF NECESSARY: Personal details will only be known by the National Centre of Social Research and will not be passed to other organisation including the Department for Business Innovation and Skills without your permission. 1. Continue 2. Refused Hard Check {If SIntro = refused}: Please code out in nonresponse block	Centre of Social Research. We are conducting an important study on behalf of the Department for Business Innovation and Skills about work-life balance. Can I ask you a few screening questions to confirm your eligibility? This will only take a few minutes? 1. Continue 2. Refused Hard Check {If SIntro = refused}: Please code out in non-response block INTERVIEWER: TRY TO SPEAK TO AN ADULT OR RESPONSIBLE YOUNG ADULT IN THE HOUSEHOLD. ADD IF NECESSARY: Your telephone number was randomly generated using a computer program. ADD IF NECESSARY: The National Centre for Social Research is an independent research institute. ADD IF NECESSARY: Personal details will only be known by the National Centre of Social Research and will not be passed to other organisation including the Department for Business Innovation and Skills without your permission. ADD IF NECESSARY: If you would like more information about this study you can go to the following website www.natcen.ac.uk/study/WLB or call 0800 652 9294.
Cdealt **CRequest** **Chow** **CTell** **CTellA** **DHComYs** **SOrg**	If 'other' selected at these questions. Add a follow-up question to record the other answer.

ZRel	

Feedback and recommendations on, respondent selection and screening

Question	Recommendation
{Ask if returning call and respondent selected} {Ask if Sname or SIntname = response} **SSpkRsp** INTERVIEWER, THE SELECTED RESPONDENT IS: READ OUT IF NECESSARY OTHERWISE CONTINUE Good morning/afternoon/evening. My name is ... and I am calling from the National Centre of Social Research. Could I speak to [insert respondent name] please? ADD IF NECESSARY: We are conducting an important study on behalf of the Department for Business Innovation and Skills about the balance between work and home life and I am hoping you can answer some questions for us. I can reassure you that all answers will be treated in the strictest confidence in accordance with the Data Protection Act. ADD IF NECESSARY: The interview should take about 20 minutes. ADD IF NECESSARY: Your telephone number was randomly generated using a computer program. ADD IF NECESSARY: The National Centre for Social Research is an independent research institute. ADD IF NECESSARY: Personal details will only be known by the National Centre of Social Research and will not be passed to other organisation including the Department for Business Innovation and Skills without	Change introduction for selected respondent to encompass changes made at Sintro. {Ask if returning call and respondent selected} {Ask if Sname or SIntname = response} **SSpkRsp** INTERVIEWER, THE SELECTED RESPONDENT IS: READ OUT IF NECESSARY OTHERWISE CONTINUE Good morning/afternoon/evening. My name is ... and I am calling from the National Centre of Social Research. Could I speak to [insert respondent name] please? ADD IF NECESSARY: We are conducting an important study on behalf of the Department for Business Innovation and Skills about work life balance and I am hoping you can answer some questions for us. I can reassure you that all answers will be treated in the strictest confidence in accordance with the Data Protection Act. ADD IF NECESSARY: The interview should take about 20 minutes. ADD IF NECESSARY: Your telephone number was randomly generated using a computer program. ADD IF NECESSARY: The National Centre for Social Research is an independent research institute.

<table>
<tr>
<td>

your permission."

1. Continue
2. Selected respondent not at home (Make an appointment)
3. Selected respondent refused

Hard Check {If SSpkRsp= Selected respondent refused }: 'Please code out in nonresponse block'

</td>
<td>

ADD IF NECESSARY: Personal details will only be known by the National Centre of Social Research and will not be passed to other organisation including the Department for Business Innovation and Skills without your permission.

ADD IF NECESSARY: If you would like more information about this study you can go to the following website www.natcen.ac.uk/study/WLB or call 0800 652 9294.

1. Continue
2. Selected respondent not at home (Make an appointment)
3. Selected respondent refused

Hard Check {If SSpkRsp= Selected respondent refused }: 'Please code out in nonresponse block'

</td>
</tr>
<tr>
<td>

SNotElg

</td>
<td>

At the pilot stage ineligible boost cases were not screened out thus the text at SNotElg was specific that the study was about people aged 16 and over in employment. This text has been revised to the following to make this more generic so that is applicable for ineligible core and boost cases.

SNotElg

Thank you for your time. Unfortunately you are not among one of the groups of people we wish to speak to and we will not be asking you to complete the rest of the interview on this occasion.

INTERVIEWER: If respondent asks for more information about the study please pass on information about the website or give the freephone number: www.natcen.ac.uk/study/WLB or call 0800 652 9294 "

</td>
</tr>
</table>

Question	Recommendation
SIntro (see above for text) **SSpkRsp** (see above for text)	Include more information about BIS and what the department does. Please could BIS provide this. Include in ADD IF NECESSARY: … BIS to provide.

Question	Recommendation
{If STelChk=1} **SAge16** Before I start, I need to collect some information about the people in your household this is to ensure we interview the right types of people. First, including yourself how many people are there in your household aged 16 or over?" : 0..20 Hard Check {If Sage16= 0}: 'Please code out in nonresponse block'	Take out first sentence as this is mentioned in revised introduction. *Recommendation:* {If STelChk=1} **SAge16** First, including yourself how many people are there in your household aged 16 or over?" : 0..20 Hard Check {If Sage16= 0}: 'Please code out in nonresponse block'

Question	Recommendation
{If more than one person in the household is aged 16 and in paid employment}	Interviewers suggested adding an explanation that we only need their first name or initial.

{IF Semp>1} **SBday** As we only wish to interview one person in your household please could you tell me of the [textfill no from Semp] people in paid employment, who has most recently had a birthday (I don't need to know the date). Please could you give me their name. 1. Name given 2. Refused to give name Hard Check {If SBday= Refused to give name}: 'Please code out in nonresponse block'	Also add a soft check to check whether the eligible person is resident in the household. (A soft check can be suppressed by the interviewer. Whereas a hard check will not allow the interview to continue unless the condition is changed.) *Recommendation:* {If more than one person in the household is aged 16 and in paid employment} {IF Semp>1} **SBday** As we only wish to interview one person in your household please could you tell me of the [textfill no from Semp] people in paid employment, who has most recently had a birthday (I don't need to know the date). We only need their first name or initial. 1. Name given 2. Refused to give name Hard Check {If SBday= Refused to give name}: 'Please code out in nonresponse block' Soft Check {IF SBday=Name given}: 'Please check that this person is a resident of this household.'
Question	**Recommendation**
{If Sintp = response) (Sintp=response)} **SIntpNm** Could I have your name/ the name of this person (who is aged 16 and in paid employment)?"	Interviewers suggested adding an explanation that we only need their first name or initial. Also add a soft check to check whether the

	eligible person is resident in the household.
1. Name given 2. Refused to give name Hard Check {If SIntpNm= Refused to give name}: 'Please code out in nonresponse block'	*Recommendation:* {If Sintp = response) (Sintp=response)} **SIntpNm** Could I have your name/ the name of this person (who is aged 16 and in paid employment)? We only need their first name or initial. 1. Name given 2. Refused to give name Hard Check {If SIntpNm= Refused to give name}: 'Please code out in nonresponse block' Soft Check {IF SIntpNm=Name given}: 'Please check that this person is a resident of this household.'

Feedback and recommendations on hours of work

Question	Recommendation
{ASK ALL} **Bintro** I would like to ask you some questions about your work. I would like you to concentrate on your main paid job.	Make 'main paid job' bold. Add interviewer note that highlights it is the respondents own definition of main paid job that counts. *Recommendation:* {ASK ALL} **Bintro** I would like to ask you some questions about your work. I would like you to concentrate on your **main paid job**.

	INTERVIEWER: IT IS UP TO THE RESPONDENT WHAT THEIR MAIN PAID JOB IS.

Question	Recommendation
BHwLngY {b00} How long have you worked for your current employer? INTERVIEWER: ENTER YEARS BELOW. ENTER 0 IF LESS THAN 12 MONTHS. ENTER MONTHS AT THE NEXT QUESTION.	At the moment interviewers can record years and months that the respondent has worked for current employer. This detail is not needed. Change routing to BHwLngM, so only routed to if BhwLngY=0. *Recommendation:*
BHwLngM {b00} RECORD MONTHS WORKED FOR CURRENT EMPLOYER.	*{If BHwLngY=0}* **BHwLngM {b00}** RECORD MONTHS WORKED FOR CURRENT EMPLOYER.
[**HWLngDV:** Derive variable from BHwlngY and BHwlngM: Up to 12 months/1 year, Up to 2 years, More than 2 years	If this is changed, need to check derived variable {HWlngDv} that is created from these questions.

Question	Recommendation
{IF BPerm = 2 (Job is not permanent)} {IF b02 = 2 (Job is not permanent)} **BTemp {b02a}** Would you say that it is temporary, fixed term or some other non-permanent job? INTERVIEWER TO PROMPT IF NECESSARY: Do you have an agreed end date? SINGLE CODE	Codes may need looking at. BIS supplied update. {If Bperm=2 (Not permanent)} {b02 = 2} **Btemp (b02a)** In what way is your job not permanent? READ OUT… SINGLE CODE

1. Temporary (with no agreed end date) 2. Fixed term (with an agreed end date) 3. Other non-permanent job	1. Seasonal work 2. Contract for a fixed period or a fixed task 3. Agency temping 4. Casual type of work 5. Not permanent in some other kind of way (specify)

Question	Recommendation
{ASK ALL} **BHours** How many hours per week do you usually work in your main job? {Texftill: IF BOvTime=No} { Please exclude meal breaks, paid or unpaid overtime} {Texftill: IF BOvTime=Yes} { Please exclude meal breaks, paid or unpaid overtime and any on-call working}. Record no of hours	One textfill is incorrect. *Recommendation:* {Texftill: IF BOvTime=No} {Please exclude meal breaks or any on-call working}

Question	Recommendation
BHours How many hours per week do you usually work in your main job? {Texftill: IF BOvTime=No} { Please exclude meal breaks, paid or unpaid overtime} {Texftill: IF BOvTime=Yes} { Please exclude meal breaks, paid or unpaid overtime and any on-call working}. Record no of hours **Also:** BPaidHr {B07}	Allow programme to accept decimal points of 0.5, 0.25, 0.75 for all questions that ask about hours worked etc. Include interviewer note: INTERVIEWER: RECORD THE NUMBER OF HOURS WORKED AS ACCURATELY AS POSSIBLE. - Half hours as 0.5 (e.g. 37 and half hours per week is 37.5) - Quarter hours record as 0.25 (e.g. 37 and

BUnpdHr {B08}	a quarter hours per week is 37.25)
BOCHrs	- Three quarter hours record as 0.75 (e.g. 37 and three quarter hours per week is 37.75)
BOCWrk	
BOCATme	
BOCAct	
	Recommendation:
	Make changes to following questions…
	Bhours
	BPaidHr {B07}
	BUnpdHr {B08}
	BOCHrs
	BOCWrk
	BOCATme
	BOCAct

Question	Recommendation
{IF BOvTime=Yes} **BUnpdHr {B08}** How many hours UNPAID overtime or extra hours do you usually work each week? INTERVIEWER TO RECORD ACTUAL NUMBER OF HOURS	Interviewer note is not consistent with question. *Recommendation:* **BUnpdHr {B08}** How many hours UNPAID overtime or extra hours do you usually work each week? INTERVIEWER TO RECORD USUAL NUMBER OF HOURS

Question	Recommendation
{IF BOCWrk and BOCATme =response} or {IF BOCWrk and BOCATme <> Don't know/refusal} **BOCAct** And out of these [texftill number at BOCWrk or BOCATm] hours when you are at your place of work, how many hours are you required to be actively doing work? 0…744	This question is not working properly in the programme. NatCen to check and rectify so it works in line with questionnaire documentation.

Feedback and recommendations on work-life balances practices and policies

Question	Recommendation
{IF CRegwk=Yes} {C03=1} **CRequest {C06_01 to C06_01}** And what did you request? DO NOT PROMPT CODE ALL THAT APPLY 1. To reduce hours of work 2. Work part time 3. Change to when I work including number of days I work 4. To increase hours of work including full-time 5. Requested time-off / Leave arrangement 6. Flexitime 7. Other (Record) 8. Can't remember	Add a follow-up question if 'other' is selected. *Recommendation:* *{If Crequest=Other}* **CRequestX** INTERVIEWER: PLEASE ENTER OTHER ANSWER.

Question	Recommendation
{IF any CWkPt to CWkAnn =yes} {IF any C13A to C13H=Yes} **CWkPost {c13pc01 to C13pc20}** What have been the positive consequences of working in this/these ways? OPEN	Textfill answers they selected – so respondents know what 'these ways' are. *Recommendation:* {IF any CWkPt to CWkAnn =yes} {IF any C13A to C13H=Yes} **CWkPost {c13pc01 to C13pc20}** What have been the positive consequences of working in this/these ways? INTERVIEWER: IF NEEDED: You said that you worked/have worked {texftill answers that were yes at CWkPt to CWkAnn} OPEN

Question	Recommendation
{IF any CWkPt to CWkAnn =yes} {IF any C13A to C13H=Yes} **CWkNeg {c13nc01 to c13nc14}** What have been the negative consequences of working in this/these ways? OPEN	Textfill answers they selected – so respondents know what 'these ways' are. *Recommendation:* {IF any CWkPt to CWkAnn =yes} {IF any C13A to C13H=Yes} **CWkNeg {c13nc01 to c13nc14}** What have been the negative consequences of working in this/these ways? INTERVIEWER: IF NEEDED: You said that you worked/have worked {texftill answers

	that were yes at CWkPt to CWkAnn}
	OPEN

Question	Recommendation
{IF any CPart to CAnnual = yes: Only ask for those items that are available at the workplace} **CColWk {C14}** And do any of the people you usually work with work in any of these ways ? 1. Yes 2. No	Textfill answers they selected – so respondents know what 'these ways' are. *Recommendation:* {IF any CPart to CAnnual = yes: Only ask for those items that are available at the workplace} **CColWk {C14}** You said that the following arrangements were available at your work place {texftill answers that were yes at Cpart to CAnnual}. Do any of the people you usually work with work in any of these ways? 1. Yes 2. No

Question	Recommendation
{IF CcolWk=Yes} **CColPC { c14pc01 to c14pc16}** What if any are the positive effects **on you** of your colleagues working in this/these ways? PROMPT WHAT ELSE? OPEN	Textfill answers they selected – so respondents know what 'these ways' are. *Recommendation:* {IF CcolWk=Yes} **CColPC { c14pc01 to c14pc16}**

	What if any are the positive effects **on you** of your colleagues working in this/these ways?
	INTERVIEWER: IF NEEDED: You said your colleagues worked in one of the following ways {texftill answers that were yes at Cpart to CAnnual}
	PROMPT WHAT ELSE?
	OPEN

Question	**Recommendation**
{IF CcolWk=Yes} **CColNc (c14nc01 to c14nc17** What if any are the negative effects **on you** of your colleagues working in this/these ways? PROMPT WHAT ELSE? OPEN	Textfill answers they selected – so respondents know what 'these ways' are. *Recommendation:* {IF CcolWk=Yes} **CColNc (c14nc01 to c14nc17** What if any are the negative effects **on you** of your colleagues working in this/these ways? PROMPT WHAT ELSE? INTERVIEWER: IF NEEDED: You said your colleagues worked in one of the following ways {texftill answers that were yes at Cpart to CAnnual} OPEN

Feedback and recommendations on additional background

There was no feedback or recommendation about questions on additional background information.

Feedback and recommendations on holidays and time off work

Question	Recommendation
DmHow And how did you take time off to attend antenatal appointments? Did you take any of it as RUNNING PROMPT CODE ALL THAT APPLY 1. ….annual leave 2. paid time off in addition to annual leave 3. unpaid leave 4. (spontaneous) sick leave 5. (spontaneous) other types of time off (specify) 6. (spontaneous) time off in lieu 6. (spontaneous) don't know	This is not currently 'code all' in programme. NatCen to make change to programme.

Question	Recommendation
{Ask all} **DPyHoEx {d10}** How many days of paid holiday are you entitled to a year EXCLUDING bank or public holidays? Please tell me your annual entitlement, not the number of days you actually took Enter no of days	Add interviewer note so that they are aware that if respondents say 'Don't know' or 'refuse' they is a follow-up question which includes bank holidays in entitlement. *Recommendation:* **DPyHoEx {d10}** How many days of paid holiday are you entitled to a year EXCLUDING bank or public holidays? Please tell me your annual entitlement, not the number of days you actually took? INTERVIEWER: IF RESPONDENT DOESN'T KNOW. PRESS <CTRL K>. THE

	NEXT QUESTION WILL ASK ABOUT HOLIDAY ENTITLEMENT **INCLUDING** BANK HOLIDAYS. Enter no of days

Feedback and recommendations on carers

Question	Recommendation
{If not part of boost} **Eintro** We are interested in finding out the experiences of different types of employees, in particular those with caring responsibilities for children or adults." **ECare** Do you look after or give any help or support to family members, friends, neighbours or others because of either long-term physical or mental ill-health or disability, or problems related to old age? Do not include anything you do as part of your paid employment." : YN	Interviewers suggested the ECare was quite long and wordy. *Recommendation:* **ECare** Do you look after or give any help or support to anyone because of either long-term physical or mental ill-health or disability, or problems related to old age? Do not include anything you do as part of your paid employment." : YN

Feedback and recommendations on childcare

Question	Recommendation
{Ask all} **ChdCre** Which if any, of the following childcare support are provided by your current employer? Please include **all** childcare support your employer provides whether you use it or not. READ OUT…	Include a help screen so interviewers know where to code things like 'childcare vouchers'. BIS to provide.

CODE ALL THAT APPLY	{Ask all}
1. child care such as creche or playgroup situated at or near your workplace 2. financial help with childcare 3. help with childcare arrangements during school holidays 4. information about local provision of childcare 5. some other childcare arrangements 6. none are provided	**ChdCre** Which if any, of the following childcare support are provided by your current employer? Please include all childcare support your employer provides whether you use it or not. READ OUT… CODE ALL THAT APPLY 1. child care such as creche or playgroup situated at or near your workplace (a workplace facility does not have to be on the premises) 2. financial help with childcare (e.g. loans, childcare vouchers, subsidised childcare places) 3. help with childcare arrangements during school holidays 4. information about local provision of childcare 5. some other childcare arrangements 6. none are provided

Feedback and recommendations on respondents' employers

No suggestions or recommendations were made about questions on the respondents' employers.

Feedback and recommendations on respondents' jobs

Question	Recommendation
YIntro I would now like to ask you a few more questions about your job. If you have more than one job please think about your main job that you do.	Add interviewer note that highlights it is the respondents own definition of main paid job that counts. *Recommendation:* {ASK ALL}

	YIntro
	I would now like to ask you a few more questions about your main job. If you have more than one job please think about your main job that you do. INTERVIEWER: IT IS UP TO THE RESPONDENT WHAT THEIR MAIN PAID JOB IS.

Question	Recommendation
SEmpT {s07} Is your employer. . . .? [1] A private firm or business or a limited company [2] Some other kind of organisation	Add reminders so respondents think about their main job. *Recommendation:* **SEmpT {s07}** Still thinking about your main job, is your employer. . . .? INTERVIEWER: IT IS UP TO THE RESPONDENT WHAT THEIR MAIN PAID JOB IS. [1] A private firm or business or a limited company [2] Some other kind of organisation

Question	Recommendation
[ASK ALL] **YMain {Y04}**	Add interviewer note that highlights it is the respondents own definition of main paid job that counts.

What is your main job? OPEN	*Recommendation:* [ASK ALL] **YMain {Y04}** What is your main job? INTERVIEWER: IT IS UP TO THE RESPONDENT WHAT THEIR MAIN PAID JOB IS. OPEN

Question	**Recommendation**
YMainDo What do you mainly do in your job? INTERVIEWER: FULLY PROBE FOR ANY SPECIAL QUALIFICATIONS, TRAINING ETC : OPEN	Add interviewer note that highlights it is the respondents own definition of main paid job that counts. *Recommendation:* **YMainDo** What do you mainly do in your main job? INTERVIEWER: FULLY PROBE FOR ANY SPECIAL QUALIFICATIONS, TRAINING ETC INTERVIEWER: IT IS UP TO THE RESPONDENT WHAT THEIR MAIN PAID JOB IS. : OPEN

Question	Recommendation
{ASK ALL} **YResp {Y06}** In your job, do you have any formal responsibility for supervising the work of other employees? [SINGLE CODE] 1. Yes 2. No	Add interviewer note that highlights it is the respondents own definition of main paid job that counts. *Recommendation:* {ASK ALL} **YResp {Y06}** In your main job, do you have any formal responsibility for supervising the work of other employees? INTERVIEWER: IT IS UP TO THE RESPONDENT WHAT THEIR MAIN PAID JOB IS. [SINGLE CODE] 1. Yes 2. No

Question	Recommendation
YMemTu {Y08} Are you a member of a trade union or staff association? 1. Yes: a member of TU or SA 2. No: not a member of TU or SA 3. No TU/staff association at place of work	Add code for 'not aware of TU or SA at place of work' *Recommendation:* **YMemTu {Y08}** Are you a member of a trade union or staff association? 1. Yes: a member of TU or SA 2. No: not a member of TU or SA 3. No TU/staff association at place of work

	4. Not aware of TU or SA at place of work

Feedback and recommendations on demographic questions ("about you")

Question	Recommendation
YAge {s06} And finally a few questions about you. What was your age last birthday? Range 16…100	Add interviewer note so that they know if respondent refuses then there is a follow-up question. *Recommendation:* **YAge {s06}** And finally a few questions about you. What was your age last birthday? INTERVIEWER: IF RESPONDENT DOESN'T WANT TO ANSWER THIS QUESTION. PRESS <CTRL K> OR <CTRL R>. THE NEXT QUESTION WILL ASK FOR THEIR AGE IN BANDS. Range 16…100

Question	Recommendation
{Ask all} **ZDias {z03}** Do you have a physical or mental health condition or illness/any physical or mental health conditions or illnesses lasting or expected to last for 12 months or more? 1. Yes 2. No	Interviewers suggested that this question was too wordy. *Recommendation:* {Ask all} **ZDias {z03}**

	Do you have any physical or mental health condition or illnesses lasting or expected to last for 12 months or more?
	1. Yes
	2. No

Question	Recommendation
{If zDias = Yes} **ZReduce** Does your condition or illness reduce your ability to carry out day-to-day activities? IF YES: Is that a lot or a little? 1. Yes, a lot, 2. Yes, a little, or, 3. Not at all?	Change codes so less wordy. *Recommendation:* {If zDias = Yes} **ZReduce** Does your condition or illness reduce your ability to carry out day-to-day activities? IF YES: Is that a lot or a little? 1. A lot, 2. A little, or, 3. Not at all?

Question	Recommendation
{Ask all} **{ZUPay {z07}** How much are you paid before tax and other deductions such as National Insurance? Would you like to answer this annually, monthly or weekly? [1] Annually [2] Monthly [3] Weekly	If respondent refuses or doesn't know the answer to this question, include a follow-up banded question for annual pay before tax. NatCen to provide suggestion. {If ZUPay = refuasl} **ZUPayRef** Would you be prepared to answer a

[-3] Refused	banded question about your pay? : YN {If ZUPayRef=Yes or ZUPay = don't know} **ZUPBnd** Would you be able to tell me which of the following bands represents the amount you are paid per year before tax and other deductions such as National Insurance? Is it... 1. Under £5,000 2. Over £5,000 but less than £10,000 3. Over £10,000 but less than £15,000 4. Over £15,000 but less than £20,000 5. Over £20,000 but less than £25,000 6. Over £25,000 but less than £30,000 7. Over £30,000 but less than £35,000 8. Over £35,000 but less than £40,000 9. Over £40,000 but less than £45,000 10. 45,000 and over

Question	Recommendation
{ask all} **ZHInc {z09}** Approximately, what is the gross total income of your household before Tax and other deductions such as National Insurance? Would you like to answer this annually, monthly or weekly? [1] Annually [2] Monthly [3] Weekly	If respondent refuses or doesn't know the answer to this question include a follow-up banded question for gross total income of your household before Tax. NatCen to provide suggestion. {If ZHInc=refusal} **ZHIncRef** Would you be prepared to answer a banded question about your household income?": YN

	{If ZHIncRef= yes}
[-3] Refused	**ZHInBnd**
	Would you be able to tell me which of the following bands represents the gross total income of your household per year before Tax and other deductions such as National Insurance? Is it...
	1. Under £5,000 2. Over £5,000 but less than £10,000 3. Over £10,000 but less than £15,000 4. Over £15,000 but less than £20,000 5. Over £20,000 but less than £25,000 6. Over £25,000 but less than £30,000 7. Over £30,000 but less than £35,000 8. Over £35,000 but less than £40,000 9. Over £40,000 but less than £45,000 10. 45,000 and over

Feedback and recommendations on recontact questions

Question	Recommendation
{ASK ALL} **ZRecon {z12}** Thank you very much for taking part in this survey. In case we wanted to contact you again in relation to the issues we discussed, would you be willing to be contacted again? 1. Yes – willing to be recontacted 2. No – not willing to be recontacted	The current routing means that, for example, a respondent who does want a letter but does not want their information to be passed to BIS are asked the same question. Suggest changing the question using textfills based on previous response. An example is given below {If ZRecon=Yes or ZLet=Yes or ZPass=No}
{ASK ALL} **ZLet** Would you like to receive a letter which will explain a bit more about the study that you took part in today? 1. Yes 2. No	**Ttl** [So we can recontact you and send you a letter] Can I take your name and address. First what title should we use. If the title is not known press <Ctrl K>.

{ASK ALL}

ZPass {z13}

If the Department for Business Innovation and Skills wanted to do a follow-up to this study, would you be willing for us to pass your details to them or another research organisation like ourselves?

Yes – willing for details to be passed on

No – not willing for details to be passed on

{If ZRecon=Yes or ZLet=Yes or ZPass=Yes}

Ttl

In that case can I take your name and address. First what title should we use.

If the title is not known press <Ctrl K>.

Question	Recommendation
ZLet Would you like to receive a letter which will explain a bit more about the study that you took part in today? 1. Yes 2. No	Interviewers felt this was a good idea. 50% of respondents said they would like to receive a letter.

Question	Recommendation
{If ZRecon=Yes or ZLet=Yes or ZPass=Yes}	Allow more characters [250] to be entered at Add1 to Add3.

Add1 And what is the 1st line of your address? OPEN **Add2** And what is the 2nd line of your address? OPEN **Add3** And what is the 3rd line of your address? OPEN	Also add a question to record an email address.

Question	Recommendation
{Ask all} **Thank** On behalf of the Department for Business, Innovation and Skills and NatCen, I would like to thank you for the time and help you've given me today. If you would like to ascertain that we are a bone fida research company, I can offer you a freephone number to call. Would you like it? {If yes – (number supplied}	Add reassurance about confidentiality. Add website address. *Recommendation:* {Ask all} **Thank** "On behalf of the Department for Business,Innovation and Skills and NatCen, I would like to thank you for the time and help you've given me today. I can reassure you that all your answers will be treated in the strictest confidence in accordance with the Data Protection Act. If you would like to ascertain that we are a bone fida research company, I can offer you a freephone number to call or a website address. Would you like it? IF YES - FREEPHONE NUMBER - 0800 652 9294.WEBSITE

	ADDRESS: www.natcen.ac.uk/study/WLB
	IF ASKED/IF NECCESSARY - BIS CONTACT : Jane Carr, Business Innovation and Skills, Tel 020 7215 5000)."

5. Fieldwork

5.1 Interviewer training and instructions

All interviewers working on the telephone survey underwent specific training for the project. This involved attending a face to face briefing with members of the research team and managers and supervisors from the Telephone Unit. In addition, all interviewers received a detailed set of briefing instructions giving background to the project, information on the sample and questionnaire and instructions on what to do at key points in the interview.

The full interviewer instructions for the main stage are contained in Appendix B.

5.2 Fieldwork period

Fieldwork was carried out by interviewers in NatCen's Telephone Unit between 1st February and 30th March of 2011.

5.3 Response rates

Table 9 shows fieldwork outcomes broken down by sample type. In total, 65,000 telephone numbers were generated using RDD, 42 per cent of which were screened out because they were invalid or non-residential numbers. A further 30 per cent were connected phone numbers that were never answered (despite a number of contact attempts being made) or where the interviewer was unable to complete the screening questions. Eligibility of households at these numbers could not be established. For the remaining 28 per cent, interviewers were able to make contact and complete the screening questions.

Interviewers conducted 2,767 interviews in total. The final sample sizes were 1,874 for the core sample plus 893 additional boost interviews. These broke down as 280 boost interviews with parents whose youngest child in the household was aged 0-5 years and 320 boost interviews with parents whose youngest child was aged 6-17 years. There were also 290 additional boost interviews with employees with non-childcare caring responsibilities. The boost interviews were combined with similar employees from the core sample during analysis. The combined samples gave 829 carers and 1373 parents of children aged 0-17 (582 parents whose youngest child was aged 0-5 and 784 parents whose youngest child was aged 6-17. There were seven parents of children whose ages are unknown).

Table 9 Fieldwork outcomes by sample type

Final outcomes	Total		Core Cases		Boost Cases	
	Count	**%**	**Count**	**%**	**Count**	**%**
		% Covered		*% Covered*		*% Covered*
Total numbers covered	65000	*100*	31823	*100*	33177	*100*
Invalid and non-residential numbers	**27114**	**42**	**13353**	**42**	**13761**	**41**
- Non-residential	1798	*3*	875	*3*	923	*3*
- Invalid number	25316	*39*	12478	*39*	12838	*39*
Numbers with unknown Eligibility	**57802**	**30**	**27714**	**30**	**30088**	**30**
- Unknown eligibility - contact made	11369	*17*	5533	*17*	5836	*18*
- Unknown eligibility - no contact made	8124	*12*	3946	*12*	4178	*13*
Numbers with known eligibility	**18393**	**28**	**8991**	**28**	**9402**	**28**
- Ineligible households	11195	*17*	4882	*15*	6313	*19*
- Eligible households	7198	*11*	4109	*13*	3089	*9*
		% of those with known eligibility		*% of those with known eligibility*		*% of those with known eligibility*
Productive interviews	**2765[1]**	**38**	1873	46	892	29
- Partial interviews	16	0	12	0	4	0
- Refusal	2856	40	1450	35	1406	46
- No contact with selected respondent	910	13	457	11	453	15
- Other unproductive	651	9	317	8	334	11

[1] Two partials were included in the final dataset: The final dataset contains 2767 cases - 1874 core and 893 boost.

Source: WLB4 2011

Table 10 shows the true response rates for the core and boost samples. The true response rate is calculated as the number of achieved interviews divided by the total number of eligible households. This includes households with known eligibility and plus the estimated number of eligible households at numbers where interviewers could not establish eligibility. For example, 46 per cent of the households in the core sample where eligibility was known were found to be eligible, the remaining 54 per cent were found to be ineligible. Therefore 46 per cent (4,332) of the 9,479 households in the core sample where eligibility could not be established were assumed to be eligible. Therefore the total number of eligible households in the core sample was estimated to be 8,441 (4,332 + 4,109) and the true response rate for the core sample was 22 per cent (1,873 divided by 8,441).

Table 10 True response rates by sample type

Estimated true response rate	Total (core + boost)	Core Cases	Boost Cases
Issued cases	65000	31823	33177
Invalid and non-residential numbers	27114	13353	13761
Total with known eligibility	18393	8991	9402
Number of ineligible	11195	4882	6313
Number of eligible	7198	4109	3089
% eligible	*39%*	*46%*	*33%*
Total with unknown eligibility	19493	9479	10014
Number of unknown eligible likely to be eligible	7628	4332	3290
Estimated total number eligible (those with known eligibility plus estimated number with unknown eligibility)	14826	8441	6379
Number of productive interviews	2765	1873	892
Estimated true response rate	*19%*	*22%*	*14%*

[1] Two partials were included in the final dataset: The final dataset contains 2767 cases - 1874 core and 893 boost.

Source: WLB4 2011

6   Data management

This chapter covers work carried out with the dataset after interviewing. It covers coding and editing, data checking and cleaning and the production of derived variables.

6.1   Coding and editing

The general approach to coding and editing is set out in the sub-sections following. Detailed coding instructions are given in Appendix C.

Coding

There were two types of question where interviewers transcribe the answers of their respondents, rather than coding them.

'Other – please specify' questions.

There were a number of questions where all possible responses could not be envisaged prior to the interview or where the interviewer was not confident enough to code the responses to the existing code frames. In these cases, respondents were given the opportunity to offer other answers which are transcribed by interviewers.

In many instances, it was possible to code these responses back into the existing code frame, and this should be the coder's first response. However, this was not always possible, as new, distinct groups of responses emerged. The researchers looked at early returns from the fieldwork and decided where new codes might be necessary. Coders used these new codes where the existing code frame was not appropriate.

Open questions

Some questions had no code frame at the time of interview. Instead, interviewers recorded verbatim what was said by the respondent. The research team looked at some early returns and drew up coding frames that could accommodate most of the answers given.

Any problematic cases were referred to the research team with coders making a note on the fact sheet.

Editing

The editor's role was to tidy up the data when it arrived from the field in order to improve the data quality and accuracy for the client. The main tasks were to interpret interviewer memos, to rid the data of any wrong codes, and to resolve any inconsistencies.

6.2 Derived variables

The following outlines variables which were derived for WLB4. The full SPSS syntax used to derive variables is given in Appendix D.

Variable name	Description
Sandwich	Flag for parents, carers and 'sandwich generation'. Categories: "Parent carers"; "Parent only"; "Carer only"; "Neither".
Perm	Job type Categories: "Permanent"; "Non permanent-agency", "Non-permanent other".
Usualhours	Usual hours worked Categories: "Less than 30 hours"; "30-35"; ">35-40"; ">40-48"; ">48". Note: ACTUALHOURS in WLB3 hours question is different (based on contracted hours).
Usualhours2	Usual hours worked (alternative grouping) Categories: "Less than 30 hours"; "30-35"; ">35-40"; ">40-48"; ">48-55"; ">55".
Usualhours3	Usual hours worked (alternative grouping) Categories: "Less than 20 hours"; "20-30", ">30-35"; ">35-40"; ">40-48"; ">48-55"; ">55".
FTPTdummy	Full-time/part-time dummy variable Categories: "Full-time (30+ hours)"; "Part-time (<30 hours)"
WORKSTATUS	Work status Categories: "Full-time (30+ hours)"; "Part-time (<30 hours)" Note: As FTPTdummy but PT category = 2. Full-time/part-time in WLB3 was derived from contracted hours. Also part-time in another variable in WLB3 is derived from self-reported part time from flexible working questions (FLEXWORK)

PAIDOTBAND.	Number of hours spent working paid overtime. Categories: "Less than 1 hour"; "1<3 hours"; "3<6 hours"; "6<10 hours"; "10<15 hours"; "15 hours or more".
donepaidOT	Flags individuals who have worked any paid overtime. Categories: dummy variable. Note: This variable = 1 if Bpaidhr is greater than zero. Any cases where Bpaidhr = 0 are not flagged.
UNPAIDOTBAND	Number of hours spent working unpaid overtime. Categories: "Less than 1 hour"; "1<3 hours"; "3<6 hours"; "6<10 hours"; "10<15 hours"; "15 hours or more".
doneUpaidOT	Flags individuals who have worked any unpaid overtime. Categories: dummy variable. Note: This variable = 1 if Bunpdhr is greater than zero. Any cases where Bunpdhr = 0 are not flagged.
overtimeworked	Proportion working paid and unpaid overtime. Categories: dummy variable.
BResOT2	Main reason worked overtime. Categories: dummy variable.
REASOVERTM2.	Main reason worked overtime - collapsed categories Categories: "Workload demands"; "Organisational culture"; "Personal choice"
avehrsOC	Average hours worked on call in a calendar month. Note: Based on BOCHrs, adjusted for time period given in BOCOft. Employees that are on call all the time are not included
OCAllBand	Average hours worked on call in a calendar month - banded. Categories: "Less than 5 hours"; "5-<10 hours"; "10-<20 hours"; "20-<30 hours"; "30-<40 hours"; "40-<50 hours"; "50-<100 hours"; "100 hours or more". Note: Based on avehrsOC. Employees that are on call all the time are not included

avehrswplOC	Average hours worked on call in workplace in a calendar month. Note: Based on BOCWrk, adjusted for time period given in BOCOft. Employees that are on call all the time are not included
OCWplBand	Average hours worked on call in workplace in a calendar month - banded. Based on avehrswplOC: Categories:"Less than 5 hours"; "5-<10 hours"; "10-<20 hours"; "20-<30 hours"; "30-<40 hours"; "40-<50 hours"; "50-<100 hours"; "100 hours or more". Note: Employees that are on call all the time are not included.
PrOCWkpl	Proportion of on call hours spent at workplace. Note: avehrswplOC divided by avehrsOC. Employees that are on call all the time are not included
avehrswrkOC	Average hours actually worked whilst on call in a calendar month. Note: Based on BOCAct, adjusted for time period given in BOCOft. Employees that are on call all the time are not included
OCActBand	Average hours actually worked whilst on call in a calendar month - banded. Categories: "Less than 5 hours"; "5-<10 hours"; "10-<20 hours"; "20-<30 hours"; "30-<40 hours"; "40-<50 hours"; "50-<100 hours"; "100 hours or more". Note: Based on avehrswrkOC. Employees that are on call all the time are not included
hourssat	Level of satisfaction with hours worked - reversed: Categories: "Very dissatisfied"; "Dissatisfied"; "Neither satisfied nor dissatisfied"; "Satisfied"; "Very satisfied"
g02rev	Relations between management and staff within the workplace. Categories: "Very bad"; "Bad"; "Neither bad nor good"; "Good"; "Very good"
workgend	Work status and gender. Categories: "Male full-time"; "Female full-time"; "Male part-

	time"; "Female part-time"
cwasat	Level of satisfaction with current working arrangements - reversed. Categories: "Very dissatisfied"; "Dissatisfied"; "Neither satisfied nor dissatisfied"; "Satisfied"; "Very satisfied".
nochangegroup	Reason not requested to change working - reduced categories: Categories: "Personal reasons"; "business reasons"; "both"; "other".
nochangebus	Reason not requested to change working arrangements - business: Categories: "Business reasons"; "Not business reasons".
nochangeper	Reason not requested to change working arrangements - personal: Categories: "Personal reasons"; "Not personal reasons".
REQTOCHANGE	Outcome of request to change work practices Categories: "All yes responses"; "All no responses"; "Awaiting outcome".
CAgree2	Request negotiations - compressed: Categories: "Accepted"; "Accepted after negotiation, compromise or appeal"; "Awaiting the outcome or decision"; "Declined or declined after appeal".
CAgree3	Request negotiations - compressed: Categories: "Accepted, declined or awaiting outcome"; "Accepted or declined following negotiations, appeal or compromise".
reqoutcome	Communication of outcome of request: Categories: "Formal (written)"; "Informal (spoken)".
ONEORMORE	Flexible working arrangements available: Categories: "One or more flexible arrangements available"; "No flexible working arrangements available or don't know".
FLEXAVAIL	Availability of flexible working arrangements - count.
flexavail2	Degree of flexibility offered:

	Categories: "Up to 2"; "3 or more"
	Note: Recode of flexavail.
combowork	Number of flexible working arrangements actually used:
	Categories: "0 flexible working arrangements"; "1 - 2 flexible working arrangements"; "3 or more flexible working arrangements".
CPosDV	Respondent has currently works (or has worked in past 12 months) a flexible/alternative working arrangement:
	Categories: "Mentioned"; "Not mentioned".
CFlexDV	Anyone who said that flexible working was available at CPart - CAnnual.
	Categories: dummy variable
FLEXWORK	Flexible working status:
	Categories: "Part-time and other flexible working"; "Flexible worker other than part-time"; "Non-flexible worker".
FLEXWORK2	Flexible working status (recode of FLEXWORK)
	Categories: "Part-time only"; "Part-time and other flexible working"; "Flexible worker other than part-time"; "Non-flexible worker".
CWkPostgroup	Positive consequences of working flexible arrangements - grouped.
	Categories: "Not applicable", "More time"; "Convenience"; "Improved WLB"; "No positive consequences"; "Time and convenience"; "Time and improved WLB"; "Convenience and improved WLB"; All three categories"
CWkPostCON	Positive consequences of flexible working - convenience.
	Categories: dummy variable
CWkPostTIME	Positive consequences of flexible working - time.
	Categories: dummy variable
CWkPostWLB	Positive consequences of flexible working - WLB improved.
	Categories: dummy variable
CWkNeggroup	Negative consequences of flexible working arrangements - grouped.

	Categories: "Not applicable"; "Financial detriment"; "Reduced WLB"; "Both financial detriment and reduced WLB"; "No negative consequences"l
CWkNegfin	Negative consequences of flexible working - financial detriment. Categories: dummy variable
CWkNegwlb	Negative consequences of flexible working - reduced WLB. Categories: dummy variable
CColPCgroup	Positive consequences colleagues' flexible working arrangements - grouped. Categories: "Not applicable"; "Work environment benefits"; "Business benefits"; "Individual benefits"; "Work and business benefits"; "Work and individual benefits"; "Business and individual benefits"; "Doesn't affect me"
CColPCbus	Positive consequences of colleagues' flexible working - business benefits. Categories: dummy variable
CColPCind	Positive consequences of colleagues' flexible working - individual benefits. Categories: dummy variable
CColPCwk	Positive consequences of colleagues' flexible working – better work environment. Categories: dummy variable
CColNCgroup	Negative consequences colleagues' flexible working arrangements - grouped. Categories: "Not applicable"; "Workload related"; "Individual consequences"; "Communication"; "Workload related and individual consequences"; "Workload related and communication"; "Individual consequences and communication"; "No negative consequences"
CColNCcom	Negative consequences of colleagues' flexible working - communication. Categories: dummy variable
CColNCind	Negative consequences of colleagues' flexible working - individual consequences.

	Categories: dummy variable
CColNCwk	Negative consequences of colleagues' flexible working - workload-related consequences. Categories: dummy variable
g04irev	Having more choice in working arrangements improves workplace morale – reversed Categories: "Strongly disagree"; "Disagree"; "Neither disagree nor agree"; "Agree", "Strongly agree".
g04grev	People who work flexibly create more work for others- reversed Categories: "Strongly disagree"; "Disagree"; "Neither disagree nor agree"; "Agree", "Strongly agree".
g04lrev	People who work flexibly are less likely to get promoted – reversed Categories: "Strongly disagree"; "Disagree"; "Neither disagrees nor agrees"; "Agree", "Strongly agree".
PARENTSTATUS	Parentla status, whether there are dependent children in the household Categories: dummy variable Note: Achild(a01) and Aresp (a02) combined.
PARDUMMY	Dependent children/no dependent children as a dummy variable. Categories: dummy variable
PMSTATUS	Parental status and martial status Categories: "Coupled mother"; "Coupled father"; "Lone father"; "Lone mother"; "Parent not living with child".
GENPARENT	Parental status and gender Categories: "Male with dep children"; "Female with dep children"; "Female without dep children"; "Male without dep children". Note: For all who have children (i.e. both those who live with and those who do not live with but look after/ care for).
PARENTAL	Parental status

	Categories: "Dependent child under age 6"; "Dependent child age 6+"; "No children".
PARENTAL2	Parental status Categories: "Dependent children under 6"; "Dpendent children 6-<12"; "Dependent children 12-17"; "No children".
YOUNGEST	Age of youngest child - count
YOUNGCHILD.	Age of youngest child (grouped) Categories: "Child under age 2"; "Child 2-under 6"; "6-under 12"; "12+".
youngestband	Age of youngest child (alternative grouping) Categories: "Child under age 2"; "Child 2-under 6"; "6-under 12"; "12-15"; "15+".
illarrang	Arrangements when child is ill. Categories: "Worked flexibly, including from home"; "Arranged care, including child's other parent and formal or informal childcare"; "Took paid or unpaid leave"; "A combination of arranging care and taking leave"; "Other"; Note: Recode of DWkDo
DWkOff2	Number of days off work due to child's illness in past 3 months Categories: "One day or less"; "More than one day" Note: Recode of DMWkOff.
DMAnte2	Father time off for antenatal appointments (includes proxy). Categories: "Yes"; "No". Note: Recode of DMAnte
DMApp2	Number of antenatal appointments attended by fathers. Categories: "1 or 2"; "3 or 4" ; "5 or more". Note: Recode of DMApp
childcare	Type of childcare assistance provided by employer. Categories: "Childcare facility"; "Financial help"; "Help with arrangements during school holidays"; "Information";

	"Other"; "Nothing".
careresp	Employee has caring responsibilities Categories: "Yes, child"; "Yes, relative in any household or non-relative adult in this household"; "Yes, non-relative adult in another household"; "No". Note: Recoded from Ecare and ERelFr.
careresp2	Employee has caring responsibilities - recoded for tables. Categories: "Yes, child or relative in any household or non-relative adult in this household"; "Yes, non-relative adult in another household"; "No".
parentcarer	Parenting and caring responsibilities Categories: "Neither"; "Parent"; "Carer"; "Both" Note: Recode of parentstatus and careresp.
dayholall	Total number of days paid holiday - count Note: Combined with DPyHoln combined with DPyHoEx (see below). (note different question in WLB3)
dayholband	Total number of days paid holiday - banded. Categories: "<20 days excluding bank holidays or <28 days including bank holidays"; "20-24 days excluding bank holidays or 28-32 days including bank holidays"; "25 days excluding bank holidays or 33 days including bank holidays"; "26-30 days excluding bank holidays or 34-38 days including bank holidays. More than 30 days excluding bank holidays or more than 38 days including bank holidays"
Gendummy	Gender of individual Categories: "Male"; "Female"
WORKGEND	Work status and gender Categories: "Female full-time"; "Female part-time"; "Male full-time"; "Female part-time".
HWLngDV	Length of service Categories: "Up to 12 months"; "1 Year"; "Up to 2 years";

	"More than 2 years"
LOS	Length of service (grouped) Categories: "Less than 12 months"; "1 year and less than 5 years"; "5 years or more". Note: From WLB3.
LENGTHSERV2	Length of service (alternative grouping) Categories: "Under 6 months"; "6 to < 12 months"; "1 to <5 years"; "5 to <10 years"; "10 years or more".
LENGTHSERV	Length of service (alternative grouping) Categories: "Less than 12 months"; "1 year and less than 2 years"; "2 years and less than 5 years"; "5 years+". Note: From WLB3.
SIC	Standard Industrial Classification (collapsed) Categories: "Manufacturing"; "Construction"; "Distribution, retail, hotels and restaurants; transport, storage and Communication"; "Banking, finance, insurance, professional and support services"; "Public admin, education, health"; "Other activities (agriculture, forestry and fishing are in 'other activities' as are energy and water and those that are classified as 'other services')".
SIC1	SIC1 Industrial groups (SIC): Categories: "A Agriculture, forestry and fishing; "B,D,E Energy and Water (Inc. Mining and quarrying, electricity, gas air cond supply, water supply, sewerage, waste)"; "C Manufacturing"; "F Construction"; "G,I Distribution, hotels and restaurants (inc Wholesale, retail, repair of vehicles, accommodation and food

	services)”; “H,J Transport and communications (inc Transport and storage, information and communication”; “K,L,M,N Banking and Finance (Inc Insurance, real estate activities, Prof, scientific, technical activities, admin and su”; “O,P,Q Public admin, education and health (inc public admin and defence, education, health and social work)”; “R,S,T,U Other services (inc arts, entertainment and recreation, other service activities, households as employers, etc)”.
SIC2007Group	SIC2007Group Standard Industrial Classification 2007. Standard coding.
NUMBOFEMP	Number of employees in workplace (grouped) Categories: “1-24”, “25-99”; “100-249”, “250+”.
NUMBOFEMP2	Number of employees in workplace (alternative grouping) Categories: “1-9”, “10-49”, “50-249”, “250+”.
NUMBOFEMP3	Number of employees in workplace and multi-sites Categories: “Single site 1-9”; “Single site 10-49”; “Single site 50-249”; “Single site 250+”; “Part of a larger organisation 1-9”; “Part of a larger organisation 10-49”; “”Part of a larger organisation 50-249”; “Part of a larger organisation 250+”.
SECTOR	Public sector/private sector. Categories: dummy variable
SOC	Standard occupational classification: Categories: “Managers and senior officials; “Professionals”; “Associate professional & technical”; “Administrative, secretarial, personal, sales & customer services”; “Skilled, process and elementary occupations”.
SOC2	Standard occupational classification: Categories: “Operatives & Unskilled”; “Services & Sales”; “Clerical & Skilled Manual”; “Managers & Professionals”.
SOC2000Group	Standard occupational classification 2000. Standard

	coding.
NS-SEC	Socio-Economic Classification
	Categories: "Managerial and professional"; "Intermediate"; "Routine and manual".
Management	Whether employee has managerial responsibilities
	Categories: "Yes"; "No"
MANGDUMMY.	Whether individual is a manager.
	Categories: dummy variable
YMemTU(y11)	Member of TU/SA.
	Categories: "Yes member"; "No not a member"; "No TU/SA at place of work"; "Not aware of TU/SA at place of work".
	Note: LFS variable.
unionmemb	Member of TU/SA or not.
	Categories: dummy variable
YStafTU	Other members of TU/SA
	Categories: "Yes, other people are members of TU/SA"; "No, other people are not members of TU/SA".
	Note: LFS variable.
Age	Age (banded)
	Categories: "16-24"; "25-34"; "35-44"; "45-54"; "55-64"; "65+".
	Note: WLB3 compatible.
Age_2	Age (banded)
	Categories: "16-24"; "25-39"; "40-49"; "50-59"; "60+".
ageband	Age (banded)
	Categories: "16-24"; "25-44"; "45-54"; "55+".
PMSTATUS.	Parent and couple status
	Categories: "Not a parent"; ""Coupled mother"; "Lone mother"; "Coupled father"; "Lone father".

educband	Education (banded) Categories: "None"; "GCSE/O Level/CSEs"; "A'levels"; "Degree/professional qual"; "Postgraduate degree; "Other".
LTIDUMMY	Long term illness/disability Categories: dummy variable.
Ethband	Ethnicity (banded) Categories: "White"; "Non-white".
ethdummy	Ethband as a dummy variable. Categories: dummy variable
religion	Religion Categories: "Christian"; "Other or none".
religion2	Religion Categories: "Christian"; "Other"; "None".
FAMSTAT	Family status: Categories: "Lone parent"; "Couple parents"; "Single, no children"; "Couple, no children".
FAMEMPSTAT	Family employment status Categories: "Couple with dep children"; "Dual earner couple with dep children". Note: (parental status x dual/single earner - no children, single parent dep children, single earner earner
hhinclowdummy	Household income under 15k as dummy variable. Categories: dummy variable
hhinchighdummy	Household income £40K and over - dummy variable. Categories: dummy variable
Persinc	Personal income band Categories: "Under 10,000"; "10,000-14,999"; "15,000-24,999"; "25,000-39,999"; "40,000 or more".
Hhldinc	Household income band Categories: "Under 15,000"; "15,000-24,999"; "25,000-

	34,999"; "35,000-44,999"; "45,000 or more".
Hhldinc2	Household income band (alternative)
	Categories: "Under 15,000"; "15,000-24,999"; "25,000-39,999"; "40,000-44,999"; "45,000 or more".

6.3 Weighting

WLB4 required weights to adjust for differential selection probabilities of individuals within households and non-response to the survey.

Individual selection weights At each contacted household, the interviewer selected the eligible individual who had had the most recent birthday. Individual selection weights are required to ensure individuals in larger households are not under-represented in the sample. The individual selection weight is equivalent to the number of eligible individuals in the household.

Non-response weights A set of non-response weights were generated for analysis of the core and boost samples. The aim is to reduce non-response bias resulting from differential non-response to the interview by age, sex, Standard Industry Classification (SIC) and sector. The weights were generated using calibration methods (Deville J-C & Sarndal C-E, 1992). Calibration weighting uses an iterative procedure to adjust a starting weight (in this case, the individual selection weight) until the distribution of the (weighted) sample matches that of the population for a set of key variables. The adjustments are made within a set of constraints that keep the values of the final weights as close as possible to those of the initial weights, thus ensuring the properties of the initial weights are retained in the final calibrated weights.

Calibration weighting requires a set of population estimates to weight to. The population estimates for the core sample and parent boost were taken from the (weighted) Labour Force Survey (LFS). As a household survey, the LFS suffers from its own non-response issue and may contain bias, but no alternative robust estimates are available for the specific population covered by WLB4. The key variables used to create the non-response weight were: age, sex, sector and Standard Industry Classification (SIC). The exact breakdowns used to generate the core weights are shown in Table 11. The breakdowns used to generate weights for the parent boost are shown in Tables 12 and 13. The weights ensure that the sample match the LFS population estimates for these key variables.

Table 11 Comparison of WLB4 and the LFS

		Labour force Survey employees aged 16+ (quarter 1) [1]	Core sample unweighted	Core sample with selection weights only[2]	Core sample weighted by the final weight
		%	%	%	%
Age band	16-24	14	6	8	14
	25-34	23	15	14	23
	35-44	24	26	25	24
	45-54	23	30	32	23
	55-64	13	20	19	13
	65 and over	2	2	2	2
Sex	Male	51	41	42	51
	Female	49	59	58	49
Public or private sector (reported)	Private	71	62	62	71
	Public	29	38	38	29
Industry sector in main job	Manufacturing	11	10	10	11
	Construction	5	3	3	5
	Distribution, hotels and restaurants	20	17	18	20
	Transport and communication	8	8	8	8
	Banking and finance	15	13	12	15
	Public admin, education and health	33	42	42	33
	Other services (inc agr and energy)	7	6	6	7
Ethnicity	White	91	92	91	90
	Non-white	9	8	9	10
Number of employees at workplace (reported)	Under 25	34	33	33	35
	25-49	13	14	14	13
	50-499	35	36	36	35
	500+	18	17	17	17
Hours worked	Full-time	73	71	71	74
	Part-time	27	29	29	26
Parents	No children	64	59	58	63
	Children (all ages)	36	41	42	37
Total employees		*24992840*	*1874*	*4065*	*1874*
Age of youngest (parents only)	Under 2	20	15	13	20
	2 to 5	25	24	22	25
	6 to 11	28	30	29	28
	12 to 15	19	22	24	19
	16 to 17	7	9	13	7
Total parents		*9086647*	*769*	*1699*	*685*

Source: Labour Force Survey 2011, Quarter 1: WLB4 2011

The following tables show similar comparisons of WLB4 to the LFS for employees aged 16 and over and living in Britain who are parents. The boost sample of parents was carried out in such a way that employed parents whose youngest child was aged 0 to 5 year olds were boosted relative to employed parents whose youngest child was age 6 to 17 years. The intention was to achieve 250 additional interviews with each parent group, although the final numbers were slightly higher; 280 boost interviews with parents whose youngest child was aged 0 to 5 years and 320 with parents whose youngest child was 6 to 17 years. During analysis, these boost samples are combined with their counterparts from the core sample. In total, there were 582 parents whose youngest child was aged between 0 and 5 years and 784 parents whose youngest child was aged between 6 and 17 years.

Giving the boost sample a broadly even split between these two parent groups allows more scope for analysing employees with younger children. The first step of the parent boost weights was to calibrate the two parent groups separately. Both groups were calibrated to estimates from the LFS. The sample was weighted to parent's age, sex, industry of their main job and age of youngest child. The parent boost weights were then combined, and parents whose youngest child was aged 0 to 5 years were weighted back to their correct population proportions. The final parent boost weights are for all parents whose youngest child is aged 0 to 17 years. Weighted estimates are representative of the population of employee parents with children aged 0 to 17 years.

Table 12 shows the weighted and unweighted distributions for parents whose youngest child was aged between 0 and 5 years. Table 13 shows the same for parents whose youngest child was aged between 6 and 17 years.

Table 12 Comparison of WLB4 and the LFS - Parents of 0-5 year olds

		Labour force Survey[1]	Core+boost sample unweighted	Core+boost sample with selection weights only[2]	Core+boost sample weighted by the final weight
		%	%	%	%
Age band	16-24	6	4	4	6
	25-34	45	35	34	45
	35-44	43	50	51	43
	45+	6	10	11	6
Sex	Male	54	48	50	54
	Female	46	52	50	46
Public or private sector (reported)	Private	72	64	64	71
	Public	28	36	36	29
Industry sector in main job	Manufacturing	11	10	10	11
	Construction	6	3	3	6
	Distribution, hotels and restaurants	18	16	16	18
	Transport and communication	9	9	9	9
	Banking and finance	17	17	18	17
	Public admin, education and health	33	40	41	33
	Other services (inc agr and energy)	7	5	5	7
Ethnicity	White	85	86	85	85
	Non-white	15	14	15	15
Number of employees at workplace (reported)	Under 25	32	29	28	31
	25-49	13	16	16	15
	50-499	34	37	36	36
	500+	21	19	19	18
Hours worked	Full-time	70	69	70	72
	Part-time	30	31	30	28
Age of youngest	Under 2 years	45	40	40	44
	2 to 5 years	55	60	60	56
Total parents whose youngest child is 0-5 years		*4176347*	*582*	*582*	*582*

Source: Labour Force Survey 2011, Quarter 1: WLB4 2011

[1]Labour Force Survey 2011, Quarter 1.All employees aged 16 years and over whose youngest child is aged between 0 and 5 years.
[2]Weights correct for unequal selection probabilities of individuals in households with more than one eligible person
Missing values: Don't know/refusal
Column percent

Table 13 Comparison of WLB4 and the LFS - Parents of 6-17 year olds

		Labour force Survey[1]	Core+boost sample unweighted	Core+boost sample with selection weights only[2]	Core+boost sample weighted by the final weight
		%	%	%	%
Age band	16-34	8	7	6	8
	35-44	45	42	39	45
	45-54	43	46	50	43
	55+	4	5	5	4
Sex	Male	45	35	37	44
	Female	55	65	63	56
Public or private sector (reported)	Private	64	55	55	64
	Public	36	45	45	36
Industry sector in main job	Manufacturing	11	7	8	11
	Construction	5	3	3	5
	Distribution, hotels and restaurants	16	13	14	16
	Transport and communication	8	8	9	8
	Banking and finance	14	12	12	14
	Public admin, education and health	41	51	49	42
	Other services (inc agr and energy)	6	5	5	6
Ethnicity	White	91	91	90	90
	Non-white	9	9	10	10
Number of employees at workplace (reported)	Under 25	32	32	32	34
	25-49	15	16	16	15
	50-499	35	36	36	36
	500+	18	17	16	15
Hours worked	Full-time	68	68	69	71
	Part-time	32	32	31	29
Age of youngest	6 to 11	52	50	44	52
	12 to 15	35	35	36	35
	16 to 17	13	15	20	14
Total parents whose youngest child is 6-17 years		*4910300*	*784*	*784*	*784*

Source: Labour Force Survey 2011, Quarter 1: WLB4 2011

[1]Labour Force Survey 2011, Quarter 1.All employees aged 16 years and over whose youngest child is aged between 6 and 17 years
[2]Weights correct for unequal selection probabilities of individuals in households with more than one eligible person
Missing values: Don't know/refusal
Column percent

The carers boost was weighted using a different set of population estimates. The definition of carer used in the LFS does not match the one used in WLB4, as the LFS identifies paid carers only. This meant we were unable to identify an equivalent group of carers in the LFS and an alternative source of population data was required. The 2007 Adult Psychiatric Morbidity survey (APMS) was selected as it was a robust random probability sample that used a definition of carers that matched that used in WLB4. Calibration weighting methods were used to weight the age and sex profile of carers in WLB4 to that of the APMS. Table 14 shows a comparison of WLB4 to the 2007 Adult Psychiatric Morbidity Survey (APMS) for employees aged 16 and over and living in Britain who are carers.

Table 5 Comparison of WLB4 and APMS: Carers

		APMS[1]	Core+boost sample unweighted	Core+boost sample with selection weights only[2]	Core+boost sample weighted by the final weight
		%	%	%	%
Age band	16-34	24	11	11	24
	35-44	26	20	18	26
	45-54	29	39	42	29
	55 and over	21	30	29	21
Sex	Male	45	35	36	45
	Female	55	65	64	55
Ethnicity	White	92	93	92	91
	Non-white	8	7	8	9
Hours worked	Full-time	67	68	68	70
	Part-time	33	32	32	30
Parents	No children	66	62	61	66
	Children (0-17)	34	38	39	35
Age of youngest (parents only)	Under 6	31	26	25	31
	6 to 17	69	74	75	69
	Under 2	12	9	8	12
	2 to 5	19	18	17	19
	6 to 11	33	33	29	33
	12 to 15	21	28	30	21
	16 to 17	15	13	17	15
Total carers		*920*	*829*	*829*	*829*

Source: APMS 2007: WLB4 2011

[1]Adult Psychiatric Morbidity Survey 2007. All employees aged 16 years and over who have caring responsibilities
[2]Weights correct for unequal selection probabilities of individuals in households with more than one eligible person
Missing values: Don't know/refusal
Column percent

Table 15 shows the final weights produced for WLB4 and an overview of when each weight should be used during analysis.

Table 15 Weights produced for WLB4

Name	Label	Sample	Use
Wt_core	Core sample weight	All core sample	For any analysis of working adult employees
Wt_bst017	Parents with the youngest child 0-17 years	Combined 0-5 and 6-17 boost samples + eligible core sample	For any analysis of parents
Wt_bstcare	Carers boost weight	Carers boost sample + eligible core sample	For any analysis of employees with caring responsibilities
Wt_bstall	Carers and parents	Carers and parents boost samples and eligible core sample	For any analysis of employees with caring responsibilities who are also parents

Source: WLB4 2011

7. Analysis methods and standard errors

This section outlines the methodology used to conduct analysis in the main report, including the approaches to statistical testing of differences and details of multivariate analysis.

7.1 How analysis was carried out for the main report

The analysis was carried out using SPSS (PASW version 18)[7]. The analysis was based on all fully productive interviews[8] and all analyses applied the appropriate weights to adjust for individual selection and non-response (see Section 6.3 for more details about the weights).

The WLB4 sample comprises a core sample plus two boost samples. The core sample was used for analysis of the employee population and for prevalence estimates, for example to find the proportion of carers in the employee population. The relevant boosts were included for all relevant sub-group analyses, hence the analyses in the main report used individuals from the boost sample plus any corresponding individuals from the core.

The results of the bivariate analyses are presented in Annex C of the main report. The cross-tabulations were produced in SPSS using the 'Tables' command (available in the Tables Original option) and all tables show weighted statistics (percentages or means as appropriate), along with unweighted base numbers. Any differences significant at the 5% level were marked in the tables by shading the relevant rows. Significant differences in the answers to one question by the break variables are tested for using a bivariate logistic regression. Pair-wise significance testing between individual categories of a break variable has not been carried out as this increases the risk of finding spurious significant differences purely by chance due to multiple testing.

As the WLB4 sample is stratified and weighted, the bivariate logistic regression was run using the CSLOGISTIC command to take the complex survey design into account. The CSLOGISTIC command is available in SPSS as part of the Complex Samples option. The complex samples option in SPSS allows analysts to specify the cluster, strata and weight variables by setting up a plan file which

---

[7] NatCen uses SPSS version PASW (1200) 18.0 with the following add-on options: Tables Original (1201) 18.0; PASW Regression (1202) 18.00; 1210 (1210) 18.0 and PASW Complex Samples (1211) 18.0.

[8] Using ZPart as our cut-off point for inclusion in the analysis, there were 14 partial interviews which have not answered up to this question. We do not have the background information about these respondents necessary to include them in the analysis. The remaining 2 partials are included.

is used by SPSS in the logistic regression to adjust the standard errors around the estimates and therefore obtain more reliable significance results.

7.2   Multivariate analysis methods

Chapter 6 of the main report investigates flexible workers further, using a mix of descriptive and multivariate analytical methods. The first step was to run a bivariate analysis to identify which individual and employment characteristics were significantly related to flexible working take-up. These variables were then entered into a stepwise logistic regression model (where the outcome is a binary variable denoting whether an employee worked flexibly vs. not working flexibly). The model identifies significant relationships between the individual and employment characteristics and flexible working take-up whilst holding other factors constant. The stepwise regression uses an iterative procedure to identify significant characteristics. The variables suggested by the model, and the direction of the associations, are checked to ensure they are credible (it is possible for the stepwise procedure to identify relationships that occur purely by chance). These variables are then entered into the final model. This model is run using CSLOGISTIC and takes the complex survey design into account, hence gives more accurate standard errors and coefficients.

7.3   A note on design effects and complex standard errors

All analyses in the WLB4 report were conducted using complex samples methodology. We recommend that all analysis carried out on WLB data use these methods. Using complex samples methodology means information on sample stratification and weighting is incorporated into the calculation of standard errors. This means the standard errors are more accurate. A standard error based on an assumed simple random sample (which is the default for statistical analysis carried out in packages without complex samples modules) would not incorporate this information and would be more conservative as a result.

In some past reports, the analysis has ignored the sample design. The standard errors and statistical tests treat the sample as if it was a simple random sample. This happened because the availability of complex samples was, until relatively recently, not standard in statistical packages and complex standard errors were difficult to run.

The generation of standard errors is important because standard errors are the basis for all statistical tests. If a standard error is conservative (i.e. smaller than it should really be), the resulting test will be more conservative and may give a negative result when a more accurate test would show a significant relationship. Significant relationships may go unreported as a consequence.

One past method of addressing this has been to produce tables on complex standard errors and design factors for key estimates in a technical report. These were then used an accompaniment to the main report. The design factor shows how much the standard errors of the survey estimates have been inflated by the actual survey design compared with a simple random sample of the same size. Design effects are calculated by dividing the complex standard error of an estimate by a standard error for the same estimate that assumes simple

random sampling (i.e. ignoring the sample design). A standard error for a different estimate that has been generated under the assumption of simple random sampling can be multipled by the design factor to give an approximate complex sample error for that estimate, hence the tables in the technical report could be used to verify the findings of the main report and results of any subsequent analysis. However, it is far more preferable to generate complex standard errors directly. Statistical packages are now able to generate complex standard errors as routine, removing the need for such technical tables. We recommend all analyses are carried out using complex samples methods.

8. Data user guide

This section gives more information about using the WLB4 data to conduct analysis.

8.1 About the different samples

The sample for WLB4 comprised a core sample plus two boost samples. The core sample was designed be representative of all employees (individuals who were not self employed or proprietors) who were aged 16 years or over and British residents. The boost samples targeted two employee sub-groups of specific interest to BIS; working parents of children aged 0 to 17 years and employees with non-child caring responsibilities.

The boost sample of parents was selected in such a way that employed parents whose youngest child was 0 to 5 years were given a higher chance of selection than employed parents whose youngest child was 6 to 17 years. The intention was to give the boost sample of parents a broadly even split between these two groups to allow more scope for analysing parents of younger children. The weights adjust the parents boost back to the correct population proportions. Weighted estimates are representative of the population of employee parents with children aged 0 to 17 years.

The questionnaire administered to the boost sample was identical to that administered to individuals in the core sample, meaning data from the core and boost samples can be combined.

8.2 Using the different samples

The core sample should be used for analysis of the general employee population and for prevalence estimates, for example, to find the proportion of carers in the employee population. The relevant boosts plus any corresponding individuals from the core should be used for all relevant sub-group analyses, hence the carer boost sample plus carers from the core sample would be used to investigate carer employees more fully.

There were 1,874 interviews in the final core sample plus 893 additional boost interviews. The boost interviews can be broken down into 280 boost interviews with parents whose youngest child in the household was aged 0 to 5 years, 320 boost interviews with parents whose youngest child was aged 6 to 17 years and 290 boost interviews with employees with non-childcare caring responsibilities. The boost interviews should be combined with similar employees from the core sample during analysis. The combined samples give 829 carers and 1373 parents of children aged 0 to 17 (582 parents whose youngest child was aged 0 to 5 and 784 parents whose youngest child was aged 6 to 17. There were seven parents of children whose ages are unknown). The different samples will be filtered automatically once the relevant weights are applied.

8.3 A note on weights

WLB4 required weights to adjust for differential selection probabilities of individuals within households and non-response to the survey.

Applying the weights will automatically filter the samples. Applying the core sample weight will filter out the boost samples, and applying boost weights will automatically select the relevant boost cases plus any corresponding cases from the core sample. Table 16 outlines the weights that should be used for each analysis.

Table 16 Weights produced for WLB4

Name	Label	Sample	Use
Wt_core	Core sample weight	All core sample	For any analysis of working adult employees
Wt_bst017	Parents with the youngest child 0-17 years	Combined 0-5 and 6-17 boost samples + eligible core sample	For any analysis of parents
Wt_bstcare	Carers boost weight	Carers boost sample + eligible core sample	For any analysis of employees with caring responsibilities
Wt_bstall	Carers and parents	Carers and parents boost samples and eligible core sample	For any analysis of employees with caring responsibilities who are also parents

Source: WLB4 2011

More information about the weighting methods is given in Section 6.3.

8.4 Missing values

The data contain missing values due to respondents refusing or not knowing the answer specific questions. These responses have been coded as -8 (don't know) or -9 (refused).

Other questions are missing due to filtering; certain questions are only relevant to some respondents (for example, a question about time spent on call is only asked of respondents who have already indicated they work on call). Respondents are coded as -1 if they are not applicable for that specific question.

8.5 Example syntax for analysis of complex samples

Below is an example of syntax used to produce a table and significance test using complex samples methods using SPSS version PASW (1200) 18.0 with the following add-on options: Tables Original (1201) 18.0; PASW Regression (1202) 18.00; 1210 (1210) 18.0 and PASW Complex Samples (1211) 18.0.

```
* Define category for significance test.

RECODE row (1 = 1)(ELSE = 0) INTO binaryrow .

* Produce table.

SELECT IF row >=0 .
SELECT IF svyweight > 0 .
COMPUTE wt=1.
COMPUTE unwt=1/svyweight .
COMPUTE tot=1.
VAR LABLES tot "Total".
WEIGHT BY svyweight .
TABLES
 /OBS unwt wt
 /TABLES row+wt+unwt by column+tot
 /STAT cpct(row(pct2.0):column)
    sum(unwt 'Unweighted bases' wt 'Weighted bases').

* Test of main effect.

WEIGHT OFF .
CSPLAN ANALYSIS
  /PLAN FILE='f:\secure\svyset.csaplan'
  /PLANVARS ANALYSISWEIGHT=svyweight
  /SRSESTIMATOR TYPE=WR
  /DESIGN strata= svystrata  CLUSTER= svypsu
  /ESTIMATOR TYPE=WR.
CSLOGISTIC binaryrow (HIGH) BY column
  /PLAN FILE = 'f:\secure\svyset.csaplan'
  /MODEL column
  /INTERCEPT INCLUDE=YES SHOW=NO
  /CRITERIA MXITER=1000 MXSTEP=100
   PCONVERGE=[1e-006 RELATIVE] LCONVERGE=[0] CHKSEP=20
   CILEVEL=95
  /PRINT NONE.
```

8.6   Trend analysis

Some caution should be applied in conducting trend analysis testing for significant differences when comparing results from WLB4 with previous waves. A number of changes have been made to the survey methodology over the years. It it difficult, as a result, to confidently conclude that any differences observed were genuine rather than caused by these changes.

WLB1-3 used quota sampling, whereas WLB used a random sample. WLB3 used interlocking age and gender quotas plus a separate public/private sector quota. Quotas ensure set sample sizes are attained for specific groups but do not address problems of non-response bias as unwilling individuals are effectively replaced by more willing ones. This increases the number of similar

respondents in the sample but will not address bias since respondents who refuse to participate are generally systematically different to those who do. Changes were also made in the survey methodology between WLB1 and WLB2. The first survey set quotas during the fieldwork stage, whereas in the second survey, quotas were set before the fieldwork period.

In addition, in WLB3, the decision was taken to specifically interview the youngest eligible person in each household. This selection process would have introduced bias into the sample; for example, older people living in households with grown up children will be over-sampled. This means the sub-group of older people in the sample will be biased towards older people still living with younger adults. This is not representative of all older people in the population. Likewise younger people living in households with older adults will be over-represented in the sub-group of younger people.

Changing these aspects of the design will have improved the representativeness of WLB4 but has impacted on comparisons between WLB4 and previous survey years.

In some instances in the main report, the statistics from earlier published work-life balance reports are presented alongside the statistics from other waves, with a caveat reminding the reader of the changes in methodology and no significance testing was carried out on these statistics.

Appendix A
Questionnaire

P3056 WLB4 - CATI questionnaire main-stage

Questionnaire notes

Question names are used instead of numbers and these appear in bold in the line above the question text.

They show the NatCen question name followed by the original name where these exist in curly brackets. The original name has been taken from the WLB3 Technical report.

e.g. AChild {a01}

Instructions in {curly brackets} just above the question name show the routing of questions, if no instructions are given it means the previous question's routing applies.

Statements in (*italics and brackets*) indicate where a 'textfill' of some kind would be used in the program, i.e. when questions make use of information fed into the program prior to the interview or by previous answers given during the interview.

'Don't knows' and 'refusals' can be entered by interviewers using a shortcut key, rather than having a specific code.

Questions that have been deleted since WLB3 are noted in the document

Calculations or derivations to be carried out by the computer during the course of the interview are explained in [square brackets].

All interviewer instructions are in CAPITALS. The instruction CODE ONE ONLY indicates a single-coded question, whereas CODE ALL THAT APPLY indicates a multi-coded question. If no instruction is given, then a single code only should be selected.

Contents

Introduction and selection section

{Ask if first call OR no respondent selected}

SIntro

Good morning/afternoon/evening. My name is... and I am calling from the National Centre of Social Research. We are conducting an important study on behalf of the Department for Business Innovation and Skills about work-life balance. Can I ask you a few screening questions to confirm your eligibility? This will only take a few minutes? INTERVIEWER: TRY TO SPEAK TO AN ADULT OR RESPONSIBLE YOUNG ADULT IN THE HOUSEHOLD.

ADD IF NECESSARY: Your telephone number was randomly generated using a computer program.

ADD IF NECESSARY: The National Centre for Social Research is an independent research institute.

ADD IF NECESSARY: The Department for Business Innovation and Skills has responsibility for UK trade, business, skills and higher education, and for innovation. This includes responsibility for employment law covering issues such as work-life balance, maternity and paternity leave.

ADD IF NECESSARY: Personal details will only be known by the National Centre of Social Research and will not be passed to other organisation including the Department for Business Innovation and Skills without your permission.

ADD IF NECESSARY: If you would like more information about this study you can go to the following website www.natcen.ac.uk/study/WLB or call 0800 652 9294.

ADD IF NECESSARY: Would you like to receive a letter which will explain a bit more about the study and to show that this is a legitimate study?

3. Continue
4. Refused
5. Respondent would like a reassurance letter

Hard Check {If SIntro = refused}: Please code out in non-response block

{Ask if returning call and respondent selected} {Ask if Sname or SIntname = response}

SSpkRsp

INTERVIEWER, THE SELECTED RESPONDENT IS:

READ OUT IF NECESSARY OTHERWISE CONTINUE

Good morning/afternoon/evening. My name is ... and I am calling from the National Centre of Social Research. Could I speak to [insert respondent name] please?

ADD IF NECESSARY: We are conducting an important study on behalf of the Department for Business Innovation and Skills about work life balance and I am hoping you can answer some questions for us. I can reassure you that all answers will be treated in the strictest confidence in accordance with the Data Protection Act.

ADD IF NECESSARY: The interview should take about 20 minutes.

ADD IF NECESSARY: Your telephone number was randomly generated using a computer program.

ADD IF NECESSARY: The National Centre for Social Research is an independent research institute.

ADD IF NECESSARY: The Department for Business Innovation and Skills has responsibility for UK trade, business, skills and higher education, and for innovation. This includes responsibility for employment law covering issues such as work-life balance, maternity and paternity leave.

ADD IF NECESSARY: Personal details will only be known by the National Centre of Social Research and will not be passed to other organisation including the Department for Business Innovation and Skills without your permission.

ADD IF NECESSARY: If you would like more information about this study you can go to the following website www.natcen.ac.uk/study/WLB or call 0800 652 9294.

ADD IF NECESSARY: Would you like to receive a letter which will explain a bit more about the study and to show that this is a legitimate study?

1. Continue
2. Selected respondent not at home (Make an appointment)
3. Selected respondent refused
4. Respondent would like a reassurance letter

Hard Check {If SSpkRsp= Selected respondent refused }:Please code out in non-response block

{If SSpkRsp or SIntro = continue}

STelChk

INTERVIEWER: CODE WHETHER BUSINESS OR RESIDENTIAL NUMBER OR CHECK IF NECESSARY,

Can I check, is this number for a private, residential address?

1. Number for a private address
2. Not residential

Hard Check {If STelChk= not residential}: Please code out in non-response block

{If Private address STelChk=1}

SAge16

First, including yourself how many people are there in your household aged 16 or over?"

: 0..20

Hard Check {If Sage16= 0}: Please code out in non-response block

{IF more than one person aged Sage16 =>1}

SEmp

And how many of these people are in paid employment? By 'in paid employment' I mean working full-time or part-time but not self-employed."

: 0..20

Hard Check {If SEmp= 0}: Please code out in non-response block

{If more than one person in the household is aged 16 and in paid employment}

{IF Semp>1}

SBday

As we only wish to interview one person in your household please could you tell me of the [textfill no from **SEmp**] people in paid employment, who has most recently had a birthday (I don't need to know the date). Please could you give me their name. We only need their first name or initial.

3. Name given
4. Refused to give name
Hard Check {If SBday= Refused to give name}: Please code out in non-response block.

Soft Check {IF SBday=Name given}: Please check that this person is a resident of this household.

{IF SBday=1}

Sname

INTERVIEWER: Enter first name of the person who most recently had a birthday.

STRING [20]

SChk

Is this yourself or someone else in the household?

1. Respondent
2. Someone else

{If only one person in the household is aged 16 and in paid employment}

{IF Semp=1}

SIntP

Please can you tell me are you this person aged 16 and in paid employment?

1. Yes,
2. No, someone else

{If SintP = No, someone else}

SIntpNm

Could I have your name/ the name of this person (who is aged 16 and in paid employment)? We only need their first name or initial.

3. Name given
4. Refused to give name

Hard Check {If SIntpNm= Refused to give name}: Please code out in non-response block.

Soft Check {IF SIntpNm=Name given}: Please check that this person is a resident of this household.

{IF SIntpNm=name given}

SIntname

/INTERVIEWER: Enter first name of the person who is aged 16 and in paid employment

: STRING [20]

{Ask if respondent selected} {Ask if Sname or SIntname = response}

SSpkRsp

INTERVIEWER, THE SELECTED RESPONDENT IS:

READ OUT IF NECESSARY OTHERWISE CONTINUE

Good morning/afternoon/evening. My name is ... and I am calling from the National Centre of Social Research. Could I speak to [insert respondent name] please?

ADD IF NECESSARY: We are conducting an important study on behalf of the Department for Business Innovation and Skills about work life balance and I am hoping you can answer some questions for us. I can reassure you that all answers will be treated in the strictest confidence in accordance with the Data Protection Act.

ADD IF NECESSARY: The interview should take about 20 minutes.

ADD IF NECESSARY: Your telephone number was randomly generated using a computer program.

ADD IF NECESSARY: The National Centre for Social Research is an independent research institute.

ADD IF NECESSARY: The Department for Business Innovation and Skills has responsibility for UK trade, business, skills and higher education, and for innovation. This includes responsibility for employment law covering issues such s work-life balance, maternity and paternity leave.

ADD IF NECESSARY: Personal details will only be known by the National Centre of Social Research and will not be passed to other organisation including the Department for Business Innovation and Skills without your permission.

ADD IF NECESSARY: If you would like more information about this study you can go to the following website www.natcen.ac.uk/study/WLB or call 0800 652 9294.

ADD IF NECESSARY: Would you like to receive a letter which will explain a bit more about the study and to show that this is a legitimate study?

1. Continue
2. Selected respondent not at home (Make an appointment)
3. Selected respondent refused
4. Selected respondent would like a reassurance letter

Hard Check {If SSpkRsp= Selected respondent refused }: 'Please code out in non-response block'

{For selected respondent} {Ask if Sname or SIntname = response}

SSex

INTERVIEWER: THIS IS THE PERSON YOU NEED TO INTERVIEW.

RECORD OR ASK: Are you male or female?

1. Male
2. Female

SJob (s03)

Can I just check (again) are you currently in paid employment?

1. Yes

2. No

{IF SJob=Yes}

SSEmp (s04)

And are you working as an employee or are you self-employed?

1. Employee
2. Self Employed

Hard Check {If SSEmp = Self employed }: Please code out in non-response block

{If Sjob=2}

SLev (s03a)

Are you currently on leave from your job?

1. No

IF YES, READ OUT...

2. are you on sick leave?
3. maternity or paternity leave?
4. other type of leave?

Hard Check {If SLev = No }: Please code out in non-response block

Deleted SEmpT and SOrg from here (placed in block H)

Boost : Screening questions

SampTyp	Definition	% of all numbers…	% of boost…
1 (Core)	Core	49%	
2 (BoostA)	Screen for carers, households with children aged 0-5 years and households with children aged 6-17 years	26%	50%
3(BoostB)	Screen for carers and households with children aged 0-5 years.	10%	20%
4 (BoostC)	Screen for carers only	15%	29%
		100%	100%

{ASK ALL Boost sample}

{IF SampTyp=2,3 or 4}

SBoost

We are interested in finding out the experiences of different types of employees, in particular those with caring responsibilities for children or adults.

: (Cont Continue)

SCare

Do you look after or give any help or support to family members, friends, neighbours or others because of either long-term physical or mental ill-health or disability, or problems related to old age? Do not include anything you do as part of your paid employment.

1.   Yes

2.   No

{IF SCare = Yes}

SrelFr

And are they ... READ OUT...

CODE ALL THAT APPLY

1. … a child under the age of 18
2. … adult relative(s) living inside or outside the household
3. … a non-relative adult living in the household
4. … a non-relative adult living outside the household ?

{IF SRelFr=1}

Soft check

Can I check do you help or support a sick and or disabled child under the age of 18?'

IF NO – DO **NOT** SELECT CODE 1.

{IF SampTyp=2,3 or4}

SChild (a01)

Do you have a child or children living with you as part of your family who is or are aged under 18? Please include all the children who live with you including biological and step-children, foster, or adopted children.

1. Yes

2. No

SResp

And may I just check, do you have any other children of your own, aged under 18 whom you look after or care for but do not live with you?

1. Yes

2. No

{IF SChild= Yes OR SResp=Yes}

SHwChld (a03)

How many children do you have (including step, foster or adopted children)?

Range: 1...20

{Asked for each child at SHwChld}

SChAge (a04)

What is the age of the [first, second…] child?

INTERVIEWER ENTER CHILD'S EXACT AGE

IF REFUSED OR UNCERTAIN RECORD BANDS AT NEXT QUESTION

{IF SChAge=refused or don't know}

SchBand (a04band)

What is the age of [first, second….] child. Is it...

1. Less than a year
2. 1 but less than 6 years
3. 6 but less than 12 years
4. 12 but less than 16 years
5. 16 but less than 18 years

Derived variables used to establish eligibility of cases for boost sample

{Derived Variable}

BstGrp

Boost Groups

c1. Carer only

c2. Carer and parent of 0 to 5 year old

c3. Carer and parent of 6 to 17 year old

c4. Carer and parent of 0 to 5 and 6 to 17 year old

c5. Parent of 0 to 5 year old only

c6. Parent of 6 to 17 year old only

c7. Parent of 0 to 5 and 6 to 17 year old

c8. None of these

Deriving BStGrp

IF Scare=Yes AND SrelFr = RESPONSE AND Schild=No AND SResp=No THEN

BStGrp := c1

IF Scare=Yes AND SrelFr = RESPONSE AND ANY SchAge=0-5 OR ANY SChband=1,2 THEN

BStGrp := c2

 IF Scare=Yes AND SrelFr = RESPONSE AND ANY SchAge=6-17 OR ANY SChband=3,4,5 THEN

BStGrp := c3

IF Scare=Yes AND SrelFr = RESPONSE AND ANY SchAge=0-5 AND 6-17 OR ANY SChband=1,2, AND 3,4,5 THEN

BStGrp := c4

IF Scare=No AND ANY SchAge=0-5 OR ANY SChband=1,2 THEN

BStGrp := c5

IF Scare=No AND ANY SchAge=6-17 OR ANY SChband=3,4,5 THEN

BStGrp := c6

IF Scare=No AND ANY SchAge=0-5 AND 6-17 OR ANY SChband=1,2, AND 3,4,5 THEN

BStGrp := c7

IF Scare=No AND Schild=No AND SResp=No THEN

BStGrp := c8

{Derived Variable}

EligCase

Eligible boost case

1.   Yes

2.   No

Deriving EligCase

IF Qsample.SampTyp=BoostA AND BstGrp IN [c1..c7] THEN

EligCase := Yes

IF Qsample.SampTyp=BoostB AND BstGrp IN [c1..c5, c7] THEN

EligCase := Yes

IF Qsample.SampTyp=BoostC AND BstGrp IN [c1..c4] THEN

EligCase := Yes

IF Qsample.SampTyp=Core AND (Ssemp= emp OR Slev=Yes) THEN

EligCase := Yes

{If Ineligible boost case OR No-one aged 16 or over in household OR No Employees in household OR Selected respondent not in paid employment OR Selected respondent self-employed OR Selected respondent not currently working}

{If EligCase=No OR Sage16=0 OR Semp=0 OR Sjob=No or SSEmp=Self employed or SLev=No}

SNotElg

Thank you for your time. Unfortunately you are not among one of the groups of people we wish to speak to and we will not be asking you to complete the rest of the interview on this occasion.

INTERVIEWER: If respondent asks for more information about the study please pass on information about the website or give the freephone number: www.natcen.ac.uk/study/WLB or call 0800 652 9294 "

Section B: Hours of work

{ASK ALL ELIGIBLE}

Bintro

I would like to ask you some questions about your work. I would like you to concentrate on your main paid job.

INTERVIEWER: IT IS UP TO THE RESPONDENT WHAT THEIR MAIN PAID JOB IS

BHwLngY {b00}

How long have you worked for your current employer?

INTERVIEWER: ENTER YEARS BELOW. ENTER 0 IF LESS THAN 12 MONTHS. ENTER MONTHS AT THE NEXT QUESTION.

{IF BHwLngY=0}

BHwLngM {b00}

RECORD MONTHS WORKED FOR CURRENT EMPLOYER.

HWLngDV: Derive variable from BHwlngY and BHwlngM: Up to 12 months/1 year, Up to 2 years,

More than 2 years

BTerm {b01}

Do you have a written contract stating your terms and conditions of employment?

SINGLE CODE

1. Yes

2. No

Bperm (b02)

Leaving aside your own personal intentions and circumstances, is your job…

SINGLE CODE

INTERVIEWER; EMPLOYEES ON PROBATION TO BE TREATED AS PERMANENT

1. A permanent job

2. Or is there some way in which it is not permanent?

{If Bperm=2 (Not permanent)} {b02 = 2}

Btemp (b02a)

In what way is your job not permanent? READ OUT…

SINGLE CODE

1. Seasonal work
2. Contract for a fixed period or a fixed task
3. Agency temping
4. Casual type of work
5. Not permanent in some other kind of way (specify)

{If BTemp=5 (Not permanent in some other kind of way)}

BTempX

INTERVIEWER: ENTER OTHER ANSWER

DELETED B03 (JC 05/11/10)

DELETED B04 & B04band (JC 05/11/10)

{ASK ALL}

BovTime (b06)

In your main job do you do any work which you would regard as paid or unpaid overtime? Please exclude any on-call working.

INTERVIEWER: (if necessary) On-call working is when you have to make yourself available to be called to do work if it is needed

1. Yes
2. No

{ASK ALL}

BHours {B05}

How many hours per week do you usually work in your main job? {Texftill: IF BOvTime=No} {Please exclude meal breaks, and any on-call working} {Texftill: IF BOvTime=Yes} {Please exclude meal breaks, paid or unpaid overtime and any on-call working}.

INTERVIEWER: RECORD THE NUMBER OF HOURS WORKED AS ACCURATELY AS POSSIBLE.

- Half hours as 0.5 (e.g. 37 and half hours per week is 37.5)

- Quarter hours record as 0.25 (e.g. 37 and a quarter hours per week is 37.25)

- Three quarter hours record as 0.75 (e.g. 37 and three quarter hours per week is 37.75)

Record no of hours

{IF Bhours= don't know or refusal}

BAvBnd {B05band}

On average, how many hours do you work per week? Is it…

1.   Less than 10 hours

2.   10 hours but less than 15

3.   15 hours but less than 20

4.   20 hours but less than 26

5.   26 hours but less than 31

6.   31 hours but less than 36

7.   36 hours but less than 41

8.   41 hours but less than 49

9.   49 hours but less than 51

10.   51 hours but less than 56

11.   Between 56 - 60 hours

12.   More than 60 hours?

13.   Varies from week to week(SPONTANEOUS)

Deleted BUnPaTyp {B06A} (JC 19/11)

{IF BOvTime=Yes}

BPaidHr {B07}

How many hours PAID overtime do you usually work each week?

INTERVIEWER: RECORD USUAL NUMBER OF HOURS

INTERVIEWER: RECORD THE NUMBER OF HOURS WORKED AS ACCURATELY AS POSSIBLE.

- Half hours as 0.5 (e.g. 37 and half hours per week is 37.5)

- Quarter hours record as 0.25 (e.g. 37 and a quarter hours per week is 37.25)

- Three quarter hours record as 0.75 (e.g. 37 and three quarter hours per week is 37.75)

{IF BOvTime=Yes}

BUnpdHr {B08}

How many hours UNPAID overtime or extra hours do you usually work each week?

INTERVIEWER TO RECORD USUAL NUMBER OF HOURS

INTERVIEWER: RECORD THE NUMBER OF HOURS WORKED AS ACCURATELY AS POSSIBLE.

- Half hours as 0.5 (e.g. 37 and half hours per week is 37.5)

- Quarter hours record as 0.25 (e.g. 37 and a quarter hours per week is 37.25)

- Three quarter hours record as 0.75 (e.g. 37 and three quarter hours per week is 37.75)

DELETED B09 (JC 05/11/10)

{If BovTime=Yes}

BResOT {B10_01 to B10_15}

What is the **main** reason you work overtime?

OPEN

At edit code into – CODE ONE ONLY:

1. To make more money (overtime)
2. My employer expects it
3. I like my job
4. My organisation encourages it
5. I have too much work to finish in my normal working hours
6. My colleagues all work more hours
7. I do not want to let down the people I work with
8. Work overtime because it's the nature of the business.
9. Work overtime because of staff shortages.
10. Work overtime to meet deadlines/finish job.
11. Work overtime because of meetings/training/events.
12. Work overtime due to pressure from work.
13. Work overtime because of business travel.
14. Work overtime for other reasons.
15. Work overtime – don't know.

{ASK ALL}

BOncall

Are you required to do on-call working? On call working is when you have to make yourself available to be called to do work if it is needed

1. Yes
2. No

{If Boncall=yes}

BOCOft

How often do you do on-call work?

SINGLE CODE

1. Every week
2. every two weeks
3. every three weeks
4. every four weeks
5. every calendar month
6. every two calendar months
7. every 3 months/13 weeks
8. every six months/26 weeks
9. all the time
10. on a seasonal basis
11. irregularly

{IF BOCOft not equal to 9 (not all the time)}

BOCHrs

How many hours are you required to be on-call for in an average (texftill answer from BOCOft: Use - week; two/three/four week period; month; two/three/six month period; three month period; if 'irregularly': every six months/26 weeks; if 'On a seasonal basis': 'year}'?

INTERVIEWER: ASK FOR AN ESTIMATE IF RESPONDENT UNABLE TO GIVE A SPECIFIC NUMBER. INTERVIEWER: RECORD THE NUMBER OF HOURS WORKED AS ACCURATELY AS POSSIBLE.

- Half hours as 0.5 (e.g. 37 and half hours per week is 37.5)

- Quarter hours record as 0.25 (e.g. 37 and a quarter hours per week is 37.25)

- Three quarter hours record as 0.75 (e.g. 37 and three quarter hours per week is 37.75)

0…8760

{IF BOCOft not equal to 9 (those **not** on call all the time)}

BOCWrk

And for how many of these [textfill answer from BOCHrs] hours on call are you required to be at your place of work?

INTERVIEWER: RECORD THE NUMBER OF HOURS WORKED AS ACCURATELY AS POSSIBLE.

- Half hours as 0.5 (e.g. 37 and half hours per week is 37.5)

- Quarter hours record as 0.25 (e.g. 37 and a quarter hours per week is 37.25)

- Three quarter hours record as 0.75 (e.g. 37 and three quarter hours per week is 37.75)

0…8760

{IF BOCOft = 9 (those on call all the time)}

BOCATme

In an average month how many hours would you spend on call at your place of work?

INTERVIEWER: RECORD THE NUMBER OF HOURS WORKED AS ACCURATELY AS POSSIBLE.

- Half hours as 0.5 (e.g. 37 and half hours per week is 37.5)

- Quarter hours record as 0.25 (e.g. 37 and a quarter hours per week is 37.25)

- Three quarter hours record as 0.75 (e.g. 37 and three quarter hours per week is 37.75)

0…744

{IF BOCWrk and BOCATme =response}

BOCAct

And out of these [texftill number at BOCWrk or BOCATm] hours when you are at your place of work, how many hours are you required to be actively doing work?

INTERVIEWER: RECORD THE NUMBER OF HOURS WORKED AS ACCURATELY AS POSSIBLE.

- Half hours as 0.5 (e.g. 37 and half hours per week is 37.5)

- Quarter hours record as 0.25 (e.g. 37 and a quarter hours per week is 37.25)

- Three quarter hours record as 0.75 (e.g. 37 and three quarter hours per week is 37.75)

0…744

DELETED B11 (JC 05/11/10)

DELETED BChange B13 (JC19/11) deleted previously from WLB3 version 18

DELETED SatInt (JC 29/11) deleted previously from WLB3 version 18

DELETED BSatWrk (B14a}, (JC 29/11)

DELETED BSatJS {B14B} (JC 19/11)

DELETED BSatPay {B14C} (JC 19/11)

{ASK ALL}

BSatHrs {B14D}

How satisfied are you with the hours you work? Are you satisfied, neither satisfied nor dissatisfied or dissatisfied?

INTERVIEWER: IF SATISFIED: 'Is that very satisfied or satisfied?'

INTERVIEWER: IF DISSATISFIED: 'Is that dissatisfied or very dissatisfied?'

SINGLE CODE

1. Very satisfied

2. Satisfied

3. Neither satisfied nor dissatisfied

4. Dissatisfied

5. Very dissatisfied?

DELETED BPrefer {B15}, Bless {B16} (JC 29/11)

Section C: Work-Life Balance Practices and Policies

{ASK ALL}

CLaw

By law, employers have a duty to seriously consider requests for flexible working arrangements for employees with caring responsibilities for children or adults.

CawLaw (B17)

Were you aware of the right to request flexible working?

1.Yes

2 No

{If CAwLaw = Yes}

CAwLawY

Were you aware of the right to flexible working for employees caring for children

1.Yes

2 No

{If CAwLaw = Yes}

CAwLawA

Were you aware of the right to flexible working for employees caring for adults?

1.Yes

2 No

{ASK ALL}

CIntro

Thinking about your main job, I now want to ask you about your working arrangements. By working arrangement I mean the amount of hours you work, as well as when and where you work those hours. [wording deleted – 'and the amount of flexibility that you have].

CWrkAr {C01}

How satisfied are you with your current working arrangements? Are you satisfied, neither satisfied nor dissatisfied or dissatisfied?

INTERVIEWER: IF SATISFIED: 'Is that very satisfied or satisfied?'

INTERVIEWER: IF DISSATISFIED: 'Is that dissatisfied or very dissatisfied?'

 [SINGLE CODE]

1. Very satisfied

2. Satisfied

3. Neither satisfied nor dissatisfied

4. Dissatisfied

5. Very dissatisfied.

DELETED CwkDiss {C02_01 to C02_19} {JC 29/11}

CRegwk {C03}

{IF HWLngDV =<2 years}: *Since starting your current job,*

{IF HWLngDV =>2 years}: *Over the last two years,*

have you approached your [current employer] to make a request to change how you regularly work for a SUSTAINED PERIOD of time? By sustained, I mean for longer than a month at a time?

INTERVIEWER: IF APPROACHED EMPLOYER ABOUT MORE THAN ONE SEPARATE REQUEST, PLEASE ASK THEM TO THINK ABOUT THE MOST RECENT ONE

1. Yes

2. No

{IF CRegwk=No} {C03=2}

CRegWy {C04_1 to C04_16}

Why have you **not** made a request to change your working arrangement over the past two years?

DO NOT READ OUT CODES.

INTERVIEWER: IF NECESSARY READ OUT: by 'working arrangement', I mean the amount of hours you work, when you work those hours and where you work those hours (e.g. at home).

MULTI-CODE. PROMPT: 'What else'

1. Content with current work arrangements

2. Job does not allow it / doesn't suit my job

3. Too much work to do

4. Concerned about the extra workload for my colleagues

5. Concerned about my career

6. Concerned about my job security

7. Not convinced my employer would allow it

8. Do not feel confident enough to ask my employer

9. Could not afford any reduction in my income

10. Doesn't suit domestic / household arrangements

11. Not aware of the new right

12. Already working flexibly

13. Not eligible to request flexible working

14. Happy with current Work-Life balance

15. Other

{IF CRegWyX=Other}

CRegWyX

INTERVIEWER: ENTER OTHER ANSWER

OPEN

{IF CRegwk=Yes} {C03=1}

CDealt (C05)

Who dealt with your request to change how you regularly work?

INTERVIEWER: READ OUT IF NECESSARY

SINGLE CODE

1. Managing director/ owner/ director

2. Personnel/ HR department

3. Head of Department

4. Line manager/ supervisor

5. Other

{IF Cdealt=Other}

CDealtX

INTERVIEWER: ENTER OTHER ANSWER

OPEN

{IF CRegwk=Yes} {C03=1}

CRequest {C06_01 to C06_10}

And what did you request?

DO NOT PROMPT

CODE ALL THAT APPLY

1. To reduce hours of work
2. Work part time
3. Change to when I work including number of days I work
4. To increase hours of work including full-time
5. Requested time-off / Leave arrangement
6. Flexitime
7. To work from home
8. Other (Record)
9. Can't remember

{If Crequest = 8 (Other request)}

CRequestX

INTERVIEWER: ENTER OTHER ANSWER

OPEN

{IF CRegwk=Yes} {C03=1}

Chow {C07_01 to C07_06}

How did you make this request? Was it by … READ OUT

 CODE ALL THAT APPLY

1. Letter or form

2. Email

3. Face-to-face meeting or Discussion

4. Telephone

5. Other

{IF Chow=5 (Other method)}

CHowX

INTERVIEWER: ENTER OTHER ANSWER

{IF CRegwk=Yes} {C03=1}

CAgree {C08}

Which of the following best describes the outcome of your request to change the way in which you worked? Was it… READ OUT ALL THE CODES BEFORE CODING

SINGLE CODE

1…...accepted

2... accepted after negotiation or compromise

3. ...accepted after appeal
4. .. declined
5. ...declined after appeal, or are you
6. ...awaiting the outcome or decision?

{IF Cagree=3 or 5 (accepted after appeal or declined after appeal)}

CTell

Thinking only about the initial decision please tell me if you were informed of this decision in any of the following ways. Were you informed by…

READ OUT AND CODE ALL THAT APPLY

1. Letter or form

2. Email

3. Face to face meeting or discussion

4. Telephone or

5. In some other way?

{IF Cagree= 1,2 or 4 (accepted or accepted after negotiation or declined)}

CTellA

Thinking about this decision please tell me if you were informed of this decision in any of the following ways.

{Texfill interviewer note} {IF CAgree=2} (INTERVIEWER: IF QUERY WHICH DECISION 'Please think about the decision after negotiation/compromise'

  Were you informed by…

READ OUT AND CODE ALL THAT APPLY

1. Letter or form

2. Email

3. Face to face meeting or discussion

4. Telephone or

5. In some other way?

{IF Cagree=3 or 5 (accepted after appeal, declined after appeal)}

CAppeal

And were you informed of the outcome of the appeal in any of the following ways…

READ OUT AND MULTICODE

1. Letter or form

2. Email

3. Face to face meeting or discussion

4. Telephone or

5. In some other way?

{ASK ALL}

CWrInt {C12}

Are any of the following working arrangements available at your workplace…?

[SHORT DEFINITIONS to be read out; LONGER DEFINITIONS for interviewer to be used if required]

CPart {C12A}

Work part-time, this means working less than 30 hours a week, (is this available at your workplace)?

SINGLE CODE

INTERVIEWER:

1. Yes

2. No

CSchool {C12B}

Work only during school term-time, (is this available at your workplace)?

[SINGLE CODE]

1. Yes

2. No

CJShare {C12C}

Job-share, this is where a FT job is divided between 2 or more people and they work at different times,(is this available at your workplace)?

SINGLE CODE

1. Yes

2. No

CFlex {C12D}

Work flexitime, this is where an employee has no set start or finish time but an agreement to work a set number of hours per week or per month. READ OUT - Is this available at your workplace?

[SINGLE CODE]

1. Yes

2. No

CReduce {C12E }

Work reduced hours for a limited period, this is where an employee has an agreement to cut their hours for a set period of time such as a month or six months, (is this available at your workplace)?

[SINGLE CODE]

1. Yes

2. No

CHome {C12F}

Work from home on a regular basis, this means an employee works all or some part of the time from home as part of their working hours, (is this available at your workplace)?

[SINGLE CODE]

1. Yes

2. No

CComp {C12G}

Work a compressed working week, this means working your contracted hours over a fewer number of days, (is this available at your workplace)?

[SINGLE CODE]

1. Yes

2. No

CAnnual {C12H}

Work annualised hours, this is where the number of hours an employee has to work is calculated over a full year rather than a week or month, is this available at your workplace?

[SINGLE CODE]

1. Yes

2. No

{IF any CPart to CAnnual=1: All who said that any flexible working arrangement was available (Coded 1 at any of C12A to C12H)}

CWkF12 {C13}

Do you currently work, or have you worked, in any of these ways over the last 12 months and with your current employer.

1. Continue

{IF CPart=Yes} {C12A=Yes}}

CWkPt {C13A}

Do you currently, or have you worked part-time over the last 12 months and with your current employer?

INTERVIEWER IF REQUIRED: this means working less than 30 hours a week]

[SINGLE CODE]

1. Yes

2. No

{IF CSchool=yes} {C12B=yes}

CWkSch {C13B}

Do you currently, or have you worked only during school term-time over the last 12 months and with your current employer?

[SINGLE CODE]

1. Yes

2. No

{CJShare=Yes} {C12C=Yes}

CWkJbSh {C13C}

Do you currently, or have you worked job share over the last 12 months and with your current employer?

[INTERVIEWER: PROMPT IF REQUIRED: this means where a FT job is divided between 2 or more people and they work at different times.

SINGLE CODE

1. Yes

2. No

{IF CFlex=Yes} {C12D=Yes}

CWkFex {C13D}

Do you currently, or have you worked flexitime over the last 12 months and with your current employer?

INTERVIEWER: PROMPT IF REQUIRED: this means where an employee has no set start or finish time but an agreement to work a set number of hours per week or per month. This may be informal as well as formally agreed.

[SINGLE CODE]

1. Yes

2. No

{IF CReduce=Yes} {C12E=Yes }

CWkred {C13E}

Do you currently, or have you worked reduced hours for a limited period over the last 12 months and with your current employer?

INTERVIEWER: PROMPT IF REQUIRED: this means where an employee has an agreement to cut their hours for a set period of time such as a month or six months.

[SINGLE CODE]

1. Yes

2. No

{IF CHome=yes} {C12F=yes}

CWkHme {C13F}

Do you currently, or have you worked from home on a regular basis over the last 12 months and with your current employer?

INTERVIEWER: PROMPT IF REQUIRED: this means an employee works all or some part of the time from home as part of their working hours.

[SINGLE CODE]

1. Yes

2. No

{IF CComp=Yes} {C12G=Yes}

CWkCom {C13G}

Do you currently, or have you worked a compressed working week over the last 12 months and with your current employer?

INTERVIEWER: PROMPT IF REQUIRED: this means working your contracted hours over a fewer number of days.

[SINGLE CODE]

1. Yes

2. No

IF CAnnual=Yes {C12H=Yes}

CWkAnn {C13H}

Do you currently, or have you worked annualised hours over the last 12 months and with your current employer?

INTERVIEWER: PROMPT IF REQUIRED: this means where the number of hours an employee has to work is calculated over a full year rather than a week or month, typically with more hours during busy periods and fewer in quiet periods.

[SINGLE CODE]

1. Yes

2. No

{IF any CWkPt to CWkAnn =yes} {IF any C13A to C13H=Yes}

CWkPost {c13pc01 to C13pc20}

What have been the positive consequences of working in this/these ways? INTERVIEWER IF NEEDED: You said that you work/have worked {texftill answers that were yes at CWkPt to CWkAnn}"

PROMPT 'WHAT ELSE'

OPEN

At edit code into following code:

Do not suffer from as much stress - positive consequence.

Improved relationships at home - positive consequence.

Improved health - positive consequence.

More time to spend with family - positive consequence.

Have more free time - positive consequence.

Childcare arrangements - positive consequence.

Convenient/suits me - positive consequence.

Work the hours I want/flexible - positive consequence.

Organise my life around work - positive consequence.

Attend appointments – doctors/dentist/bank - positive consequence.

Time to study/complete a course - positive consequence.

More holiday time - positive consequence.

Get more work done/more productive/less distraction - positive consequence.

Less travelling/avoid rush hour - positive consequence.

More money - positive consequence.

Work-lie balance improved - positive consequence.

Enjoy work/happier - positive consequence.

Other - positive consequence.

Nothing/no positive consequences - positive consequence.

Don't know - positive consequence.

{IF any CWkPt to CWkAnn =yes} {IF any C13A to C13H=Yes}

CWkNeg {c13nc01 to c13nc14}

What have been the negative consequences of working in this/these ways?

INTERVIEWER: IF NEEDED: You said that you work/have worked {texftill answers that were yes at CWkPt to CWkAnn}

PROMPT: 'WHAT ELSE'. OPEN

At edit code into following code:

Receive lower pay/salary - negative consequence.

Damaged career prospects - negative consequence.

Negatively affected relationships with colleagues/manager - negative consequence.

Increased stress levels - negative consequence.

Intensified workload - negative consequence.

Holidays become more expensive - negative consequence.

Miss interaction with colleagues - negative consequence.

No over time/set hours - negative consequence.

No flexibility over holiday time - negative consequence.

Tiring/working longer hours - negative consequence.

Missing out on family time - negative consequence.

Other - negative consequence.

Nothing/no negative consequences - negative consequence.

Don't know - negative consequence.

{IF any CPart to CAnnual = yes: Only ask for those items that are available at the workplace} {C12: items coded 1}

CColWk {C14}

You said that the following arrangements were available at your work place {texftill answers that were yes at Cpart to CAnnual}. Do any of the people you usually work with work in any of these ways?

3. Yes
4. No

DELETED CColPt to CColAnn (C14A to C14H) – (JC 29/11)

DELETED CCol12 {C14I } (From JC 19/11/10) deleted at previous WLB3 version 18

{IF CcolWk=Yes}

CColPC { c14pc01 to c14pc16}

What if any are the positive effects **on you** of your colleagues working in this/these ways? INTERVIEWER: IF NEEDED: You said your colleagues worked in one of the following ways {texftill answers that were yes at Cpart to CAnnual}

PROMPT WHAT ELSE?

OPEN

Code into at edit:

Staff happier/creates better working atmosphere - positive consequence.

Allows business flexibility/ can cover hours needed - positive consequence.

Having to cover colleagues work - positive consequence.

Spend more time with their family - positive consequence.

Can look after children/family commitments - positive consequence.

Less stressful - positive consequence.

Achieve other interests - positive consequence.

More job satisfaction/work harder - positive consequence.

More freedom/time - positive consequence.

More time to do work - positive consequence.

Keeps valued members of staff - positive consequence.

Convenient - positive consequence.

Other - positive consequence.

Doesn't affect me - positive consequence.

None/nothing - positive consequence.

{IF CcolWk=Yes}

CColNc (c14nc01 to c14nc17

What, if any, are the negative effects **on you** of your colleagues working in this/these ways? INTERVIEWER: IF NEEDED: You said your colleagues worked in one of the following ways {texftill answers that were yes at Cpart to CAnnual}

PROMPT WHAT ELSE?

OPEN

Code into at edit:

Having to cover colleagues' work – negative consequences

Increased workload – negative consequences

More/extra responsibilities – negative consequences

Staff shortages/staff unwilling to cover – negative consequences

Work not completed – negative consequences

Less productivity/less gets done – negative consequences

Less money/reduced income – negative consequences

Restriction in holidays/time off – negative consequences

Lack of flexibility in work hours/days – negative consequences

Stressful/puts more pressure on FT staff – negative consequences

Colleagues not available for meetings etc – negative consequences

Lack of interaction/people not knowing what's going on – negative consequences

Communication issues – negative consequences

Doesn't affect me – negative consequence.

None/nothing - negative consequence.

DELETED CNeg (C15) (JC 29/11)

DELETED CwkyRes & CwkyResX   (C16_01 to C16_15) (JC 29/11)

DELETED CWkNRes (C17_01 to C17_18) (JC 29/11)

DELETED: C18A to C18h (From JC 05/11/10)

DELETED: C19A TO C19H (From JC 05/11/10)

DELETED: C20_01 TO 20_06 (From JC 05/11/10)

{ASK ALL}

CFav {C22}

I am now going to ask you questions about your current employer.

Thinking about requests to work flexibly at your workplace, does your employer treat all employees the same or prioritise some employees over others? INTERVIEWER: PROMPT 'This is about requests to work flexibly'.

[SINGLE CODE]

1. Treats all employees the same

2. Prioritises some employees over others

[If CFav=Prioritises some employees} (C22=2)]

CFaTyp {C23_01 to C23_11}

Which groups of employees or types of employees does your employer prioritise when considering requests to work flexibly? PROMPT: 'what else'

OPEN

At edit code into:

Treats senior staff favourably.

Treats women favourably.

Treats parents favourably.

Treats staff in lower grade jobs favourably.

Treats long term employees favourably.

Treats people who are friends with senior staff favourably.

Treats people who work hard/committed favourably.

Treats some members (unspecified) favourably.

Treats staff working for certain areas/departments/companies favourably.

Treats others favourably.

Don't know who employer treats favourably.

DELETED C24_01 TO C24_10 (From JC 05/11/10)

DELETED ManFlex (C25) (JC 29/11)

DELETED C26 (From JC 05/11/10)

DELETED C27_01 TO C27_23 (From JC 05/11/10)

{ASK ALL}

CInital {C28}

How important was the availability of flexible working for you when INITIALLY deciding to work with your current employer? Was it very important, quite important or not important?

 [SINGLE CODE]

1. Very important

2. Quite Important

3. Not important

{ASK ALL}

CNow {C29}

How important is it [the availability of flexible working for you] now? Is it very important, quite important or not important?

[SINGLE CODE]

1. Very important

2. Quite Important

3. Not important

Section A: Additional background information

{IF CORE SAMPLE, Samptyp=1}

Aintro

We are interested in finding out the experiences of different types of employees, in particular those with caring responsibilities for children or adults.

AChild (a01)

Do you have a child or children living with you as part of your family who is or are aged under 18? Please include all the children who live with you including biological and step-children, foster, or adopted children.

1. Yes
2. No

AResp (a02)

May I just check, do you have any other children of your own, aged under 18 whom you look after or care for but do not live with you?

Yes

No

{IF Achild=Yes} or {IF AResp=Yes}

AHwChld (a03)

How many children do you have (including step, foster or adopted children)?

INTERVIEWER TO CODE EXACT NUMBER

{Asked for each child at AHwChld}

AChAge (a04)

What is the age of the *(textfill: first, second…)* child?

INTERVIEWER ENTER CHILD'S EXACT AGE

IF REFUSED OR UNCERTAIN RECORD BANDS AT NEXT QUESTION

{IF AChAge=refused or uncertain}

AchBand (a04band)

What is the age of your *(textfill: first/second…)* child – banded? Are they…

1. Less than a year
2. 1 but less than 6 years
3. 6 but less than 12 years
4. 12 but less than 16 years
5. 16 but less than 18 years

Section D: Holidays and Time off work

{ASK ALL}

DIntro

I would now like to ask you about time off work.

DELETE d01, D03a and D03b

DELETE d04 and D05

DELETE d06A TO d06D

{SChild=Yes} or {SResp=Yes} or {IF Achild=Yes} or {IF AResp=Yes}

DWkDis

Thinking only about the last 3 months, has your working time been disrupted by your child(rens) illnesses necessitating special arrangements to be made with work or with childcare

1. Yes

2. No

{If DWkDis = yes}

DWkDo

Thinking about this, what did you do when your working days were disrupted because your child/ren was/were ill…Did you RUNNING PROMPT. READ OUT ALL THE CODES.

INTERVIEWER CODE ALL THAT APPLY –

1. arrange for your partner or ex partner to look after your child/children?

2. arrange for your parents or partner's parents to look after your child/children?

3. arrange for another relative to look after your child/children?

4. arrange for a friend/neighbour to help?

5.   take paid annual leave?

6. used time off for dependents or parental leave?

7. take some other type of paid leave?

8. work flexibly to make up the time (including working from home)?

9. arrange for alternative paid childcare?

10. take sick leave?

11. Your child looked after themselves?

12. Other please specify

{If DWkDo=Other}

DWkDoX

"INTERVIEWER: ENTER OTHER ANSWER"

{If DWkDo = 5, 6, 7, 10} { If DWkDo = paid annual leave, other type of paid leave, dependents/parental leave, sick leave}

DWkOff

And approximately how many days leave on average did you take in the last 3 months when your child/ren was/were ill, was it…

RUNNING PROMPT (INTERVIEWER CODE **ONE** ONLY)

1. Less than a day
2. One day
3. More than one day but less than a week
4. One week or more

{Ask all}

DepInt

By law an employee can take unpaid leave at short notice during working hours when a dependent falls ill or is injured or because of unexpected disruption or incident during their care.

INTERVIEWER: ADD IF NECESSARY: A dependent is a spouse or civil partner, a child, a parent or someone in the same household - but not an employee or lodger)

{Ask all}

DunPaid (d02)

In the last 12 months and with your current employer have you taken leave under these circumstances

1. Yes

2. No

{IF SChAge = children under age of 6} or { SchBand = 1 or 2} or {IF AChAge = children under age of 6} or { AchBand = 1 or 2}

ParLve {d08}

By law parents are entitled to take **unpaid** leave of up to 13 weeks to look after their child within the first 5 years following the birth. This is called parental leave. In the last 12 months and with your current employer, have you taken parental leave.

1. Yes
2. No

DELETED ParFor d09 (what use parental leave for)

131

DMAnte

Thinking about your (child/youngest child), did you take any time off work to attend antenatal appointments? Please also include scans, mid-wife appointments or nurse visits related to your partner's pregnancy but not including the birth.

1. Yes

2. No

DFAnte

Thinking about your (child/youngest child), did your partner take any time off work to attend antenatal appointments? Please also include scans or mid-wife appointments or nurse visits related to your pregnancy but not including the birth.

1. Yes

2. No

DMApp

And how many appointments did you attend?

No of appointments….

DMHow

And how did you take time off to attend antenatal appointments? Did you take any of it as RUNNING PROMPT CODE ALL THAT APPLY

1. annual leave

2. paid time off in addition to annual leave

3. unpaid leave

5. or another type of time off (specify)?

4. (spontaneous) sick leave

6. (spontaneous) time off in lieu

6. (spontaneous) don't know

{IF DMHow=Other} {IF DMHow=5}

DMHowX

INTERVIEWER: ENTER OTHER ANSWER

OPEN

{Ask all}

DPyHoEx {d10}

How many days of paid holiday are you entitled to a year EXCLUDING bank or public holidays? Please tell me your annual entitlement, not the number of days you actually took.

INTERVIEWER: IF THE RESPONDENT DOESN'T KNOW ANSWER PRESS <CTRL K>. THE NEXT QUESTION WILL ASK ABOUT HOLIDAY ENTITLMENT INCLUDING BANK HOLIDAYS.

Enter no of days

{IF DPyHoEx=don't know}

DPyHoIn

Can you tell me how many days of paid holiday you are entitled to a year INCLUDING bank or public holidays?

Enter no of days

{Ask all}

DHolAll {d13}

In your last holiday leave year, did you take all the holiday that you were entitled to?

1. Yes

2. No

{IF DHolAll=No} {IF d13 = 2 (No – didn't take all the holiday entitled to)}

DYNHol {D14_01 to D14_13}

Why did you not take all the holiday that you were entitled to?

Open response. PROMPT: 'what else'

{At edit code into:

Demands of the child - reason didn't take all holiday entitled to.

Carry days over/accumulate longer holidays for following year

Too much work/too busy - reason didn't take all holiday entitled to.

Didn't use it before specified date - reason didn't take all holiday entitled to.

Pressure from work/wasn't allowed - reason didn't take all holiday entitled to.

Not eligible yet - reason didn't take all holiday entitled to.

Health reasons - reason didn't take all holiday entitled to.

Not entitled to holiday pay - reason didn't take all holiday entitled to.

Didn't need/want to - reason didn't take all holiday entitled to.

Can't afford to go on holiday/wanted to earn money instead

Didn't realise/wasn't told how much holiday was available

Other - reason didn't take all holiday entitled to.

Don't know - reason didn't take all holiday entitled to}

{IF DHolAll=No} {IF d13 = 2 (No – didn't take all the holiday entitled to)}

DHolCom {d15}

In your last holiday year, were you compensated for the leave that you did not take. By 'compensated' I mean were you paid for untaken leave or allowed to carry it over?

1. Yes
2. No

{DHolCom=Yes} {IF d15 = 1 (Yes – was compensated for the leave that was not taken)}

DHComYs {d16}

How were you compensated for the leave you did not take?

SINGLE CODE

1. Paid for all of it
2. Paid for some of it
3. Allowed to carry all of the days over to the next year
4. Allowed to carry some, but not all, of the days over to the next year
5. Allowed to carry the rest over and paid for some
6. Other

{If DHComYs=Other}

DHComX

INTERVIEWER: ENTER OTHER ANSWER

Section E: Carers

{IF CORE SAMPLE, Samptyp=1}

Eintro

We are interested in finding out the experiences of different types of employees, in particular those with caring responsibilities for children or adults."

ECare

Do you look after or give any help or support to family members, friends, neighbours or others because of either long-term physical or mental ill-health or disability, or problems related to old age?

Do not include anything you do as part of your paid employment.

1. Yes

2. No

{IF ECare = Yes}

ERelFr

And are they ... READ OUT...

CODE ALL THAT APPLY

1. … a child under the age of 18
2. … adult relative(s) living inside or outside the household
3. … a non-relative adult living in the household
4. … a non-relative adult living outside the household ?

{IF ERelFr=1}

Soft check

Can I check do you help or support a sick and or disabled child under the age of 18?'

IF NO – DO **NOT** SELECT CODE 1.

DELETE E02

DELETE E05

{Derived Variable}

CorGrp

c1. Carer only

c2. Carer and parent of 0 to 5 year old

c3. Carer and parent of 6 to 17 year old

c4. Carer and parent of 0 to 5 and 6 to 17 year old

c5. Parent of 0 to 5 year old only

c6. Parent of 6 to 17 year old only

c7. Parent of 0 to 5 and 6 to 17 year old

c8. None of these

Deriving CorGrp

 IF ECare=Yes AND Erelfr = RESPONSE AND Achild=No AND AResp=No
THEN

CorGrp := c1

IF ECare=Yes AND Erelfr = RESPONSE AND AchAge=0-5 OR ANY AChband=1,2 THEN

CorGrp := c2

 IF ECare=Yes AND Erelfr = RESPONSE AND AchAge=6-17 OR ANY AChband=3,4,5 THEN

CorGrp := c3

IF ECare=Yes AND Erelfr = RESPONSE AND ANY AchAge=0-5 AND 6-17 OR ANY AChband=1,2, AND 3,4,5 THEN

CorGrp := c4

IF ECare=No AND ANY AchAge=0-5 OR ANY AChband=1,2 THEN

CorGrp := c5

IF ECare=No AND AchAge=6-17 OR ANY AChband=3,4,5 THEN

CorGrp := c6

IF ECare=No AND AchAge=0-5 AND 6-17 OR ANY AChband=1,2, AND 3,4,5 THEN

CorGrp := c7

IF ECare=No AND Achild=No AND AResp=No THEN

CorGrp := c8

Section F: Childcare

DELETE F01

{Ask all}

ChdCre

Which if any, of the following childcare support are provided by your current employer? Please include **all** childcare support your employer provides whether you use it or not. READ OUT…

CODE ALL THAT APPLY

1. childcare such as creche or playgroup situated at or near your workplace (a workplace facility does not have to be on the premises

2. financial help with childcare (e.g. loans, childcare vouchers, subsidised childcare places)

3. help with childcare arrangements during school holidays

4. information about local provision of childcare

5. some other childcare arrangements

6. none are provided

{IF ChdCre=other} {ChdCre=5}

ChdCreX

What are these arrangements?

Section G: About your employer

DELETED GovEmpl (G01) (JC 29/11)

DELETED G04A, G04b, G04e, G04f, G04h, G04j

GIntro

I would now like to ask some questions about your workplace. When thinking about your workplace I would like you to concentrate on your main job.

{Ask all}

GRel {g02}

In general, how would you describe relations between managers and employees at the place where you work? Would you say it was good, neither good nor bad, or bad ?

INTERVIEWER: IF GOOD: Is that very good or good ?

INTERVIEWER: IF BAD: Is that bad or very bad ?

1. Very good
2. Good
3. Neither good nor bad
4. Bad
5. Very bad

{Ask All}

GGend {g03}

Thinking about the place where you work, are the people there mostly women, mostly men or is it about half women and half men?

SINGLE CODE

1. Mostly women
2. Mostly men
3. About half women and half men
4. Other

DELETED GWAPatt {g04c} (JC 29/11)

{Ask All}

GWABal

Thinking about all the different possible working arrangements, can you tell me whether you agree, neither agree nor disagree, or disagree with the following statements?

It's the employer's responsibility to help people balance their work with other aspects of their life. Do you agree, neither agree nor disagree, or disagree with this?

INTERVIEWER: IF AGRESS 'Is that strongly agree or agree?'

IF DISAGREES: 'Is that disagree or strongly disagree?'

1. Strongly agree
2. Agree
3. Neither agree nor disagree
4. Disagree
5. Strongly disagree

GWACho {GO4i}

Having more choice in working arrangements improves workplace morale. Do you agree, neither agree nor disagree, or disagree with this?

INTERVIEWER: IF AGREES 'Is that strongly agree or agree?'

IF DISAGREES: 'Is that disagree or strongly disagree?'

1. Strongly agree
2. Agree
3. Neither agree nor disagree
4. Disagree
5. Strongly disagree

GWAFlex {g04g}

People who work flexibly create more work for others. Do you agree, neither agree nor disagree, or disagree with this?

INTERVIEWER: IF AGREES 'Is that strongly agree or agree?'

IF DISAGREES: 'Is that disagree or strongly disagree?'

1. Strongly agree
2. Agree
3. Neither agree nor disagree
4. Disagree
5. Strongly disagree

DELETED GWASVis (g04J) {deleted 29/11}

GFAProm {g04l}

People who work flexibly are less likely to get promoted. Do you agree, neither agree nor disagree, or disagree with this?

INTERVIEWER: IF AGREES 'Is that strongly agree or agree?'

IF DISAGREES: 'Is that disagree or strongly disagree?'

1. Strongly agree
2. Agree
3. Neither agree nor disagree
4. Disagree
5. Strongly disagree

Section H: About your job

{Ask All}

YIntro

Still thinking about your main job (if more than one job please think about the main job that you do). INTERVIEWER: IT IS UP TO THE RESPONDENT WHAT THEIR MAIN PAID JOB IS.

YIndus {Y01}.

What does the organisation you work for mainly make or do at the place where you work? By 'workplace' I mean the site or location at, or from which, you work.

[OPEN RESPONSE. INTERVIEWER: GET AS FULL RESPONSE AS POSSIBLE]

[Code to SIC]

Deleted YSingle {Y02} (JC 06/12)

YHWWrk {Y03 }

How many people work for your employer at the place where you work?

Are there ... (running prompt)...

1. 1 to 9

2. 10 to 24

3. 25 to 49

4. 50 to 99

5. 100 to 149,

6. 150 to 249

7. 250 to 499

8. 500 or more employees?

SEmpT {s07}

Still thinking about your main job, is your employer. . . .?

INTERVIEWER: IT IS UP TO THE RESPONDENT WHAT THEIR MAIN PAID JOB IS.

[1] A private firm or business or a limited company

[2] Some other kind of organisation

If SEmpT =other {IF s07 = 2 (Some other kind of organisation)}

SOrg {s08}

What kind of non-private organisation is it?

PROMPT IF NECESSARY

1. A public limited company or PLC
2. A nationalised industry or state corporation
3. Central Government or Civil Service
4. Local government or council (including Police, Fire Service, Local authority controlled schools and colleges)
5. A University or other grant funded education establishment
6. A Health Authority or NHS Trust
7. A charity, voluntary organisation or trust

8. The armed forces

9. Another kind of organisation (specify)

{If SOrg=9 Other kind of organisation}

SOrgX

INTERVIEWER: PLEASE ENTER OTHER ANSWER

: OPEN

{Ask all}

SLrOrg

Is your place of work part of a larger organisation?

1. Yes

2. No

{If SLrOrg = yes}

SLrgNo

Can you estimate the total number of employees in that larger organisation?

1. 1 to 24

2. 25 to 249

3. 250 to 499

4. 500 to 999

5. 1000 to 9999

6. 10,000 or more

{Ask All}

YMain {Y04}

What is your main job?

INTERVIEWER: IT IS UP TO THE RESPONDENT WHAT THEIR MAIN PAID JOB IS.

OPEN

DELETED Y05 {JC 19/11}

YMainDo

What do you mainly do in your main job?

INTERVIEWER: IT IS UP TO THE RESPONDENT WHAT THEIR MAIN PAID JOB IS.

INTERVIEWER: FULLY PROBE FOR ANY SPECIAL QUALIFICATIONS, TRAINING ETC

: OPEN

{Ask All}

YResp {Y06}

In your job, do you have any formal responsibility for supervising the work of other employees?

INTERVIEWER: IT IS UP TO THE RESPONDENT WHAT THEIR MAIN PAID JOB IS.

[SINGLE CODE]

1. Yes

2. No

YMan {Y07}

Do you have any managerial duties?

[SINGLE CODE]

1. Manager

2. Foreman/ supervisor

3. Not manager/ not supervisor

YMemTu { y11}

Are you a member of a trade union or staff association?

SINGLE CODE

4. Yes: a member of TU or SA
5. No: not a member of TU or SA

6. No TU/staff association at place of work
7. Not aware of TU or SA at place of work

{IF YMenTu = member or not a member of TU} {IF YMenTu =1 or 2}

YStafTU

Are any of the people at your place of work members of a trade union or staff association?

1. Yes: other people are member
2. No: other people are not members

{IF YMenTu = member or not a member of TU} {IF YMenTu =1 or 2}

YTUPay (y09_1/y09_2)

Are your pay and conditions of employment directly affected by agreements between your employer and any trade union(s) or staff association?

1. Yes
2. No

Section I: About you and recontact

Deleted YSex 06/12 (in screening section for routing purposes)

YAge {s06}

And finally a few questions about you. What was your age last birthday?

INTERVIEWER: IF RESPONDENT DOESN'T WANT TO ANSWER THIS QUESTION. PRESS <CTRL K> OR <CTRL R>. THE NEXT QUESTION WILL ASK FOR THEIR AGE IN BANDS.

Range 16…100

{If Yage=refusal} {IF s06 = refusal} (Refused to give exact age)}

YAgbnd {s06_01 – s06_14}

Are you…

1. 16-17?
2. 18-19?
3. 20-24?
4. 25-29?
5. 30-34?

6. 35-39?
7. 40-44?
8. 45-49?
9. 50-54?
10. 55-59?
11. 60-64?
12. 65-69 ?
13. 70+?

ZMart {z01a}

Which of these describes your LEGAL relationship status?

Are you …READ OUT

CODE FIRST TO APPLY

1. …single, that is, never married

2. …married and living with your husband/wife

3. …a same-sex civil partner in a legally-recognised Civil Partnership

4. …married and separated from your husband/wife

5. …divorced

6. …or widowed?

7. SPONTANEOUS ONLY - In a legally-recognised Civil Partnership and separated from civil partner

8. SPONTANEOUS ONLY - Formerly a civil partner, the Civil Partnership now legally dissolved

9. SPONTANEOUS ONLY - A surviving civil partner, his/her partner having since died

{IF ZMart = 1, 3, 4, 5, 6, 7, 8 or 9}

ZPart {z01}

Are you currently living with a partner?

1. Yes
2. No

ZQual {z02_01 to z02_47}

What is the highest level of examination or qualification that you now hold, including any that you may have gained since leaving school?

CODE ONE ONLY

1.   Higher degree   (eg MSc, MA, MBA, PGCE, PhD)

2.   First degree   (eg BSc, BA, Bed, MA at first degree level)

3.   GCE 'A'-level, AS Level, SCE Higher Grades A-C, Scottish National Qualifications (Higher level)

4.   GCSE grade A-C, GCE 'O' –level passes, CSE grade 1, SCE O Grades A-C, SCE Standard Grades 1-3, Scottish National Qualifications (Intermediate level), School Certificate/ Matriculation

5.   GCSE Grades D-G, CSE grade 2-5, SCE Standard Grades 4-7, Scottish National Qualifications (Access level), SCOTVEC National Certificate Modules

6.   Other academic qualifications (PLEASE SPECIFY)

7.   Other vocational qualifications (PLEASE SPECIFY)

8.   No academic qualifications

{If ZQual = other academic}

ZQualA

INTERVIEWER: ENTER OTHER ACADEMIC QUALIFICATION

OPEN

{If ZQual = other vocational}

ZQualV

INTERVIEWER: ENTER OTHER VOCATIONAL QUALIFICATION

OPEN

{Ask all}

ZDias {z03}

Do you have any physical or mental health condition or illness lasting or expected to last for 12 months or more?

1. Yes
2. No

{If zDias = Yes}

ZReduce

Does your condition or illness reduce your ability to carry out day-to-day activities? IF YES: Is that a lot or a little?

4. A lot,
5. A little, or,
6. Not at all?

{Ask all}

ZEthnic {z04}

To which of these ethnic groups do you consider you belong? READ OUT…

[IF NECESSARY: By this I mean your cultural background]

[SINGLE CODE]

1. White? or
2. Mixed, Multiple ethnic groups? or
3. Asian, Asian British? or
4. Black, African, Caribbean, Black British? or
5. Chinese? or
6. Other ethnic group?

ZRel

What is your religion?

1. No religion
2. Christian (including Church of England, Church of Scotland, Catholic, Protestant and all other Christian denominations)
3. Buddhist
4. Hindu
5. Jewish
6. Muslim
7. Sikh
8. Any other religion

{If Zmart=2 or 3 OR Zpart=1} ((If married or in same-sex civil partnership) OR (living with partner))

ZParEmp {z05}

Is your partner/husband/wife in paid employment?

1. Yes
2. No

{Ask all}

{ZUPay {z07}

How much are you paid before tax and other deductions such as National Insurance? Would you like to answer this annually, monthly or weekly?

1. Annually
2. Monthly
3. Weekly

{If ZUPay = refusal}

ZUPayRef

Would you be prepared to answer a banded question about your pay?

1. Yes
2. No

{If ZUPayRef= yes} or {ZHInc=don't know}

ZUPBnd

Would you be able to tell me which of the following bands represents the amount you are paid per year before tax and other deductions, such as National Insurance? Is it …

1. Under £5,000
2. Over £5,000 but less than £10,000
3. Over £10,000 but less than £15,000
4. Over £15,000 but less than £20,000
5. Over £20,000 but less than £25,000
6. Over £25,000 but less than £30,000
7. Over £30,000 but less than £35,000
8. Over £35,000 but less than £40,000
9. Over £40,000 but less than £45,000
10. 45,000 and over

{IF z07= 1 (Amount paid annually)}

ZUAnn {z07a}

Annual salary is:

Amount in pounds

{IF z07= 2 (Amount paid monthly)}

ZUMonth {z07b}

Monthly salary is:

Amount in pounds

{IF z07= 3 (Amount paid weekly)}

ZUWeek {z07c}

Weekly salary is:

Amount in pounds

{IF z07 = 1 (Annual pay) OR z07 = 2 (Monthly pay) OR z07 = 3 (Weekly pay)}

ZUTax {z08}

Can I just check, is that before Tax and National Insurance or after Tax and National

Insurance?

1. Before Tax and National Insurance
2. After Tax and National Insurance

{Ask all}

ZHInc {z09}

Approximately, what is the gross total income of your household before Tax and other deductions such as National Insurance? Would you like to answer this annually, monthly or weekly?

1. Annually
2. Monthly
3. Weekly

ZHIncRef

Would you be prepared to answer a banded question about your household income?

1. Yes
2. No

ZHInBnd

Would you be able to tell me which of the following bands represents the gross total income of your household per year before Tax and other deductions such as National Insurance? Is it …

1. Under £5,000
2. Over £5,000 but less than £10,000
3. Over £10,000 but less than £15,000
4. Over £15,000 but less than £20,000
5. Over £20,000 but less than £25,000
6. Over £25,000 but less than £30,000
7. Over £30,000 but less than £35,000
8. Over £35,000 but less than £40,000
9. Over £40,000 but less than £45,000
10. 45,000 and over

ZHAnn {z09a}

Annual household income is:

Amount in pounds

ZHMonth {z09b}

Monthly household income is:

Amount in pounds

{IF z09= 3 (Household income weekly)}

ZHWeek {z09c}

Weekly household income is:

Amount in pounds

{ASK ALL}

ZRecon {z12}

Thank you very much for taking part in this survey. In case we wanted to contact you again in relation to the issues we discussed, would you be willing to be contacted again?

3. Yes – willing to be recontacted
4. No – not willing to be recontacted

ZLet

Would you like to receive a letter which will explain a bit more about the study that you took part in today?

3. Yes
4. No

{If ZRecon=Yes or ZLet=Yes}

Ttl

{If ZRecon=Yes AND ZLet=Yes} In that case can I take your name and address {If ZRecon=Yes AND ZLet=No [so we can contact you again], {If ZRecon=No AND ZLet=Yes} [so we can send you a letter?]

ADD IF NECESSARY: We will not pass this information on to anyone outside NatCen.

First what title should we use?

If the title is not known press <Ctrl K>.

TtlX

INTERVIEWER: Enter the title

OPEN

ForNam

And what is your first name?

If the first name is not known press <Ctrl K>.

OPEN

SurNam

And what is your surname?

If the surname is not known press <Ctrl K>.

OPEN

{If ZRecon=Yes or ZLet=Yes}

Add1

And what is the 1st line of your address?

OPEN

Add2

And what is the 2nd line of your address?

OPEN

Add3

And what is the 3rd line of your address?

OPEN

Postcode

And what is your postcode?

OPEN

Email

And what is your email address?

{If gave name and address}

ZPass {z13}

If the Department for Business Innovation and Skills wanted to do a follow-up to this study, would you be willing for us to pass your details to them or another research organisation like ourselves?

1. Yes – willing for details to be passed on

2. No – not willing for details to be passed on

{Ask all}

Thank

On behalf of the Department for Business, Innovation and Skills and NatCen, I would like to thank you for the time and help you've given me today. I can reassure you that all your answers will be treated in the strictest confidence in accordance with the Data Protection Act.

If you would like to ascertain that we are a bone fida research company, I can offer you a freephone number to call and a website address. Would you like it?

 IF YES - FREEPHONE NUMBER - 0800 652 9294

-WEBSITE ADDRESS : www.natcen.ac.uk/study/WLB

IF ASKED/IF NECCESSARY - BIS CONTACT : Jane Carr, Business Innovation and Skills, Tel 020 7215 5000).

Appendix B Interviewer instructions

Background

This is the fourth Work-Life Balance Study, the first study was carried out in 2000.

In 2000, the Government launched the Work-Life Balance Campaign aimed at employers to promote the benefits of flexible working for all employees. Although this campaign was not specifically aimed at parents or carers, the legislated rights to apply for changes in the hours, timing or place of work remain restricted to employees with caring responsibilities.

Since these changes to the Work and Families Act, there has been little information available to assess the impact of some areas of the Act, in particular the right for co-resident carers to request flexible working.

The fourth Work Life Balance Study is important in providing much needed data about how the changes to the Act are influencing peoples' working arrangements, whether they take up these opportunities and their general awareness of what is available to them in the workplace.

The Sample

The mainstage sample has been designed to be nationally representative of all households with landlines in Great Britain. In order to obtain a statistically representative sample of all employees, residing in Great Britain we will be using Random Digit Dialing (RDD) and issuing a sample of over 65,000 numbers.

The study also aims to increase or 'boost' the number of interviews with certain types of employees; these are as follows:

- Employees aged 16 or over with non-childcare caring responsibilities
- Employees aged 16 or over who are a parent of a child aged 0-5 inclusive
- Employees aged 16 or over who are a parent of a child aged 6-17 inclusive

Although we will find some of these employees in the main sample, there will not be enough cases to say anything significant about these groups, hence the need to boost the numbers. These cases will be identified through a series of screening questions, which is explained below.

The numbers generated will be randomly allocated as either core cases (32,043 numbers) or boost cases (32,986 numbers). The questionnaire will be the same for all eligible core and boost cases apart from some the screening questions at the beginning of the interview.

Random Digit Dialling

The use of Random Digit Dialling (RDD) allows us to obtain a representative sample of individuals without the use of a pre-existing sample frame. However, this does mean that we do not know details of the individuals in the household before contacting them and there is no way of sending an advance letter. This means that your first contact will be the first time that the individual has heard about the study. We have designed the introductory questions, based on feedback from the pilot, to engage the respondents and encourage participation. The section below about the questionnaire will explain this in more detail.

Although the majority of the telephone numbers in the sample should be working numbers, a proportion of these numbers will be non-working or will not belong to private households. Non-residential numbers are screened out as part of the initial screening questions. Numbers where there is no answer or answer phone will be dialled in a later shift.

Who to interview

For both core and boost cases we want to interview people who are:

- Aged 16 or over and;
- an employee

Further to this we only want to interview **one** eligible person per household.

In order to identify who to interview, you will need to ask some questions on your first contact with the household. The procedure is as follows:

- Establish how many household members are aged 16 or over
- How many of these people are employees

If more than one person fits these criteria, then you will need to select **one** person to interview. To ensure this selection is random we want to interview the person in the household who has **most recently** had a birthday (NB: we don't need to know their full birth date).

The CATI program will take you through the questions you need to ask to identify the person you need to interview but you should be aware that this might not be the first person you speak to and therefore you may need to make an appointment to call back and interview the selected person.

Screening questions for boost cases

For approximately 50 percent of the sample, you will be required to ask some additional screening questions at the beginning of the interview to establish if the selected respondent is in any of the 3 boost groups outlined above.

It should be noted that even if the respondent does fall into one of these boost groups, they may still be screened out due to the design of the boost sample. The CATI program is designed so that the correct individuals are identified however a brief summary of sample design is given below for information.

- In 100 per cent of boost cases those respondents who have non-childcare caring responsibilities will be screened in.
- In 71 per cent of boost cases those respondents who are working parents of a child aged 0-5 will be screened in.
- In 50 per cent of boost cases those respondents who are working parents of a child aged 6-17 will be screened in.

For the boost cases only, if the selected respondent does not fall into one of these boost groups then they will be **screened out** and you will **not** conduct an interview with them.

Answering queries

Try to follow the CATI script as much as possible and only answer queries as and when they are raised. To help respond to possible questions you may get asked, please use the following information. Some of this information is also included in the introductory and screening questions.

"Who is the National Centre for Social Research?"

We design, carry out and analyse research studies in the fields of social and public policy including extensive research among members of the public.

"Who are the Department for Business Innovation and Skills (BIS)?"

BIS is the government department which has responsibility for UK trade, business, skills and higher education, and for innovation. This includes responsibility for employment law issues such as work-life balance, maternity and paternity leave.

"How did you get my number?"

Your telephone number was obtained through a method of random digit dialling where telephone numbers are randomly generated from a frame of

all possible telephone numbers in Great Britain. Your telephone number and household were selected using this method.

Some respondents may mention that they have registered with the Telephone Preference Service (TPS) to avoid unsolicited marketing or sales calls. Telemarketers have to remove these people from their lists and non-compliance can result in a fine. However, genuine social research is exempt from this regulation. Further to this, as the numbers are randomly generated so we don't know which ones have registered for TPS.

"What is the study about?"

The study is about people's employment experiences – in particular the use and awareness of work-life balance practices.

"Is the study confidential?"

Yes. Anything said during the interview will be treated in strict confidence in accordance with the Data Protection Act. We won't pass the name or address of participants to anyone outside NatCen without their permission. Participants' names, or personal details that could be used to identify a participant, won't be quoted in the research findings

"How long will it take?"

The interview should take around 20-25 minutes.

The questionnaire

The interview should take around 20-25 minutes to complete. The following gives an overview of the topics covered:

1. **Screening questions**
   These include the initial questions to select the respondent. As mentioned above, for 50 percent cases you will also ask some additional questions about caring responsibilities and these will determine whether or not you will conduct an interview with the selected respondent.

SIntro	
Good morning/afternoon/evening. My name is... and I am calling from the National Centre of Social Research. We are conducting an important study on behalf of the Department for Business Innovation and Skills about work-life balance. Can I ask you a few screening questions to confirm your eligibility? This will only take a few minutes? INTERVIEWER: TRY TO SPEAK TO AN ADULT OR RESPONSIBLE YOUNG	The first question is designed to be brief however there is a lot of additional information provided on this screen that you can give, should the respondent require further details. Please also note the option of sending a reassurance letter. This should only be offered if requested or if you feel this would

ADULT IN THE HOUSEHOLD.	encourage the respondent to take part.

SBday
 	
As we only wish to interview one person in your household please could you tell me of the [number of eligible people in household] people in paid employment, who has most recently had a birthday (I don't need to know the date). Please could you give me their name. We only need their first name or initial.
 	
    1.   Name given
    2.   Refused to give name
	If there is more than one eligible respondent in the household, we are selecting the respondent based on the person who has most recently had a birthday. At this question you ask for this person's name as this not be the person you are speaking to. This information is not used anywhere else in the interview, it is only to ensure that we speak to the right person, should you need to call back. Therefore, a first name or even initial is sufficient.
	
	If this information is refused, then this case will have to be coded out in the non-response block. If the name is given, you will need to check that this person is resident in the household. If not, you will need to start the screening section again by using the up-arrow to go back to Sage16.

SBoost to SchBand	These are the screening questions which will be asked of the boost cases at the beginning of the interview. Respondents' responses to these questions will determine whether they are screened in for a full interview or not. The core cases will also be asked these questions as part of the main interview but the responses to these are not used to screen cases in or out.
SCare Do you look after or give any help or support to family members, friends, neighbours or others because of either long-term physical or mental ill-health or disability, or problems related to old age? Do not include anything you do as part of your paid employment. **SrelFr**	These questions are to establish if the respondent has non-childcare caring responsibilities. Note that if they say yes at Scare you will then ask who they care for at SRelFr. If the say a child under the age of 18, this will trigger a soft check to confirm that they are caring for this child because of a sickness or disability. If the answer is no, then you will

158

And are they ... READ OUT... CODE ALL THAT APPLY 1. …a child under the age of 18? 2. …an adult relative(s)? 3. …an adult (adults) living in your household? 4. …a friend/neighbour or other person outside the household?	need to delete the code 1 at SrelFr.

2. **Hours of work**

This section asks about the respondent's work. It covers areas such as how long they have worked at their current place of employment; whether they are permanent or temporary staff members and how many hours they work per week. In addition, there are questions about 'on-call' working and overtime.

Please note, in this section we wish to record the number of hours worked as accurately as possible. Below are the rules for recording the proportions of hours worked. (For different proportions round up to nearest quarter of hour).

Half hours	**record as 0.5**	**eg 37 and half hours per week is 37.5**
Quarter hours	**record as 0.25**	**eg 37 and a quarter hours per week is 37.25**
Three quarter hours	**record as 0.75**	**eg 37 and a three quarter hours per week is 37.75**

3. **Work-life balance practices and policies**

   This sections looks at respondent's working arrangements. It includes questions about whether the respondent has ever requested flexible working arrangements, how they made the request and the outcome of their request.

   There are a series of questions about what flexible working practices are available in their workplace. Please note for these questions "don't know" is a valid answer, as we are also aiming to establish people's awareness of these practices.

   This section also includes questions about the respondent's views of the positive and negative impacts of themselves working flexibly as well as their colleagues. These are open questions, so please record as much information as possible.

4. **Additional background information**

   This short section will find out additional information about the household, such as how many children they have and how old they are. For those who refuse to give children's ages, there is an option to record this within a range. These questions will only be asked of core cases and are the same as the questions asked of the boost cases at the beginning of the interview.

5. **Holiday and time off**

   This section asks about time off work. For those respondents with children, there are some questions about their working arrangements when their child/children are sick. For those with a child or children under the age of 6, there are additional questions about parental leave - by law parents are entitled to take unpaid leave of up to 13 weeks to look after their child within the first 5 years following the birth.

   For all respondents there are questions about their holiday allowance and the reasons for not taking leave where applicable.

6. **Carers**

   This small section finds out if the respondent helps or supports a family member, friend or others because of physical or mental ill health or disability, or problems related to old age and finds out who it is they support. These questions will only be asked of core cases and are the same as the questions asked of the boost cases at the beginning of the interview.

   Note the instructions above about **SRelFr** also apply to **ERelFr** in this section.

7. **Childcare**

   Here we find out what kind of childcare support the respondents' employer provides (whether the respondent uses it or not). These could include crèche, financial help with childcare, help with childcare arrangements during school holidays, information about local provision of childcare etc.

8. About your employer
This section asks questions about the respondent's workplace and their views about the relations between employers and employees and their attitudes to flexible working arrangements.

9. About your job
This section asks the respondent about their current job including the size of the company and series of questions about the type of job the respondent does. The majority of information collected in this section is used to code Standard Occupational Classification (SOC), Standard Industry Code (SIC) and National Statistics Soci-Economic Classification (NS- SEC), therefore, it is very important that you record as much detail as possible at the open questions.

10. About you
This final section collects demographic information about the respondent such as age, marital status, qualifications and income. For those who refuse to give their actual income, there is an option to provide this within a range.

There are also some questions about permission for NatCen to recontact and permission to pass their details to another research organisation. There is also a question about whether the respondent would like to receive a letter to confirm the details of the study they have just taken part in. If the respondent responds yes to any or all of these questions, then you will be asked to record the respondent's name and address.

The final 'thank you' question provides contact numbers and a web site address that the respondent can use to confirm that the survey is official.

Outcome codes

For this study it is very important that the correct outcome code is used. We will be monitoring the fieldwork closely, not only to look at the response but also the proportions of eligible telephone numbers and cases.

The table below gives lists the valid outcome codes for this project and where possible a brief description about when these codes should be used.

Productive outcomes

110	Complete Interview	Automatically computed
210	Partial interview by selected respondent	Automatically computed – if respondent completes up to and including the section about work-life balance practices and policies

Unknown Eligibility

621	Always ringing, not answered (no answering machine/voice mail)	
622	Always answer phone/voice mail Message does not indicate whether telephone number is for a private household	
623	Always busy/engaged line	
624	Always fax/modem/data line/pager	
625	Always telecommunication technological barriers	Call barring, call-screening or other telecommunication technologies that create a barrier to contacting the telephone number and establishing whether telephone number is for a private household or not.
626	Technical phone problems	Technical problems are usually of a temporary nature therefore, telephone number should be attempted again within the field period. Examples of these are bad telephone line, Telephone Company experiencing technical problems etc.
627	Unknown if telephone line working at all	
641	Information refused about whether number is residential	

653	Unable to confirm eligibility due to a lack of knowledge	The person contacted does not know whether there are eligible person(s) in the household, for example because contact only made with a child, visitor, workman etc
		This category should only be used when it has not been possible to make contact with other household members who would be able to confirm eligibility.
654	Unable to confirm eligibility due to language barrier	No-one in the household is able to speak adequate English or other languages that the survey uses
661	Refusal to complete screening questions	Refusal before establishing eligibility of **anyone** in the household
690	Other unknown eligibility (details to be recorded)	

Non-contact

340	Contact made with responsible resident but no contact with **selected respondent**	Contact made with responsible resident (other than the selected respondent) who confirms that the selected respondent is never available when the interviewer calls. This code only applies **after screening and eligibility** has been established.

Refusals

410	Office refusal	You will be advised when to use this code. **Do Not** use without authorisation.
420	Refusal after establishing eligibility through screening but before identifying respondent	Contacted person refuse to give the information needed to identify the respondent.
431	Refusal at introduction / before interview **by selected respondent**	Refusal that is given to the interviewer before the interview has commenced
432	Refusal at introduction / before interview **by proxy**	Refusal that is given to the interviewer before the interview has commenced
440	Refusal during the interview **by selected respondent**	Respondent refuses to continue the interview and insufficient data has been collected for the interview to count as a partial interview (before the end of the work-life practices and policies section)

450	Broken appointment, no re-contact with selected respondent	

Other unproductive

510	Selected respondent ill at home during field period	
520	Selected respondent away/in hospital throughout field period	
530	Selected respondent physically or mentally unable/incompetent	
542	Language barrier with selected respondent	Selected respondent is not able to speak adequate English or other languages that the survey uses.
563	Other non-response (give details)	

Ineligible

730	Out of service or disconnected	These numbers should be attempted again during the field period as they may become reconnected.
740	Non-residential	Telephone number is used solely for business, school, government office, other organisation, etc., with no resident persons. This does not include numbers that are shared for both business and private use.
750	Number is residential, but no resident household	The number is residential, but the number is located at an address which is not the main residence of any of the persons staying there. This is likely to apply to seasonal/vacation/temporary residences.
760	Communal establishment/institution	Telephone number is residential and occupied, but does not contain any private household(s), e.g. institutions or barracks.
770	Resident household, but all household members or selected respondent not eligible for the study	
790	Other ineligible (details to be recorded)	

Appendix C   Coding and editing instructions

This appendix contains the detailed coding and editing instructions used by coding staff.

SECTION A: CODING

Block: BIntro

Question: **SLEVY**

Question type: Other Specify (Code into SLevEd)

No please specify for other category.

SINGLE CODE

Question text: {If currently on leave from job}. Are you…?

---

1. ..on sick leave

2. ...on maternity or paternity leave

3. ...on other type of leave

Page in edit programme: XXX

ADDITIONAL CODES

95   Other specific answer not in codeframe

Block: BlockB

Question: **BTempX**

Question type: Other Specify (Code into BTempEd)

No please specify for other category.

SINGLE CODE

Question text: In what way is your job not permanent?

<div style="border:1px solid black">

1. Seasonal work

2. Contract for a fixed period or a fixed task

3. Agency temping

4. Casual type of work

</div>

Page in edit programme: XXX

ADDITIONAL CODES

5. Redeployment {New code}

{includes: 'in a redeployment pool due to restructuring', 'work in public sector position - redeployment and so am under threat of being made redundant'}

95.   Other specific answer not in codeframe

Block: BlockB

Question: **BResOT**

Question type: OPEN (Code into BResEd)

SINGLE CODE

Question text: What is the **main** reason you work overtime?

Page in edit programme: XXX

1. To make more money (overtime)

2. My employer expects it/encourages it *(example 'called in')*

3. I like my job

4. My organisation encourages it

5. I have too much work to finish in my normal working hours *(example: 'It's my workload, have to go in on Saturdays)*

6. My colleagues all work more hours

7. I do not want to let down the people I work with

8. Nature of the business/company culture

9. Staff shortages *(example: due to covert absentees)*

10. To meet deadlines/finish job/fulfil requirement

11. Meetings/training/events/specific task(s) *(example: lesson planning, parents evenings, interviewing)*

12. Pressure from work *(example: sales go up, we have to work extra hours / suit demand /lose job if I don't)*

13. Business travel

95. Other specific answer not in codeframe

Block: BlockC

Question: **CRegWyX**

No please specify for other category.

Question type: Other Specify (Code into CRgWyEd)

MULTICODE

Question text: Why have you **not** made a request to change your working arrangement with your current employer over the past two years?

Page in edit programme : XXX

---

1. Content with current work arrangements *(includes 'Not needed to ask. Content with current arrangements', 'Satisfied with current arrangement')*

2. Job does not allow it / doesn't suit my job *(include company director, CEO of company)*

3. Too much work to do

4. Concerned about the extra workload for my colleagues

5. Concerned about my career

6. Concerned about my job security

7. Not convinced my employer would allow it

8. Do not feel confident enough to ask my employer

9. Could not afford any reduction in my income

10. Doesn't suit domestic / household arrangements

11. Not aware of the new right

12. Already working flexibly

13. Not eligible to request flexible working

14. Happy/content with current Work-Life balance

Block: BBlockC

Question: **CDealtX**

No please specify for other category.

Question type: Other specify (Code into CDealEd)

SINGLE CODE

Question text: Who dealt with your request to change how you regularly work

Page in edit programme: XXX

<div style="border:1px solid black;">

1. Managing director/ owner/ director *(includes head teacher)*

2. Personnel/ HR department *(includes staff partner)*

3. Head of Department *(includes area manager)*

4. Line manager/ supervisor

</div>

ADDITIONAL CODES

95. Other specific answer not in codeframe

Block: BBlockD

Question: **CRequestX**

The follow-up question was never asked.

Question type: Other specify (Code into CReqEd)

MULTI CODE

Question text: And what (flexible working arrangement) did you request?

Page in edit programme: XXX

<div style="border:1px solid black; padding:10px;">

1. To reduce hours of work *(includes: 'partial retirement')*
2. To work part-time (merge with code 1?)
3. Change to when I work including number of days I work
4. To increase hours of work including full-time
5. Requested time-off / Leave arrangement *(includes 'different day off', 'time off during school term time,' 'changing start and end times', 'change the days on which hours worked')*
6. Flexitime
7. To work from home
8. Can't remember

</div>

ADDITIONAL CODES

9. Change type of work *(includes: 'to reduce public facing work', 'change position')* NEW CODE

10. Change to when I work *(includes: 'to go from night shift to days',)* NEW CODE

95. Other specific answer not in codeframe

Block: BlockC

Question: **CHowX**

No please specify for other category.

Question type: Other Specify (Code into CHowEd)

                CODE ALL THAT APPLY

Question text: How did you make this request? Was it by…

<div style="border: 1px solid black; padding: 10px;">

1. Letter or form

2. Email

3. Face-to-face meeting or Discussion

4. Telephone

</div>

Page in edit programme: XXX

ADDITIONAL CODES

95.   Other specific answer not in codeframe

Block: BlockC

Question: **CTell**

No please specify for other category.

Question type: Other Specify (Code into CTellEd)

CODE ALL THAT APPLY

Question text: Thinking only about the initial decision please tell me if you were informed of this decision in any of the following ways. Were you informed by...

1. Letter or form
2. Email
3. Face-to-face meeting or Discussion
4. Telephone

Page in edit programme : XX

ADDITIONAL CODES

95. Other specific answer not in codeframe

Block: BBlockC

Question: **CTellA**

No please specify for other category.

Question type: Other Specify (Code into CTellAEd)

CODE ALL THAT APPLY

Question text: Thinking about this decision, please tell me if you were informed of this decision in any of the following ways. Were you informed by...

---

1. Letter or form
2. Email
3. Face-to-face meeting or Discussion
4. Telephone

Page in edit programme : XXX

ADDITIONAL CODES

95 Other specific answer not in codeframe

Block: BlockC

Question: **CAppeal**

No please specify for other category.

Question type: Other Specify (Code into CAppeEd)

                        CODE ALL THAT APPLY

Question text: And were you informed of the outcome of the appeal in any of the following ways...

1. Letter or form
2. Email
3. Face-to-face meeting or Discussion
4. Telephone

Page in edit programme : XXX

ADDITIONAL CODES

          95.   Other specific answer not in codeframe

Block: BlockC

Question: **CWkPost**

Question type: OPEN (Code into CWkPostEd)

CODE ALL THAT APPLY?

Question text: What have been the positive consequences of working in this/these ways? INTERVIEWER IF NEEDED: You said that you work/have worked these flexible arrangements …

Page in edit programme: XXX

1. Do not suffer from as much stress

2. Improved relationships at home

3. Improved health

4. More time to spend with family

5. Have more free time (includes 'extra rest days') COMBINE WITH CODE 12?

6. Childcare arrangements

7. Convenient/suits me

8. Work the hours I want/flexible

9. Organise my life around work COMBINE WITH CODE 16?

10. Attend appointments – doctors/dentist/bank

11. Time to study/complete a course

12. More holiday time

13. Get more work done/more productive/less distraction

14. Less travelling/avoid rush hour

15. More money (includes 'less travelling costs')

16. Work-lie balance improved

17. Enjoy work/happier

ADDITIONAL CODES

95. Other specific answer not in codeframe

Block: BlockC

Question: **CWkNeg**

Question type: OPEN (Code into CWkNeEd)

CODE ALL THAT APPLY?

Question text: What have been the negative consequences of working in this/these ways? INTERVIEWER: IF NEEDED: You said that you work/have worked…

1. Receive lower pay/salary (includes 'don't get paid for holidays')
2. Damaged career prospects   (includes 'miss out on certain projects')
3. Negatively affected relationships with colleagues/manager (includes: 'other members of staff don't know when you are going to be there')
4. Increased stress levels
5. Intensified workload
6. Holidays become more expensive
7. Miss interaction with colleagues (includes 'feel cut off from workforce)
8. No over time/set hours (includes: extra hours would be handy)
9. No flexibility over holiday time
10. Tiring/working longer hours
11. Missing out on family time
12. Nothing/no negative consequences

Page in edit programme: XXX

95. Other specific answer not in codeframe

Block: BlockC

Question: **CColPC**

Question type: OPEN (Code into CColPCEd)

CODE ALL THAT APPLY?

Question text: What if any are the positive effects **on you** of your colleagues
working in this/these ways?

INTERVIEWER: IF NEEDED: You said your colleagues
worked in one of the following ways: ^axavtxt

1. Staff happier/creates better working atmosphere

2. Allows business flexibility/ can cover hours needed (includes: they can be
more flexible to managers requests)

3. Having to cover colleagues work

4. Spend more time with their family

5. Can look after children/family commitments

6. Less stressful

7. Achieve other interests

8. More job satisfaction/work harder

9. More freedom/time (includes: more leisure time)

10. More time to do work

11. Keeps valued members of staff (includes 'colleagues more likely to return')

12. Convenient

13. Doesn't affect me

Page in edit programme: XXX

95.   Other specific answer not in codeframe

Block: BlockC

Question: **CColNc**

Question type: OPEN (Code into CColNCEd)

Question text: What if any are the negative effects **on you** of your colleagues working in this/these ways?

                      INTERVIEWER: IF NEEDED: You said your colleagues worked in one of the following ways: ^axavtxt

1. Having to cover colleagues work

2. Colleagues not available for 'phone calls/meetings - negative consequence.

3. More/extra responsibilities on full time staff/difficulties experienced when doing someone else's role

4. Work not completed due to lack of staff/delays in work being completed

5. Staff shortages/staff unwilling to provide cover

6. Restriction in holidays/time off

7. Stressful/puts more pressure on other people

8. Less productivity/less work gets done

9. Less money/reduced income

10. Continuity issues/don't get to finish things off

11. Increased workload/varied workload

12. Lack of interaction between staff/people not knowing what's happening

13. Communication issues

14. Lack of flexibility in the work hours/days

15. Nothing/no negative consequences

Page in edit programme : XXX

95.   Other specific answer not in codeframe

Block: BlockC

Question: **CFaTyp**

Question type: OPEN (Code into CFaTyEd)

CODE ALL THAT APPLY?

Question text: Which groups of employees or types of employees does your employer prioritise when considering requests to work flexibly?

1. Treats senior staff favourably.

2. Treats women favourably.

3. Treats parents favourably.

4. Treats staff in lower grade jobs favourably.

5. Treats long term employees favourably.

6. Treats people who are friends with senior staff favourably.

7. Treats people who work hard/committed favourably.

8. Treats some members (unspecified) favourably.

9. Treats staff working for certain areas/departments/companies favourably.

10. Treats others favourably.

Page in edit programme : XXX

95. Other specific answer not in codeframe

Block:　　　　　　　BlockD

Question:　　　　　**DWkDo**

No please specify for other category.

Question type:　　Other Specify (Code into DWkDoEd)

CODE ALL THAT APPLY

Question text:　　Thinking about this, what did you do when your working days were disrupted because your child/ren was/were ill…Did you

---

1. Arrange for your partner or ex partner to look after your child/children

2. Arrange for your parents or partner's parents to look after your child/children

3. Arrange for another relative to look after your child/children

4. Arrange for a friend/neighbour to help

5. Take paid annual leave

6. Used time off for dependents or parental leave

7. Take some other type of paid leave

8. Work flexibly to make up the time (including working from home)

9. Arrange for alternative paid childcare

10. Take sick leave

11. Your child looked after themselves

Page in edit programme: XXX

ADDITIONAL CODES

12. Take unpaid leave (NEW CODE)

95. Other specific answer not in codeframe

Block: BlockD

Question: **DMHow**

Question type: Other Specify (Code into DMHWEd)

                 CODE ALL THAT APPLY

Question text: And how did you take time off to attend antenatal
                 appointments? Did you take any of it as…

 Page in edit programme : XXX

---

1. annual leave
2. paid time off in addition to annual leave
3. unpaid leave
4. sick leave
5. time off in lieu (includes 'made up the time off')

ADDITIONAL CODES

6. Flexitime (NEW CODE)

7. Just allowed to take time off (no making up/annual leave) (NEW CODE)

95. Other specific answer not in codeframe

Block: BlockD

Question: **DYNHol**

Question type: OPEN (Code into DYNHoEd)

CODE ALL THAT APPLY

Question text: Why did you not take all the holiday that you were entitled to?

1. Demands of the child
2. Carry days over/accumulate longer holidays for following year
3. Too much work/too busy
4. Didn't use it before specified date
5. Pressure from work/wasn't allowed
6. Not eligible yet
7. Health reasons
8. Not entitled to holiday pay
9. Didn't need/want to
10. Can't afford to go on holiday/wanted to earn money instead
11. Didn't realise/wasn't told how much holiday was available
12. On maternity leave (new code)

Page in edit programme : XXX

- Other specific answer not in codeframe

Block: BlockD

Question: **DHComYs**

No please specify for other category.

Question type: Other Specify (Code into **DHComEd**)

SINGLE CODE

Question text: How were you compensated for the leave you did not take?
Were you…

---

1. Paid for all of it

2. Paid for some of it

3. Allowed to carry all of the days over to the next year

4. Allowed to carry some, but not all, of the days over to the next year

5. Allowed to carry the rest over and paid for some

Page in edit programme: XXX

ADDITIONAL CODES

95. Other specific answer not in codeframe

Block: BlockF

Question: **ChdCre**

Question type: Other Specify (Code into ChdCrEd)

                   CODE ALL THAT APPLY

Question text: Which if any, of the following childcare support are provided by
                   your current employer? Please include all childcare support
                   your employer provides whether you use it or not.

---

1. Child care such as creche or playgroup situated at or near your workplace
(a workplace facility does not have to be on the premises
2. Financial help with childcare (e.g. loans, childcare vouchers, subsidised
childcare places)
3. Help with childcare arrangements during school holidays
4. Information about local provision of childcare
6. None are provided

Page in edit programme : XXX

ADDITIONAL CODES

7. (Sometimes) allowed to just bring child into work (NEW CODE)

95. Other specific answer not in codeframe

Block: BlockH

Question: **SOrg**

Question type: Other Specify (Code into SOrgEd)

                SINGLE CODE

Question text: What kind of non-private organisation is it

---

1. A public limited company or PLC
2. A nationalised industry or state corporation
3. Central Government or Civil Service
4. Local government or council (including Police, Fire Service, Local authority controlled schools and colleges)
5. A University or other grant funded education establishment
6. A Health Authority or NHS Trust
7. A charity, voluntary organisation or trust
8. The armed forces

Page in edit programme: XXX

ADDITIONAL CODES

95. Other specific answer not in codeframe

Block: Blockl

Question: **ZQual**

Question type: Other Specify (Code into ZQualED)

                      SINGLE CODE

Question text: What is the **highest** level of examination or qualification that
                      you now hold, including any that you may have gained since
                      leaving school?

1. Higher degree   (eg MSc, MA, MBA, PGCE, PhD)
2. First degree   (eg BSc, BA, Bed, MA at first degree level)
3. GCE 'A'-level, AS Level, SCE Higher Grades A-C, Scottish National Qualifications (Higher level)
4. GCSE grade A-C, GCE 'O' –level passes, CSE grade 1, SCE O Grades A-C, SCE Standard Grades 1-3, Scottish National Qualifications (Intermediate level), School Certificate/ Matriculation
5. GCSE Grades D-G, CSE grade 2-5, SCE Standard Grades 4-7, Scottish National Qualifications (Access level), SCOTVEC National Certificate Modules
6. Other academic qualifications (TO DISCUSS)
7. Other vocational qualifications (TO DISCUSS)
8. No academic qualifications

Page in edit programme: XXX

ADDITIONAL CODES

95. Other specific answer not in codeframe

188

Block: Blocki

Question: **ZEthnic**

No please specify for other category.

Question type: Other Specify (Code into   ZEthnED)

                SINGLE CODE

Question text: To which of these ethnic groups do you consider you belong?

---

1. White

2. Mixed, Multiple ethnic groups

3. Asian, Asian British

4. Black, African, Caribbean, Black British

5. Chinese

Page in edit programme : XXX

ADDITIONAL CODES

95. Other specific answer not in codeframe

Block: BlockI

Question: **ZRel**

No please specify for other category.

Question type: Other Specify (Code into ZRelEd)

SINGLE CODE

Question text: What is your religion?

<div style="border:1px solid black; padding:10px;">

1. No religion

2. Christian (including Church of England, Church of Scotland, Catholic, Protestant and all other Christian denominations)

3. Buddhist

4. Hindu

5. Jewish

6. Muslim

7. Sikh

</div>

Page in edit programme: XXX

ADDITIONAL CODES

95. Other specific answer not in codeframe

Block: BlockH

Question: **Yindus/YMain/YMainDo**

Question type: Open

Question text: What does the firm/organisation they work for mainly make or
                   do (at the place where they work)? What is your main job?
                   What do you mainly do in your job?

Page in edit programme:

Occupations coded to SOC 2000

http://www.ons.gov.uk/ons/guide-method/classifications/archived-standard-classifications/standard-occupational-classification-2000/about-soc-2000/index.html

Appendix D Derived variables

This Appendix contains the SPSS syntax for the WLB4 derived variables.

Missing values all ().

```
*********************************************************************

COMMENT Variable ACTUALHOURS - BHours {B05}, BAvBnd
{B05band}
COMMENT Actual hours worked per week - banded
COMMENT Banded for use in tables - NB first category is 1-29 not 1-30
as in WLB3
********************************************************************.
FREQUENCIES BHours BAvBnd.
NUMERIC actualhours (F3.0).
COMPUTE actualhours=-99.
RECODE BHours (-9 thru -1=Copy) (0 thru 29.9=1) (30 thru 35.4=2) (35.5
thru 40.4=3) (40.5 thru 48=4) (48.01 thru hi=5) INTO actualhours.
DO IF BHours=-8.
RECODE BAvBnd (1 thru 5=1) (6=2) (7=3) (8=4) (9 thru 12=5) (13=-8)
INTO actualhours.
END IF.
EXECUTE.
VARIABLE LABELS actualhours "Actual hours worked - banded".
VALUE LABELS
 actualhours
 1 "Less than 30 hours"
 2 "30 - 35 hours"
 3 ">35 - 40 hours"
 4 ">40 - 48 hours"
 5 "More than 48 hours"
 -1 "Not applicable"
 -8 "Don't know"
 -9 "Refused".
FREQUENCIES actualhours.

*********************************************************************

COMMENT Variable ACTUALHOURS2 - BHours {B05}, BAvBnd
{B05band}
```

COMMENT Actual hours worked per week - banded
COMMENT Banded for use in tables - NB first category is 1-29 not 1-30 as in WLB3
*** .
FREQUENCIES BHours BAvBnd.
NUMERIC actualhours2 (F3.0).
COMPUTE actualhours2=-99.
RECODE BHours (-9 thru -1=COPY) (0 thru 29.9=1) (30 thru 35.4=2) (35.5 thru 40.4=3) (40.5 thru 48=4) (48.01 thru 55.4=5) (55.5 thru hi=6) INTO actualhours2.
DO IF BHours=-8.
RECODE BAvBnd (1 thru 5=1) (6=2) (7=3) (8=4) (9,10=5) (11,12=6) (13=-8) INTO actualhours2.
END IF.
EXECUTE.
VARIABLE LABELS actualhours2 "Actual hours worked - banded".
VALUE LABELS
 actualhours2
 1 "Less than 30 hours"
 2 "30 - 35 hours"
 3 ">35 - 40 hours"
 4 ">40 - 48 hours"
5 ">48 - 55 hours"
6 ">55 hours"
 -1 "Not applicable"
 -8 "Don't know"
 -9 "Refused".
FREQUENCIES actualhours2.

CROSSTABS BHours BY actualhours2 BY BAvBnd.

****

COMMENT Variable ACTUALHOURS3 - BHours {B05}, BAvBnd {B05band}
COMMENT Actual hours worked per week - banded
COMMENT This variable was created in response to a query raised in the presentation.
COMMENT Banded for use in tables - NB first category is 1-24
*** .
FREQUENCIES BHours BAvBnd.
MISSING VALUES BHours BAvBnd ().
NUMERIC actualhours3 (F3.0).
COMPUTE actualhours3=-99.
RECODE BHours (-9 thru -1=COPY) (0 thru 19.9=1) (20 thru 29.9 = 2)(30 thru 35.4=3) (35.5 thru 40.4=4) (40.5 thru 48=5) (48.01 thru 55.4=6) (55.5 thru hi=7) INTO actualhours3.
DO IF BHours=-8.
RECODE BAvBnd (1 thru 3=1)(4,5=2) (6=3) (7=4) (8=5) (9,10=6) (11,12=7) (13=-8) INTO actualhours3.

193

END IF.
EXECUTE.
VARIABLE LABELS actualhours3 "Actual hours worked - banded".
VALUE LABELS
 actualhours3
 1 "Less than 20 hours"
 2 "20 - 30 hours"
 3 ">30 - 35 hours"
 4 ">35 - 40 hours"
 5 ">40 - 48 hours"
6 ">48 - 55 hours"
7 ">55 hours"
 -1 "Not applicable"
 -8 "Don't know"
 -9 "Refused".
FREQUENCIES actualhours3.

CROSSTABS BHours BY actualhours3 BY BAvBnd.
MISSING VALUES BHours BAvBnd actualhours3(-9, -8, -1).

****
COMMENT Variable AGE - Yage {s06}, YagBnd {s06_01 – s06_14}
COMMENT Age at last birthday - banded
***.
FREQUENCIES Yage YagBnd.
NUMERIC age (F3.0).
COMPUTE age=-99.
RECODE Yage (-9 thru -1=COPY) (16 thru 24=1) (25 thru 34=2) (35 thru
44=3) (45 thru 54=4) (55 thru 64=5) (65 thru hi=6) INTO age.
DO IF Yage=-9 OR Yage=-8.
RECODE YagBnd (-9 thru -1=COPY) (1 thru 3=1) (4,5=2) (6,7=3) (8,9=4)
(10,11=5) (12,13=6) INTO age.
END IF.
EXECUTE.
VARIABLE LABELS age "Age banded for tables".
VALUE LABELS
age
1 "16-24"
2 "25-34"
3 "35-44"
4 "45-54"
5 "55-64"
6 "65 and over"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FREQUENCIES age.
CROSSTABS yage by age by yagbnd.

```
***************************************************************************
*********************
COMMENT Variable AGE - Yage {s06}, YagBnd {s06_01 – s06_14}
COMMENT Age at last birthday - alternative/ additional version banded
***************************************************************************
********************* .
NUMERIC age_2 (F3.0).
COMPUTE age_2=-99.
RECODE YAge (-9 thru -1=COPY) (16 thru 24=1) (25 thru 39=2) (40 thru
49=3) (50 thru 59=4) (60 thru hi=5) INTO age_2.
DO IF YAge<0.
RECODE YAgbnd (-9 thru -1=COPY) (1 thru 3=1) (4 thru 6=2) (7,8=3)
(9,10=4) (11 thru 13=5) INTO age_2.
END IF.
VARIABLE LABELS age_2 "Age banded for tables".
VALUE LABELS age_2
1 "16-24"
2 "25-39"
3 "40-49"
4 "50-59"
5 "60+"
-1 "Item not applicable"
-2 "Schedule not applicable"
-8 "Don't know"
-9 "Refusal".
FREQUENCIES age_2 .
CROSSTABS yage by age_2 by yagbnd.


*******************************************************
COMMENT Variable AGEBAND
COMMENT Age banded - for use in tables
******************************************************* .
NUMERIC ageband (F3.0).
COMPUTE ageband=-99.
RECODE age (1 = 1) (2 thru 3 = 2) (4 = 3) (5,6 = 4) (-9 thru -1 = COPY)
INTO ageband.
EXECUTE.
VARIABLE LABELS ageband "Age - banded for use in tables".
VALUE LABELS
ageband
1 "16-24"
2 "25-44"
3 "45-54"
4 "55+"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
CROSSTABS age BY ageband.
```

**CT NEED REMOVE LINES 201 to 207 ONCE SORTED OUT RECODES*.
 DATASET CLOSE ALL.
GET FILE='I:\Workdocs\P3056 - Work life balance\Secure\Data Management\P3056SPSS3.sav'.

SET TVars=Labels CCA='-,,, ' CCB='-,,, ' TNumbers=Both CCC='-,,, ' CCD='-,,, ' OVars=Both CCE='-,,, ' ONumbers=Both.

MISSING VALUES ALL ( ).

****
COMMENT Variable CWkPostgroup {C13PCGROUP} - (NB - not comparable with WLB3)
COMMENT positive consequences of working flexible arrangements
COMMENT CARE: Selected responses (as listed) only for tables
****
****

COMMENT HAVING MORE TIME:
Have more free time
More time to spend with family
More time for holiday
Time to study
Time to provide care
Time for hobbies
COMMENT CONVENIENCE:
Convenient-suits me
Suits childcare arrangements
Less travelling-avoid rush time
Attend appointments
COMMENT IMPROVED WLB:
Improved health
Improved relationships at home
Don't suffer from as much stress
WLB improved
Enjoy work/happier
Get more work done/ less distraction
Could return to work (after illness/ maternity leave)
COMMENT NO POSITIVE CONSEQUENCES:
Nothing/no positive consequences
COMMENT ALL OTHER CATEGORIES EXCLUDED FROM RECODING
- incl More money and Religious observation
***.

FREQUENCIES CWkPost1 CWkPost2 CWkPost3 CWkPost4 CWkPost5 CWkPost6 CWkPost7 CWkPost8 CWkPost9 CWkPost10 CWkPost11 CWkPost12
 CWkPost13 CWkPost14 CWkPost15 CWkPost16 CWkPost17 CWkPost18 CWkPost19 CWkPost20 CWkPost95 CWkPost96 CWkPost97.

NUMERIC CWkPostgroup (F3.0).
COMPUTE CWkPostgroup = -99.
IF ANY
(1,CWkPost4,CWkPost5,CWkPost10,CWkPost11,CWkPost18,CWkPost1
9) CWkPostgroup = 1.
IF ANY (1,CWkPost6,CWkPost7,CWkPost9,CWkPost13) CWkPostgroup
= 2.
IF ANY
(1,CWkPost1,CWkPost2,CWkPost3,CWkPost8,CWkPost12,CWkPost15,
CWkPost17) CWkPostgroup = 3 .
IF CWkPost16= 1 CWkPostgroup = 4.
IF (CWkPost4=1 OR CWkPost5=1 OR CWkPost10=1 OR CWkPost11=1
OR CWkPost18=1 OR CWkPost19=1) AND (CWkPost6=1 OR
CWkPost7=1 OR CWkPost9=1 OR CWkPost13=1) CWkPostgroup = 5.
IF (CWkPost4=1 OR CWkPost5=1 OR CWkPost10=1 OR CWkPost11=1
OR CWkPost18=1 OR CWkPost19=1) AND (CWkPost1=1 OR
CWkPost2=1 OR CWkPost3=1 OR CWkPost8=1 OR CWkPost12=1 OR
CWkPost15=1 OR CWkPost17=1) CWkPostgroup = 6.
IF (CWkPost6=1 OR CWkPost7=1 OR CWkPost9=1 OR CWkPost13=1)
AND (CWkPost1=1 OR CWkPost2=1 OR CWkPost3=1 OR CWkPost8=1
OR CWkPost12=1 OR CWkPost15=1 OR CWkPost17=1) CWkPostgroup
= 7.
IF (CWkPost4=1 OR CWkPost5=1 OR CWkPost10=1 OR CWkPost11=1
OR CWkPost18=1 OR CWkPost19=1) AND (CWkPost6=1 OR
CWkPost7=1 OR CWkPost9=1 OR CWkPost13=1)
 AND (CWkPost1=1 OR CWkPost2=1 OR CWkPost3=1 OR CWkPost8=1
OR CWkPost12=1 OR CWkPost15=1 OR CWkPost17=1) CWkPostgroup
= 8.
IF CWkPost1=-1 CWkPostgroup=-1.
IF ANY (1,CWkPost14,CWkPost20,CWkPost95,CWkPost96,CWkPost97)
AND (CWkPost1=0 AND CWkPost2=0 AND CWkPost3=0 AND
CWkPost4=0 AND CWkPost5=0 AND CWkPost6=0 AND CWkPost7=0
AND CWkPost8=0 AND CWkPost9=0
 AND CWkPost10=0 AND CWkPost11=0 AND CWkPost12=0 AND
CWkPost13=0 AND CWkPost15=0 AND CWkPost16=0 AND
CWkPost17=0 AND CWkPost18=0 AND CWkPost19=0) CWkPostgroup=-
1.
EXECUTE.
VARIABLE LABELS CWkPostgroup "Positive consequences of working
flexible arrangements - grouped".
VALUE LABELS
CWkPostgroup
1 "More time"
2 "Convenience"
3 "Improved WLB"
4 "No positive consequences"
5 "Time and convenience"
6 "Time and improved WLB"
7 "Convenience and improved WLB"

```
8 "All three categories"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FREQUENCIES CWkPostgroup.
TEMP.
COMPUTE check_Time=0.
COMPUTE check_Con=0.
COMPUTE check_WLB=0.
COMPUTE check_Non=0.
VAL LAB check_Time 1 "Time"
 /check_con 1 "Convenience"
 /check_wlb 1 "WLB"
/check_non 1 "None".
IF ANY
(1,CWkPost4,CWkPost5,CWkPost10,CWkPost11,CWkPost18,CWkPost1
9) check_Time= 1.
IF ANY (1,CWkPost6,CWkPost7,CWkPost9,CWkPost13) check_Con = 1.
IF ANY
(1,CWkPost1,CWkPost2,CWkPost3,CWkPost8,CWkPost12,CWkPost15,
CWkPost17) check_WLB = 1 .
IF CWkPost16=1 check_Non=1.
TABLE/TABLE check_Time>check_con>check_wlb>check_Non BY
CWkPostgroup.


*********************************************************************************
****************
COMMENT Variables CWkPostCON {C13PCCON}
COMMENT Positive consequences of working flexible arrangements -
convenience
COMMENT CARE Selected responses (as listed) only for tables
*********************************************************************************
****************.
NUMERIC CWkPostCON (F3.0).
COMPUTE CWkPostCON = -99.
RECODE CWkPostgroup (2,5,7=1) (1,3,4,6,8=2) (ELSE=COPY) INTO
CWkPostCON.
EXECUTE.
VARIABLE LABELS CWkPostCON "Positive consequences of flexible
working - convenience".
VALUE LABELS
CWkPostCON
1 "Convenience"
2 "Not convenience"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
CROSSTABS CWkPostgroup BY CWkPostCON.
```

```
********************************************************************************
*************
COMMENT Variables CWkPostTIME {C13PCTIME}
COMMENT Positive consequences of working flexible arrangements –
more time
COMMENT CARE Selected responses (as listed) only for tables
********************************************************************************
*************.
NUMERIC CWkPostTIME (F3.0).
COMPUTE CWkPostTIME = -99.
RECODE CWkPostgroup (1,5,6=1) (2,3,4,7,8=2) (ELSE=COPY) INTO
CWkPostTIME.
EXECUTE.
VARIABLE LABELS CWkPostTIME "Positive consequences of flexible
working - time".
VALUE LABELS
CWkPostTIME
1 "Having more time"
2 "Not having more time"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
CROSSTABS CWkPostgroup BY CWkPostTIME.


********************************************************************************
******************
COMMENT Variables CWkPostWLB {C13PCWLB}
COMMENT Positive consequences of working flexible arrangements –
improved WLB
COMMENT CARE Selected responses (as listed) only for tables
********************************************************************************
******************.
NUMERIC CWkPostWLB (F3.0).
COMPUTE CWkPostWLB = -99.
RECODE CWkPostgroup (3,6,7=1) (1,2,4,5,8=2) (ELSE=COPY) INTO
CWkPostWLB.
EXECUTE.
VARIABLE LABELS CWkPostWLB "Positive consequences of flexible
working - WLB improved".
VALUE LABELS
CWkPostWLB
1 "WLB improved"
2 "Not WLB improved"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
CROSSTABS CWkPostgroup BY CWkPostWLB.
```

```
**************************************************************************
******************
COMMENT Variables CWkPostNon {C13PCNO}
COMMENT Positive consequences of working flexible arrangements –
None
COMMENT CARE Selected responses (as listed) only for tables
**************************************************************************
******************.
NUMERIC CWkPostNon (F3.0).
COMPUTE CWkPostNon = -99.
RECODE CWkPostgroup (4=1) (1,2,3,5,6,7,8=2) (ELSE=COPY) INTO
CWkPostNon.
EXECUTE.
VARIABLE LABELS CWkPostNon "Positive consequences of flexible
working - None".
VALUE LABELS
CWkPostNon
1 "No positive consequences"
2 "Positive consequences"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
CROSSTABS CWkPostgroup BY CWkPostNon.


**************************************************************************
*
COMMENT Variable CWkNeggroup {C13NCGROUP}  - (NB - not
comparable with WLB3)
COMMENT Negative consequences of flexible working arrangements
COMMENT CARE: Selected responses (as listed) only for tables
**************************************************************************
*
*********************************************************************
COMMENT FINANCIAL DETRIMENT:
Lower pay-less money
More expensive hols
No overtime
COMMENT REDUCED WLB:
Intensified workload
Damaged career prospect
Miss out on projects
Logistics
Increased stress
Negatively affected relationships
Tiring/work longer hours
No flexibility over holiday time
Missing out on family time
Blurred boundaries
COMMENT NO NEGATIVE CONSEQUENCES:
Nothing/no negative consequences
```

COMMENT ALL OTHER CATEGORIES EXCLUDED FROM RECODING
***.
FREQUENCIES CWkNeg1 CWkNeg2 CWkNeg3 CWkNeg4 CWkNeg5
CWkNeg6 CWkNeg7 CWkNeg8 CWkNeg9 CWkNeg10
 CWkNeg11 CWkNeg12 CWkNeg13 CWkNeg14 CWkNeg15 CWkNeg95
CWkNeg96 CWkNeg97.
NUMERIC CWkNeggroup (F3.0).
COMPUTE CWkNeggroup = -99.
IF ANY (1,CWkNeg1,CWkNeg7,CWkNeg10) CWkNeggroup = 1.
IF ANY
(1,CWkNeg2,CWkNeg3,CWkNeg4,CWkNeg5,CWkNeg6,CWkNeg8,CWk
Neg9,CWkNeg11,CWkNeg12,CWkNeg13, CWkNeg14) CWkNeggroup =
2.
IF ANY
(1,CWkNeg2,CWkNeg3,CWkNeg4,CWkNeg5,CWkNeg6,CWkNeg8,CWk
Neg9,CWkNeg11,CWkNeg12,CWkNeg13, CWkNeg14) AND
(CWkNeg1=1 OR CWkNeg7=1 OR CWkNeg10=1) CWkNeggroup = 3.
IF CWkNeg15 = 1 CWkNeggroup = 4.
IF CWkNeg1=-1 CWkNeggroup = -1.
IF ANY (1,CWkNeg95,CWkNeg96,CWkNeg97) AND (CWkNeg1=0 AND
CWkNeg2=0 AND CWkNeg3=0 AND CWkNeg4=0 AND CWkNeg5=0
AND CWkNeg6=0 AND CWkNeg7=0 AND CWkNeg8=0 AND
CWkNeg9=0 AND
 CWkNeg10=0 AND CWkNeg11=0 AND CWkNeg12=0 AND
CWkNeg13=0 AND CWkNeg14=0 AND CWkNeg15=0) CWkNeggroup = -
8.
EXECUTE.
VARIABLE LABELS CWkNeggroup "Negative consequences of flexible
working arrangements - grouped".
VALUE LABELS
CWkNeggroup
1 "Financial detriment"
2 "Reduced WLB"
3 "Both financial detriment and reduced WLB"
4 "No negative consequences"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FREQUENCIES CWkNeggroup.

COMPUTE check_Fin=0.
COMPUTE check_WLB=0.
COMPUTE check_Non=0.
VAL LAB check_Fin 1 "Finance"
 /check_wlb 1 "WLB"
/check_non 1 "None".
IF ANY (1,CWkNeg1,CWkNeg7,CWkNeg10) check_Fin= 1.
IF ANY
(1,CWkNeg2,CWkNeg3,CWkNeg4,CWkNeg5,CWkNeg6,CWkNeg8,CWk
Neg9,CWkNeg11,CWkNeg12,CWkNeg13,CWkNeg14) check_WLB = 1 .

IF CWkNeg15=1 check_non=1.
TABLE/TABLE check_Fin>check_wlb>check_non BY CWkNeggroup.


```
********************************************************************************
**************
COMMENT Variable CWkNegfin {C13NCFIN}
COMMENT Negative consequences of working flexible arrangements –
financial detriment
COMMENT CARE Selected responses (as listed) only for tables
********************************************************************************
**************.
NUMERIC CWkNegfin (F3.0).
COMPUTE CWkNegfin = -99.
IF ANY
(1,CWkNeg2,CWkNeg3,CWkNeg4,CWkNeg5,CWkNeg6,CWkNeg8,CWk
Neg9,CWkNeg11,CWkNeg12,CWkNeg13,CWkNeg14,CWkNeg15)
CWkNegfin = 2.
IF ANY (1,CWkNeg1,CWkNeg7,CWkNeg10) CWkNegfin = 1.
IF CWkNeg1=-1 CWkNegfin = -1.
IF ANY (1,CWkNeg95,CWkNeg96,CWkNeg97) AND (CWkNeg1=0 AND
CWkNeg2=0 AND CWkNeg3=0 AND CWkNeg4=0 AND CWkNeg5=0
AND CWkNeg6=0 AND CWkNeg7=0 AND CWkNeg8=0 AND
CWkNeg9=0 AND
 CWkNeg10=0 AND CWkNeg11=0 AND CWkNeg12=0 AND
CWkNeg13=0 AND CWkNeg14=0 AND CWkNeg15=0) CWkNegfin = -8.
EXECUTE.
VARIABLE LABELS CWkNegfin "Negative consequences of flexible
working - financial detriment".
VALUE LABELS
CWkNegfin
1 "Financial detriment"
2 "Not financial detriment"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FREQUENCIES CWkNegfin.


********************************************************************************
******************
COMMENT Variable CWkNegwlb {C13NCWLB}
COMMENT Negative consequences of working flexible arrangements –
reduced WLB
COMMENT CARE Selected responses (as listed) only for tables
********************************************************************************
******************.
NUMERIC CWkNegwlb (F3.0).
COMPUTE CWkNegwlb = -99.
IF ANY (1,CWkNeg1,CWkNeg7,CWkNeg10,CWkNeg15) CWkNegwlb = 2.
```

```
IF ANY
(1,CWkNeg2,CWkNeg3,CWkNeg4,CWkNeg5,CWkNeg6,CWkNeg8,CWk
Neg9,
CWkNeg11,CWkNeg12,CWkNeg13,CWkNeg14) CWkNegwlb = 1.
IF CWkNeg1=-1 CWkNegwlb = -1.
IF ANY (1,CWkNeg95,CWkNeg96,CWkNeg97) AND (CWkNeg1=0 AND
CWkNeg2=0 AND CWkNeg3=0 AND CWkNeg4=0 AND CWkNeg5=0
AND CWkNeg6=0 AND CWkNeg7=0 AND CWkNeg8=0 AND
CWkNeg9=0 AND
 CWkNeg10=0 AND CWkNeg11=0 AND CWkNeg12=0 AND
CWkNeg13=0 AND CWkNeg14=0 AND CWkNeg15=0) CWkNegwlb = -8.
EXECUTE.
VARIABLE LABELS CWkNegwlb "Negative consequences of flexible
working - reduced WLB".
VALUE LABELS
CWkNegwlb
1 "Reduced WLB"
2 "Not reduced WLB"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FREQUENCIES CWkNegwlb.



*******************************************************************************
******************
COMMENT Variable CWkNegNon {C13NCNO}
COMMENT Negative consequences of working flexible arrangements –
None
COMMENT CARE Selected responses (as listed) only for tables
*******************************************************************************
******************.
NUMERIC CWkNegNon (F3.0).
COMPUTE CWkNegNon = -99.
RECODE CWkNegGroup (4=1) (1,2,3=2) (ELSE=COPY) INTO
CWkNegNon.
EXECUTE.
VARIABLE LABELS CWkNegNon "Negative consequences of flexible
working - None".
VALUE LABELS
CWkNegNon
1 "No negative consequences"
2 "Negative consequences"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FREQUENCIES CWkNegNon.
CROSSTABS CWkNeggroup BY CWkNegNon.
*******************************************************************************
************
```

COMMENT Variable CColPCgroup {C14NCGROUP} - (NB - not comparable with WLB3)
COMMENT Negative consequences of colleagues? flexible working arrangements
COMMENT CARE: Selected responses (as listed) only for tables
****
****
****
COMMENT WORKLOAD RELATED CONSEQUENCES:
Having to cover colleagues' work
Increased workload
More/extra responsibilities
Staff shortages/staff unwilling to cover
Work not completed
Less productivity/less gets done
COMMENT INDIVIDUAL CONSEQUENCES:
Less money/reduced income
Restriction in holidays/time off
Lack of flexibility in work hours/days
Stressful/puts more pressure on FT staff
COMMENT COMMUNICATION RELATED CONSEQUENCES:
Colleagues not available for meetings etc
Lack of interaction/people not knowing what's going on
Communication issues
COMMENT NO NEGATIVE CONSEQUENCES:
None/nothing
COMMENT ALL OTHER CATEGORIES EXCLUDED FROM RECODING
****
******.
FREQUENCIES CCoINC1 CCoINC2 CCoINC3 CCoINC4 CCoINC5
CCoINC6 CCoINC7 CCoINC8 CCoINC9 CCoINC10 CCoINC11 CCoINC12
CCoINC13 CCoINC14
 CCoINC15 CCoINC95 CCoINC96 CCoINC97.
NUMERIC CCoINCgroup (F3.0).
COMPUTE CCoINCgroup=-99.
IF ANY
(1,CCoINC1,CCoINC3,CCoINC4,CCoINC5,CCoINC6,CCoINC9,CCoINC13
,CCoINC14) CCoINCgroup = 1.
IF ANY (1,CCoINC7,CCoINC8,CCoINC12) CCoINCgroup = 2.
IF ANY (1,CCoINC2,CCoINC10,CCoINC11) CCoINCgroup = 3.
IF ANY
(1,CCoINC1,CCoINC3,CCoINC4,CCoINC5,CCoINC6,CCoINC9,CCoINC13
,CCoINC14) AND (CCoINC7=1 OR CCoINC8=1 OR CCoINC12=1)
CCoINCgroup = 4.
IF ANY
(1,CCoINC1,CCoINC3,CCoINC4,CCoINC5,CCoINC6,CCoINC9,CCoINC13
,CCoINC14) AND (CCoINC2=1 OR CCoINC10=1 OR CCoINC11=1)
CCoINCgroup = 5.
IF ANY (1,CCoINC7,CCoINC8,CCoINC12) AND (CCoINC2=1 OR
CCoINC10=1 OR CCoINC11=1) CCoINCgroup = 6.

```
IF CColNC15 = 1 CColNCgroup = 7.
IF CColNC1=-1 CColNCgroup=-1.
IF ANY (1,CColNC95,CColNC96,CColNC97) AND (CColNC1=0 AND
CColNC2=0 AND CColNC3=0 AND CColNC4=0 AND CColNC5=0 AND
CColNC6=0
AND CColNC7=0 AND CColNC8=0 AND CColNC9=0 AND CColNC10=0
AND CColNC11=0 AND CColNC12=0 AND CColNC13=0 AND
 CColNC14=0 AND CColNC15=0 ) CColNCgroup=-1.
EXECUTE.
VARIABLE LABELS CColNCgroup "Negative consequences colleagues'
flexible working arrangements - grouped".
VALUE LABELS
CColNCgroup
1 "Workload related"
2 "Individual consequences"
3 "Communication"
4 "Workload related and individual consequences"
5 "Workload related and communication"
6 "Individual consequences and communication"
7 "No negative consequences"
8 "Don't know"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FREQUENCIES CColNCgroup.

TEMPORARY.
COMPUTE check_work=0.
COMPUTE check_Ind=0.
COMPUTE check_com=0.
COMPUTE check_non=0.
VALUE LABELS check_work 1 "work"
 /check_Ind 1 "Individual"
 /check_com 1 "Communication"
/check_non 1 "None".


IF ANY
(1,CColNC1,CColNC3,CColNC4,CColNC5,CColNC6,CColNC9,CColNC13
,CColNC14) check_work = 1.
IF ANY (1,CColNC7,CColNC8,CColNC12) check_Ind = 1.
IF ANY (1,CColNC2,CColNC10,CColNC11) check_com = 1.
IF CColNC15 = 1 check_non= 1.
TABLE/TABLE check_work>check_Ind>check_com>check_non BY
CColNCgroup.



********************************************************************************
********************
COMMENT Variables CColNCcom {C14NCCOM}
```

COMMENT Negative consequences of colleagues' flexible working arrangements - communication
COMMENT CARE Selected responses (as listed) only for tables
****
******************** .
NUMERIC CColNCcom (F3.0).
COMPUTE CColNCcom = -99.
RECODE CColNCgroup (3,5,6=1) (1,2,4,7=2) (ELSE=COPY) INTO CColNCcom.
EXECUTE.
VARIABLE LABELS CColNCcom "Negative consequences of colleagues' flexible working - communication".
VALUE LABELS
CColNCcom
1 "Communication"
2 "Not communication"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
CROSSTABS CColNCgroup BY CColNCcom.

****
****
COMMENT Variables CColNCind {C14NCIND}
COMMENT Negative consequences of colleagues' flexible working arrangements – individual consequences
COMMENT CARE Selected responses (as listed) only for tables
****
******************** .
NUMERIC CColNCind (F3.0).
COMPUTE CColNCind = -99.
RECODE CColNCgroup (2,4,6=1) (1,3,5,7=2) (ELSE=COPY) INTO CColNCind.
EXECUTE.
VARIABLE LABELS CColNCind "Negative consequences of colleagues' flexible working - individual consequences".
VALUE LABELS
CColNCind
1 "Individual consequences"
2 "Not individual consequences"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
CROSSTABS CColNCgroup BY CColNCind.

****
****
COMMENT Variables CColNCwk {C14NCWORK}

COMMENT Negative consequences of colleagues' flexible working arrangements – work related
COMMENT CARE Selected responses (as listed) only for tables
****
********************.
NUMERIC CColNCwk (F3.0).
COMPUTE CColNCwk = -99.
RECODE CColNCgroup (1,4,5=1) (2,3,6,7=2) (ELSE=COPY) INTO CColNCwk.
EXECUTE.
VARIABLE LABELS CColNCwk "Negative consequences of colleagues' flexible working - work related consequences".
VALUE LABELS
CColNCwk
1 "Work related consequences"
2 "Not work related consequences"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
CROSSTABS CColNCgroup BY CColNCwk.

****
****
COMMENT Variables CColNCNon {C14NCNO}
COMMENT Negative consequences of colleagues' flexible working arrangements – none
COMMENT CARE Selected responses (as listed) only for tables
****
*********************.
NUMERIC CColNCNon (F3.0).
COMPUTE CColNCNon = -99.
RECODE CColNCgroup (7=1) (1,2,3,4,5,6=2) (ELSE=COPY) INTO CColNCNon.
EXECUTE.
VARIABLE LABELS CColNCNon "Negative consequences of colleagues' flexible working - None".
VALUE LABELS
CColNCNon
1 "No negative consequences"
2 "Negative consequences"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
CROSSTABS CColNCgroup BY CColNCNon.

****
****
COMMENT there appears to be no 'don't know' responses to this question @ WLB4
COMMENT need to check the open answers

```
********************************************************************************
********************.


********************************************************************************
***********
COMMENT Variable CColPCgroup {C14PCGROUP}  - (NB - not
comparable with WLB3)
COMMENT Positive consequences of colleagues' flexible working
arrangements
COMMENT CARE: Selected responses (as listed) only for tables
********************************************************************************
***********
*******************************************************************
COMMENT WORK ENVIRONMENT BENFITS:
Better/happier atmosphere
Colleagues have more job satisfaction, work harder
Less stressful
More time to work
Everyone treated the same
COMMENT BUSINESS BENEFITS:
Allows business flexibility
Attracts people to the job
Keeps valued staff members
COMMENT INDIVIDUAL BENEFITS:
Better work-life balance for colleague
Spend more time with family
More freedom-time
Convenience
Allows staff flexibility
Added responsibility for respondent
Allows me to work flexibly
Knowing that flexible working is an option if respondent needed to take
advantage of it
COMMENT DOESN'T AFFECT ME:
It does not affect me
COMMENT NO POSITIVE CONSEQUENCES:
None/nothing
COMMENT DON'T KNOW:
Don't know
COMMENT ALL OTHER CATEGORIES EXCLUDED FROM RECODING.
********************************************************************************
*********.
FREQUENCIES CColPC1 CColPC2 CColPC3 CColPC4 CColPC5
CColPC6 CColPC7 CColPC8 CColPC9 CColPC10 CColPC11 CColPC12
CColPC13 CColPC14
 CColPC15 CColPC95 CColPC96 CColPC97.
NUMERIC CColPCgroup (F3.0).
COMPUTE CColPCgroup=-99.
```

```
IF ANY (1,CColPC1,CColPC5,CColPC6,CColPC7,CColPC15)
CColPCgroup = 1.
IF ANY (1,CColPC2,CColPC8,CColPC9) CColPCgroup = 2.
IF ANY
(1,CColPC3,CColPC4,CColPC10,CColPC11,CColPC12,CColPC14)
CColPCgroup = 3.
IF ANY (1,CColPC1,CColPC5,CColPC6,CColPC7,CColPC15)  AND
(CColPC2=1 OR CColPC8=1 OR CColPC9=1) CColPCgroup = 4.
IF ANY (1,CColPC1,CColPC5,CColPC6,CColPC7,CColPC15) AND
(CColPC3=1 OR CColPC4=1 OR CColPC10=1 OR CColPC11=1 OR
CColPC12=1 OR CColPC14=1) CColPCgroup = 5.
IF ANY (1,CColPC2,CColPC8,CColPC9)  AND (CColPC3=1 OR
CColPC4=1 OR CColPC10=1 OR CColPC11=1 OR CColPC12=1 OR
CColPC14=1) CColPCgroup = 6.
IF ANY (1,CColPC1,CColPC5,CColPC6,CColPC7,CColPC15)
 AND (CColPC2=1 OR CColPC8=1 OR CColPC9=1)
 AND (CColPC3=1 OR CColPC4=1 OR CColPC10=1 OR CColPC11=1
OR CColPC12=1 OR CColPC14=1) CColPCgroup = 7.
IF CColPC13=1AND (CColPC1=0 AND CColPC2=0 AND CColPC3=0
AND CColPC4=0 AND CColPC5=0 AND CColPC6=0 AND CColPC7=0
AND CColPC8=0
 AND CColPC9=0 AND CColPC10=0 AND CColPC11=0 AND
CColPC12=0 AND CColPC14=0 AND CColPC15=0) CColPCgroup = 8.
IF CColPC1=-1 CColPCgroup=-1.
IF ANY (1, CColPC95,CColPC96,CColPC97) AND (CColPC1=0 AND
CColPC2=0 AND CColPC3=0 AND CColPC4=0 AND CColPC5=0 AND
CColPC6=0 AND CColPC7=0 AND CColPC8=0
 AND CColPC9=0 AND CColPC10=0 AND CColPC11=0 AND
CColPC12=0 AND CColPC13=0 AND CColPC14=0 AND CColPC15=0)
CColPCgroup=-1.
EXECUTE.
VARIABLE LABELS CColPCgroup "Positive consequences colleagues?
flexible working arrangements - grouped".
VALUE LABELS
CColPCgroup
1 "Work environment benefits"
2 "Business benefits"
3 "Individual benefits"
4 "Work and business benefits"
5 "Work and individual benefits"
6 "Business and individual benefits"
7 "All three categories"
8 "Doesn't affect me"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FREQUENCIES CColPCgroup.

TEMPORARY.
COMPUTE check_work=0.
```

```
COMPUTE check_bus=0.
COMPUTE check_Ind=0.
COMPUTE check_non=0.
VALUE LABELS check_work 1 "work"
 /check_Ind 1 "Individual"
 /check_bus 1 "business"
/check_non 1 "None".
IF ANY (1,CColPC1,CColPC5,CColPC6,CColPC7,CColPC15)
check_work = 1.
IF ANY
(1,CColPC3,CColPC4,CColPC10,CColPC11,CColPC12,CColPC14)
check_Ind = 1.
IF ANY (1,CColPC2,CColPC8,CColPC9) check_bus = 1.
IF CColPC13=1 check_non=1.
TABLE/TABLE check_work>check_Ind>check_bus>check_non BY
CColPCgroup.
```

****
****

COMMENT Variables CColPCbus {C14PCBUS}
COMMENT Positive consequences of colleagues' flexible working
arrangements – business benefits
COMMENT CARE Selected responses (as listed) only for tables
****
********************.

```
FREQUENCIES CColPCgroup.
NUMERIC CColPCbus (F3.0).
COMPUTE CColPCbus = -99.
RECODE CColPCgroup (2,4,6=1) (1,3,5,8=2) (-9 thru -1=COPY) INTO
CColPCbus.
EXECUTE.
VARIABLE LABELS CColPCbus "Positive consequences of colleagues'
flexible working - business benefits".
VALUE LABELS
CColPCbus
1 "Business benefits"
2 "Not business benefits"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FREQUENCIES CColPCbus.
CROSSTABS CColPCgroup BY CColPCbus.
```

****
****

COMMENT Variables CColPCind {C14PCIND}

COMMENT Positive consequences of colleagues? flexible working
arrangements – individual benefits
COMMENT CARE Selected responses (as listed) only for tables
****
********************.
NUMERIC CColPCind (F3.0).
COMPUTE CColPCind = -99.
RECODE CColPCgroup (3,5,6=1) (1,2,4,8=2) (-9 thru -1=COPY) INTO
CColPCind.
EXECUTE.
VARIABLE LABELS CColPCind "Positive consequences of colleagues?
flexible working - individual benefits".
VALUE LABELS
CColPCind
1 "Individual benefits"
2 "Not individual benefits"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FREQUENCIES CColPCind.
CROSSTABS CColPCgroup BY CColPCind.

****
****
COMMENT Variables CColPCwk {C14PCWORK}
COMMENT Positive consequences of colleagues? flexible working
arrangements – work environment
COMMENT CARE Selected responses (as listed) only for tables
****
********************.
NUMERIC CColPCwk (F3.0).
COMPUTE CColPCwk = -99.
RECODE CColPCgroup (1,4,5=1) (2,3,6,8=2) (-9 thru -1=COPY) INTO
CColPCwk.
EXECUTE.
VARIABLE LABELS CColPCwk "c14pcwork: Positive consequences of
colleagues' flexible working - work environment".
VALUE LABELS
CColPCwk
1 "Work environment benefits"
2 "Not work environment benefits"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FREQUENCIES CColPCwk.
CROSSTABS CColPCgroup BY CColPCwk.

****
****
COMMENT Variables CColPCNon {C14PCAFF}

COMMENT Positive consequences of colleagues? flexible working arrangements – none
COMMENT not directly comparable to WLB3 as no separate code for "doesn't affect me" @ WLB4
COMMENT CARE Selected responses (as listed) only for tables
****
*********************.
NUMERIC CColPCNon (F3.0).
COMPUTE CColPCNon= -99.
RECODE CColPCgroup (8=1) (1,4,5,2,3,6,=2) (-9 thru -1=COPY) INTO CColPCNon.
EXECUTE.
VARIABLE LABELS CColPCNon "c14PCAFF Positive consequences of colleagues' flexible working - none".
VALUE LABELS
CColPCNon
1 "No positive consequences"
2 "Positive consequences"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FREQUENCIES CColPCNon.
CROSSTABS CColPCgroup BY CColPCNon.

****
*
COMMENT Variable CARERESP - Scare and ECare
COMMENT Employee has caring responsibilities - recoded for tables
COMMENT 4 WAY BREAK
NB - THIS NEEDS CHECKING WITH FINAL DV SPEC.
****
*.

FREQUENCIES Scare SRelFr1 SRelFr2 SRelFr3 SRelFr4 ECare ERelFr1 ERelFr2 ERelFr3 ERelFr4.
NUMERIC careresp (F3.0).
COMPUTE careresp=-99.
*Carer - child .
DO IF ANY (1,Scare,Ecare).
IF ANY (1,SRelFr1,ERelFr1) careresp = 1.
*Carer - adult relative .
IF ANY (1,SRelFr2,SRelFr3,ERelFr2,ERelFr3) AND (SRelFr1 NE 1 AND ERelFr1 NE 1) careresp = 2.
*Carer - non-relative adult outside household.
IF (SRelFr1=0 AND SRelFr2=0 AND SRelFr3=0 AND SRelFr4=1) OR (ERelFr1=0 AND ERelFr2=0 AND ERelFr3=0 AND ERelFr4=1) careresp = 3.
*Not a carer.
ELSE IF ANY (2,Scare,Ecare).
COMPUTE careresp = 4.

END IF.
*Missing.
IF (Scare=1) AND (SRelFr1=-1 AND SRelFr2=-1 AND SRelFr3=-1 AND
SRelFr4=-1) careresp=-8.
IF (Ecare=1) AND (ERelFr1=-1 AND ERelFr2=-1 AND ERelFr3=-1 AND
ERelFr4=-1) careresp=-8.
IF Scare=-9 OR Ecare=-9 careresp = -9.
IF Scare=-8 OR Ecare=-8 careresp = -8.
IF Scare=-1 AND Ecare=-1 careresp = -1.
EXECUTE.
VARIABLE LABELS careresp "Employee has caring responsibilities -
recoded".
VALUE LABELS
careresp
1 "Yes, child"
2 "Yes, relative in any household or non-relative adult in this household"
3 "Yes, non-relative adult in another household"
4 "No"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FREQUENCIES careresp.
CROSSTABS Scare BY careresp BY Ecare.
TABLE/TABLE SRelFr1+ SRelFr2 +SRelFr3+ SRelFr4+ ERelFr1+
ERelFr2+ ERelFr3+ ERelFr4 BY careresp.

****
*
COMMENT Variable CARERESP2 - Scare and ECare
COMMENT Employee has caring responsibilities - recoded for tables
COMMENT 3 WAY BREAK
NB - THIS NEEDS CHECKING WITH FINAL DV SPEC.
****
*.

FREQUENCIES Scare SRelFr1 SRelFr2 SRelFr3 SRelFr4 ECare ERelFr1
ERelFr2 ERelFr3 ERelFr4.
NUMERIC careresp2 (F3.0).
COMPUTE careresp2=-99.
*Carer - child or relative inside or outside household.
DO IF ANY (1,Scare,Ecare).
IF ANY (1,SRelFr1,SRelFr2,SRelFr3,ERelFr1,ERelFr2,ERelFr3)
careresp2 = 1.
*Carer - non-relative adult outside household.
IF (SRelFr1=0 AND SRelFr2=0 AND SRelFr3=0 AND SRelFr4=1) OR
(ERelFr1=0 AND ERelFr2=0 AND ERelFr3=0 AND ERelFr4=1) careresp2
= 2.
*Not a carer.
ELSE IF ANY (2,Scare,Ecare).

```
COMPUTE careresp2 = 3.
END IF.
*Missing.
IF (Scare=1) AND (SRelFr1=-1 AND SRelFr2=-1 AND SRelFr3=-1 AND
SRelFr4=-1) careresp2=-8.
IF (Ecare=1) AND (ERelFr1=-1 AND ERelFr2=-1 AND ERelFr3=-1 AND
ERelFr4=-1) careresp2=-8.
IF Scare=-9 OR Ecare=-9 careresp2 = -9.
IF Scare=-8 OR Ecare=-8 careresp2 = -8.
IF Scare=-1 AND Ecare=-1 careresp2 = -1.
EXECUTE.
VARIABLE LABELS careresp2 "Employee has caring responsibilities -
recoded".
VALUE LABELS
careresp2
1 "Yes, child or relative in any household or non-relative adult in this
household"
2 "Yes, non-relative adult in another household"
3 "No"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FREQUENCIES careresp2.
CROSSTABS Scare BY careresp2 BY Ecare.
TABLE/TABLE SRelFr1+ SRelFr2 +SRelFr3+ SRelFr4+ ERelFr1+
ERelFr2+ ERelFr3+ ERelFr4 BY careresp2.


********************************************************************************
*
COMMENT Variable CARERESP3 - Scare and ECare
COMMENT Employee has caring responsibilities - recoded for tables
2 WAY BREAK
NB - THIS NEEDS CHECKING WITH FINAL DV SPEC.
********************************************************************************
*.
FREQUENCIES Scare SRelFr1 SRelFr2 SRelFr3 SRelFr4 ECare ERelFr1
ERelFr2 ERelFr3 ERelFr4.
NUMERIC careresp3 (F3.0).
COMPUTE careresp3=-99.
*Carer - child or relative inside or outside household.
DO IF ANY (1,Scare,Ecare).
IF ANY (1,SRelFr1,SRelFr2,SRelFr3,ERelFr1,ERelFr2,ERelFr3)
careresp3 = 1.
*Carer - non-relative adult outside household.
IF (SRelFr1=0 AND SRelFr2=0 AND SRelFr3=0 AND SRelFr4=1 ) OR
(ERelFr1=0 AND ERelFr2=0 AND ERelFr3=0 AND ERelFr4=1) careresp3
= 1.
*Not a carer.
ELSE IF ANY (2,Scare,Ecare).
COMPUTE careresp3 = 2.
```

END IF.
*Missing.
IF (Scare=1) AND (SRelFr1=-1 AND SRelFr2=-1 AND SRelFr3=-1 AND
SRelFr4=-1) careresp3=-8.
IF (Ecare=1) AND (ERelFr1=-1 AND ERelFr2=-1 AND ERelFr3=-1 AND
ERelFr4=-1) careresp3=-8.
IF Scare=-9 OR Ecare=-9 careresp3 = -9.
IF Scare=-8 OR Ecare=-8 careresp3 = -8.
IF Scare=-1 AND Ecare=-1 careresp3 = -1.
EXECUTE.
VARIABLE LABELS careresp3 "Employee has caring responsibilities -
recoded".
VALUE LABELS
careresp3
1 "Carer"
2 "Non-carer"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FREQUENCIES careresp3.
CROSSTABS Scare BY careresp3 BY Ecare.
TABLE/TABLE SRelFr1+ SRelFr2 +SRelFr3+ SRelFr4+ ERelFr1+
ERelFr2+ ERelFr3+ ERelFr4 BY careresp3.

****
COMMENT Variable CWASAT - CWrkAr {C01}
COMMENT Level of satisfaction with current working arrangements
COMMENT Values reversed for regression analysis
***.
NUMERIC cwasat (F3.0).
COMPUTE cwasat=-99.
RECODE CWrkAr (1=5) (2=4) (3=3) (4=2) (5=1) (-9 thru -1=COPY) INTO
cwasat .
EXECUTE.
VARIABLE LABELS cwasat "Level of satisfaction with current working
arrangements - reversed".
VALUE LABELS
cwasat
1 "Very dissatisfied"
2 "Dissatisfied"
3 "Neither satisfied nor dissatisfied"
4 "Satisfied"
5 "Very satisfied"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FREQUENCIES cwasat.
CROSSTABS CWrkAr BY cwasat.

```
********************************************************************************
**

COMMENT Variable DAYHOLBAND - DPyHoEx {d10}
COMMENT Number of days paid holiday entitled to per year - banded
COMMENT Banded for use in tables
********************************************************************************
**.
NUMERIC dayholband (F3.0).
COMPUTE dayholband=-99.
RECODE
DPyHoEx
(0 thru 19=1) (20 thru 24=2) (25=3) (26 thru 30=4) (31 thru Highest=5) (-9
thru -1=COPY)
INTO dayholband.
EXECUTE .
VARIABLE LABELS dayholband "Number of days paid holiday - banded".
VALUE LABELS
dayholband
1 "Less than 20 days"
2 "20-24 days"
3 "25 days"
4 "26-30 days"
5 "More than 30 days"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FREQUENCIES dayholband.
CROSSTABS DPyHoEx BY dayholband.




********************************************************************************
***

COMMENT Variable EDUCBAND - ZQual2 (includes edited "Other")
{z02_01 to z02_47}
COMMENT Highest educational qualification - banded for use in tables
********************************************************************************
***.
FREQUENCIES ZQual2.
NUMERIC educband (F3.0).
COMPUTE educband=-99.
RECODE ZQual2 (-9 thru -1=COPY) (8=1) (6,7=6) (4,5=2) (3=3) (2=4)
(1=5) (95,96=7) INTO educband .
EXECUTE.
VARIABLE LABELS educband 'Highest educational qualification banded'.
VALUE LABELS
educband
1 "None"
2 "GCSEs/O Level/CSEs"
3 "A Levels"
4 "Degree/Professional qualifications"
```

5 "Postgraduate degree"
6 "Other vocational or academic qualifications, level not specified"
7 "Other"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FREQUENCIES educband.
CROSSTABS ZQual2 BY educband.

****
COMMENT Variable ETHBAND
COMMENT Ethnicity - banded for use in tables
***.
FREQUENCIES Zethnic.
NUMERIC ethband (F3.0).
RECODE
Zethnic
(1=1) (2 thru 6 =2) (-9 thru -1=COPY) INTO ethband .
EXECUTE.
VARIABLE LABELS ethband "Ethnicity - banded".
VALUE LABELS
ethband
1 "White"
2 "Non-white"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FREQUENCIES ethband.
CROSSTABS Zethnic BY ethband.

****
COMMENT Variable ETHDUMMY.
COMMENT Ethnicity as dummy variable.
***.
FREQUENCIES Zethnic.
NUMERIC ETHDUMMY (F3.0).
RECODE
Zethnic
(1=1) (2 thru 6 =0) (-9 thru -1=COPY) INTO ETHDUMMY .
EXECUTE.
VARIABLE LABELS ETHDUMMY "Ethnicity as a dummy variable".
VALUE LABELS
ethdummy
0 "Non-white"
1 "White"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".

```
FREQUENCIES ETHDUMMY.
CROSSTABS Zethnic BY ETHDUMMY.


*******************************************************************************
COMMENT Variable FAMSTAT
COMMENT Family employment status
*******************************************************************************.
NUMERIC FAMSTAT (F2.0).
COMPUTE FAMSTAT=-99.
IF ZPart=-9 OR (ZMart<-1 AND ZPart<0) FAMSTAT=-8.
DO IF samptyp>1.
DO IF SChild=1 OR SResp=1.
IF ZPart=2 FAMSTAT=1.
IF ZMart=2 OR ZPart=1 FAMSTAT=2.
IF ZMart<0 FAMSTAT=-8.
ELSE IF SChild=2 AND SResp=2 .
IF ZMart=2 OR ZMart=3 OR ZPart=1 FAMSTAT=4.
IF ZPart=2 FAMSTAT=3.
IF ZMart<0 FAMSTAT=-8.
ELSE IF SChild=-1 AND SResp=-1 AND ZMart=-1 .
COMPUTE FAMSTAT=-1.
ELSE IF (SChild=-1 AND SResp=-1) AND ZMart>0 .
COMPUTE FAMSTAT=-8.
ELSE IF SChild<0 AND SResp<0 AND  ZMart<-1 .
END IF.
ELSE IF Samptyp=1.
DO IF Achild=1 OR Aresp=1.
IF ZPart=2 FAMSTAT=1.
IF ZMart=2 OR ZPart=1 FAMSTAT=2.
IF ZMart<0 FAMSTAT=-8.
ELSE IF Achild=2 AND Aresp=2 .
IF ZMart=2 OR ZMart=3 OR ZPart=1 FAMSTAT=4.
IF ZPart=2 FAMSTAT=3.
IF ZMart<0 FAMSTAT=-8.
ELSE IF Achild=-1 AND Aresp=-1 AND ZMart=-1 .
COMPUTE FAMSTAT=-1.
ELSE IF (Achild=-1 AND Aresp=-1) AND ZMart>0 .
COMPUTE FAMSTAT=-8.
ELSE IF Achild<0 AND Aresp<0 AND  ZMart<-1 .
COMPUTE FAMSTAT=-8.
END IF.
END IF.
VARIABLE LABELS FAMSTAT "Family status".
VALUE LABELS FAMSTAT
1 "Lone parent"
2 "Couple parent"
3 "Single, no children"
4 "Couple, no children"
-1 "Item not applicable"
-2 "Schedule not applicable"
```

-8 "Don't know"
-9 "Refusal".
EXECUTE.
FREQUENCIES FAMSTAT.
TABLE/TABLE ZMart+ZPart + SChild +SResp+ AChild+ AResp BY
FAMSTAT.

****
COMMENT Variable FAMEMPSTAT
COMMENT Family employment status
***.
FREQUENCIES ZParEmp FAMSTAT.
NUMERIC FAMEMPSTAT (F2.0).
COMPUTE FAMEMPSTAT=-99.
IF FAMSTAT=-1 AND ZParEmp=-1 FAMEMPSTAT=-1.
IF FAMSTAT<-1 OR ZParEmp<-1 FAMEMPSTAT=-8.
IF FAMSTAT=3 FAMEMPSTAT=1.
IF FAMSTAT=1 FAMEMPSTAT=2.
DO IF ZParEmp=1.
RECODE FAMSTAT (2=4) (4=1) INTO FAMEMPSTAT.
ELSE IF ZParEmp=2.
RECODE FAMSTAT (2=3) (4=1) INTO FAMEMPSTAT.
END IF.
VARIABLE LABELS FAMEMPSTAT "Family employment status".
VALUE LABELS FAMEMPSTAT
1 "No children"
2 "Lone parent earner with children"
3 "Single earner couple with children"
4 "Dual earner couple with children"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FREQUENCIES FAMEMPSTAT.
TABLE/TABLE FAMEMPSTAT BY ZParEmp>FAMSTAT .

****
COMMENT Variable FLEXAVAIL
COMMENT Availability of flexible working arrangements - count
***.
FREQUENCIES CPart CSchool CJShare CFlex CReduce CHome CComp
CAnnual.
NUMERIC flexavail (F3.0).
COUNT flexavail= CPart CSchool CJShare CFlex CReduce CHome
CComp CAnnual (1).
IF CPart=-1 AND CSchool=-1 AND CJShare=-1 AND CFlex=-1 AND
CReduce=-1 AND CHome=-1 AND CComp=-1 AND CAnnual=-1
flexavail=-1.

219

IF CPart=-8 AND CSchool=-8 AND CJShare=-8 AND CFlex=-8 AND
CReduce=-8 AND CHome=-8 AND CComp=-8 AND CAnnual=-8
flexavail=-8.
IF CPart=-9 AND CSchool=-9 AND CJShare=-9 AND CFlex=-9 AND
CReduce=-9 AND CHome=-9 AND CComp=-9 AND CAnnual=-9
flexavail=-9.
EXECUTE.
VARIABLE LABELS flexavail "Availability of flexible working arrangements
- count".
VALUE LABELS
flexavail
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FREQUENCIES flexavail.

****
COMMENT Variable FLEXWORK
COMMENT Flexible worker status
***.
FREQUENCIES CWkPt CWkSch CWkJbSh CWkFex CWkred CWkHme
CWkCom CWkAnn.
NUMERIC flexwork (F3.0).
COMPUTE flexwork=-99.
IF CWkPt=1 flexwork=1.
IF ANY
(1,CWkSch,CWkJbSh,CWkFex,CWkred,CWkHme,CWkCom,CWkAnn)
AND CWkPt NE 1 flexwork=2.
IF CWkPt NE 1 AND CWkSch NE 1 AND CWkJbSh NE 1 AND CWkFex
NE 1 AND CWkred NE 1 AND CWkHme NE 1 AND CWkCom NE 1 AND
CWkAnn NE 1 flexwork=3.
IF flexavail=0 flexwork=3.
IF (flexavail NE 0) AND (CWkPt=-1 AND CWkSch=-1 AND CWkJbSh=-1
AND CWkFex=-1 AND CWkred=-1 AND CWkHme=-1 AND CWkCom=-1
AND CWkAnn=-1) flexwork=-1.
IF CWkPt=-8 AND CWkSch=-8 AND CWkJbSh=-8 AND CWkFex=-8 AND
CWkred=-8 AND CWkHme=-8 AND CWkCom=-8 AND CWkAnn=-8
flexwork=-8.
IF CWkPt=-9 AND CWkSch=-9 AND CWkJbSh=-9 AND CWkFex=-9 AND
CWkred=-9 AND CWkHme=-9 AND CWkCom=-9 AND CWkAnn=-9
flexwork=-9.
EXECUTE .
VARIABLE LABELS flexwork "Flexible worker status".
VALUE LABELS
flexwork
1 "Part-time"
2 "Flexible working and not part-time"
3 "No part-time or flexible working"
-1 "Not applicable"

-8 "Don't know"
-9 "Refused".
FREQUENCIES flexwork.
TEMPORARY.
COMPUTE flexcheck=0.
IF ANY
(1,CWkSch,CWkJbSh,CWkFex,CWkred,CWkHme,CWkCom,CWkAnn)
flexcheck=1.
TABLE/TABLE flexavail>CWkPt>flexcheck BY flexwork.

****
COMMENT Variable FLEXWORK2
COMMENT Flexible worker status
***.
FREQUENCIES CWkPt CWkSch CWkJbSh CWkFex CWkred CWkHme
CWkCom CWkAnn.
NUMERIC flexwork2 (F3.0).
COMPUTE flexwork2=-99.
IF CWkPt=1 AND (CWkSch NE 1 AND CWkJbSh NE 1 AND CWkFex NE
1 AND CWkred NE 1 AND CWkHme NE 1 AND CWkCom NE 1 AND
CWkAnn NE 1) flexwork2=1.
IF ANY
(1,CWkSch,CWkJbSh,CWkFex,CWkred,CWkHme,CWkCom,CWkAnn)
AND CWkPt=1 flexwork2=2.
IF ANY
(1,CWkSch,CWkJbSh,CWkFex,CWkred,CWkHme,CWkCom,CWkAnn)
AND CWkPt=2 flexwork2=3.
IF CWkPt=2 AND (CWkSch NE 1 AND CWkJbSh NE 1 AND CWkFex NE
1 AND CWkred NE 1 AND CWkHme NE 1 AND CWkCom NE 1 AND
CWkAnn NE 1) flexwork2=4.
IF flexavail=0 flexwork2=4.
IF ANY
(1,CWkSch,CWkJbSh,CWkFex,CWkred,CWkHme,CWkCom,CWkAnn)
AND CWkPt<0 flexwork2=-8.
IF (flexavail NE 0) AND (CWkPt=-1 AND CWkSch=-1 AND CWkJbSh=-1
AND CWkFex=-1 AND CWkred=-1 AND CWkHme=-1 AND CWkCom=-1
AND CWkAnn=-1) flexwork2=-1.
IF (flexavail> 0) AND CWkPt<0 flexwork2=-8.
IF CWkPt=-8 AND CWkSch=-8 AND CWkJbSh=-8 AND CWkFex=-8 AND
CWkred=-8 AND CWkHme=-8 AND CWkCom=-8 AND CWkAnn=-8
flexwork2=-8.
IF CWkPt=-9 AND CWkSch=-9 AND CWkJbSh=-9 AND CWkFex=-9 AND
CWkred=-9 AND CWkHme=-9 AND CWkCom=-9 AND CWkAnn=-9
flexwork2=-9.
EXECUTE .
VARIABLE LABELS flexwork2 "Flexible worker status".
VALUE LABELS
flexwork2
1 "Part-time only"
2 "Part-time and flexible working"

3 "Flexible working other than part-time"
4 "No part-time or flexible working"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FREQUENCIES flexwork2.
TEMPORARY.
COMPUTE flexcheck=0.
IF ANY
(1,CWkSch,CWkJbSh,CWkFex,CWkred,CWkHme,CWkCom,CWkAnn)
flexcheck=1.
TABLE/TABLE flexavail>CWkPt>flexcheck BY flexwork2.

****
COMMENT Variable FTPTDUMMY
COMMENT Full-time/Part-time as dummy variable
***.
FREQUENCIES Bhours.
NUMERIC ftptdummy (F3.0).
COMPUTE ftptdummy=-99.
RECODE
Bhours
(30.00 thru HIGHEST=1) (1 thru 29.99=0) (-9 thru -1=COPY) INTO
ftptdummy.
EXECUTE .
VARIABLE LABELS ftptdummy "FT/PT as a dummy variable".
VALUE LABELS
ftptdummy
1 "Full-time"
0 "Part-time"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FREQUENCIES ftptdummy.
CROSSTABS BHours BY ftptdummy.

****
****
COMMENT Variable G02REV - GRel {g02}
COMMENT Relations between employees and managers - scale reversed
COMMENT Scale reversed for use in tables
****
*******.
FREQUENCIES GRel.
NUMERIC g02rev (F3.0).
RECODE
GRel
(1=5) (2=4) (3=3) (4=2) (5=1) (-9 thru -1=COPY) INTO g02rev .
EXECUTE .

VARIABLE LABELS g02rev "Relations between managers & employees".
VALUE LABELS
g02rev
1 "Very bad"
2 "Bad"
3 "Neither bad nor good"
4 "Good"
5 "Very good"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FREQUENCIES GRel g02rev.

****
****
COMMENT Variable GWACho {GO4i}, GWAFlex {g04g}, GFAProm {g04l}
COMMENT Scale reversed for use in tables
****
*******.

FREQUENCIES GWACho GWAFlex GFAProm.
NUMERIC g04grev g04irev g04lrev (F3.0).
RECODE
GWAFlex
(1=5) (2=4) (3=3) (4=2) (5=1) (-9 thru -1=COPY) INTO g04grev .
EXECUTE .
VARIABLE LABELS g04grev "People who work flexibly create more work
for others- reversed".
VALUE LABELS
g04grev
1 "Strongly disagree"
2 "Disagree"
3 "Neither disagree nor agree"
4 "Agree"
5 "Strongly agree"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".

RECODE GWACho
(1=5) (2=4) (3=3) (4=2) (5=1) (-9 thru -1=COPY) INTO g04irev .
EXECUTE .
VARIABLE LABELS g04irev "Having more choice in working
arrangements improves workplace morale - reversed".
VALUE LABELS
g04irev
1 "Strongly disagree"
2 "Disagree"
3 "Neither disagree nor agree"
4 "Agree"

5 "Strongly agree"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".

RECODE
GFAProm
(1=5) (2=4) (3=3) (4=2) (5=1) (-9 thru -1=COPY) INTO g04lrev .
EXECUTE .
VARIABLE LABELS g04lrev "People who work flexibly are less likely to
get promoted - reversed".
VALUE LABELS
g04lrev
1 "Strongly disagree"
2 "Disagree"
3 "Neither disagree nor agree"
4 "Agree"
5 "Strongly agree"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".

FREQUENCIES g04grev g04irev g04lrev.
CROSSTABS g04grev BY GWACho.
CROSSTABS g04grev BY GWAFlex.
CROSSTABS g04lrev BY GFAProm.

****
COMMENT Variable GENDUMMY
COMMENT Gender as dummy variable
***.
FREQUENCIES Ssex.
NUMERIC gendummy (F3.0).
RECODE
Ssex
(1=1) (2=0) INTO gendummy.
EXECUTE.
VARIABLE LABELS gendummy "Gender as a dummy variable".
VALUE LABELS
gendummy
0 "Female"
1 "Male".
FREQUENCIES Ssex gendummy.

****
COMMENT Variable GENPARENT
COMMENT Sex by parental status
***.
FREQUENCIES Ssex SChild SResp AChild AResp.
NUMERIC genparent (F3.0).

COMPUTE GENPARENT=-99.
IF ANY (1,SChild,SResp,AChild,AResp) AND SSex = 1 genparent = 1 .
IF ANY (1,SChild,SResp,AChild,AResp) AND SSex = 2 genparent = 2 .
IF (SSex = 1 AND ((Schild = 2 AND SResp=2) OR (achild = 2 AND
AResp=2))) genparent = 3 .
IF (SSex = 2 AND ((Schild = 2 AND SResp=2) OR (achild = 2 AND
AResp=2))) genparent = 4 .
IF SSex<0 OR (Schild<0 AND achild<0) genparent = -8 .
EXECUTE.
VARIABLE LABELS genparent "Parent gender and dependent children in
household".
VALUE LABELS
genparent
1 "Male with dependent children"
2 "Female with dependent children"
3 "Male without dependent children"
4 "Female without dependent children"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FREQUENCIES genparent.
TABLE/TABLE Ssex> SChild>AChild BY genparent.

****
COMMENT Variable HHLDINC
COMMENT Household income banded
****
                                                                           .
FREQUENCIES ZHinBnd ZhAnn ZhMonth ZHWeek.
NUMERIC HHLDINC (F3.0).
COMPUTE HHLDINC=-99.
RECODE
ZHinBnd
(1 thru 3 = 1) (3 thru 5=2) (6,7=3) (8,9=4) (10=5) (-9 thru -8=COPY) INTO
HHLDINC .
DO IF ZHinBnd=-1.
RECODE ZhAnn (0 thru 14999.99=1) (15000 thru 24999.99=2) (25000
thru 34999=3) (35000 thru 44999.99=4) (45000 thru hi=5) (-9 thru -
8=COPY) INTO HHLDINC .
RECODE ZhMonth (0 thru 1249.99=1) (1250 thru 2083.33=2) (2083.34
thru 2916.58=3) (2916.67 thru 3749.99=4) (3750 thru hi=5) (-9 thru -
8=COPY) INTO HHLDINC .
RECODE ZHWeek (0 thru 288.46=1) (288.47 thru 480.76=2) (480.77 thru
673.06=3) (673.08 thru 865.37=4) (865.38 thru hi=5) (-9 thru -8=COPY)
INTO HHLDINC .
IF ZhAnn=-1 AND ZhMonth=-1 AND ZhWeek=-1 HHLDINC=-1.
END IF.
EXECUTE.
VARIABLE LABELS HHLDINC "Household income".
VALUE LABELS

HHLDINC
1 "Under £15,000"
2 "£15,000 - £24,999"
3 "£25,000 - £34,999"
4 "£35,000 - £44,999"
5 "£45,000 or more"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FREQUENCIES HHLDINC.

temp.
select if HHLDINC <= -1.
fre ZHinBnd ZhAnn ZhMonth ZHWeek.

*Check.
TEMPORARY.
COMPUTE annual=ZhAnn.
IF ZhAnn<0 AND ZhMonth>=0 annual=ZhMonth*12.
IF ZhAnn<0 AND ZHWeek>=0 annual=ZHWeek*52.
CROSSTABS ZHinBnd BY HHLDINC BY annual.

TEMPORARY.
MISSING VALUES HHLDINC (-9 thru -1).
SELECT IF SAMPTYP=1.
FREQUENCIES HHLDINC.

****
COMMENT Variable HHLDINC2
COMMENT Household income banded
***.
FREQUENCIES ZHinBnd ZhAnn ZhMonth ZHWeek.
NUMERIC HHLDINC2 (F3.0).
COMPUTE HHLDINC2=-99.
RECODE
ZHinBnd
(1 thru 3 = 1) (3 thru 5=2) (6 thru 8=3) (9=4) (10=5) (-9 thru -8=COPY)
INTO HHLDINC2 .
DO IF ZHinBnd=-1.
RECODE ZhAnn (0 thru 14999.99=1) (15000 thru 24999.99=2) (25000
thru 39999.99=3) (40000 thru 44999.99=4) (45000 thru hi=5) (-9 thru -
8=COPY) INTO HHLDINC2 .
RECODE ZhMonth (0 thru 1249.99=1) (1250 thru 2083.33=2) (2083.34
thru 3333.33=3) (3333.34 thru 3749.99=4) (3750 thru hi=5) (-9 thru -
8=COPY) INTO HHLDINC2 .
RECODE ZHWeek (0 thru 288.46=1) (288.47 thru 480.76=2) (480.77 thru
769.23=3) (769.24 thru 865.37=4) (865.38 thru hi=5) (-9 thru -8=COPY)
INTO HHLDINC2 .
IF ZhAnn=-1 AND ZhMonth=-1 AND ZhWeek=-1 HHLDINC2=-1.
END IF.

```
EXECUTE.
VARIABLE LABELS HHLDINC2 "Household income".
VALUE LABELS
HHLDINC2
1 "Under £15,000"
2 "£15,000 - £24,999"
3 "£25,000 - £39,999"
4 "£40,000 - £44,999"
5 "£45,000 or more"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FREQUENCIES HHLDINC2.

*Check.
TEMPORARY.
COMPUTE annual=ZhAnn.
IF ZhAnn<0 AND ZhMonth>=0 annual=ZhMonth*12.
IF ZhAnn<0 AND ZHWeek>=0 annual=ZHWeek*52.
CROSSTABS ZHinBnd BY HHLDINC2 BY annual.

TEMPORARY.
MISSING VALUES HHLDINC2 (-9 thru -1).
SELECT IF SAMPTYP=1.
FREQUENCIES HHLDINC2.
*******************************************************************************
COMMENT Variable PERSINC
COMMENT Personal earned income banded
******************************************************************************* .
FREQUENCIES ZUPBnd ZUAnn ZUMonth ZUWeek.
NUMERIC PERSINC (F3.0).
COMPUTE PERSINC=-99.
RECODE
ZUPBnd
(1 thru 2 = 1) (3=2) (4 thru 5=3) (6 thru 8=4) (9,10=5) (-9 thru -8=COPY)
INTO PERSINC .
DO IF ZUPBnd=-1.
RECODE ZUAnn (0 thru 9999.99=1) (10000 thru 14999.99=2) (15000 thru
24999.99=3) (25000 thru 39999.99=4) (40000 thru hi=5) (-9 thru -
8=COPY) INTO PERSINC .
RECODE ZUMonth (0 thru 833.25=1) (833.26 thru 1249.99=2) (1250 thru
2083.33=3) (2083.34 thru 3333.33=4) (3333.34 thru hi=5)  (-9 thru -
8=COPY) INTO PERSINC .
RECODE ZUWeek (0 thru 192.29=1) (192.30 thru 288.46=2) (288.47 thru
480.76=3) (480.77 thru 769.23=4) (769.24 thru hi=5)  (-9 thru -8=COPY)
INTO PERSINC .
IF ZUAnn=-1 AND ZUMonth=-1 AND ZUWeek=-1 PERSINC=-1.
END IF.
EXECUTE.
VARIABLE LABELS PERSINC "Personal earned income".
```

```
VALUE LABELS
PERSINC
1 "Under £10,000"
2 "£10,000 - £14,999"
3 "£15,000 - £24,999"
4 "£25,000 - £39,999"
5 "£40,000 or more"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FREQUENCIES PERSINC.

temp.
select if persinc <= -1.
fre ZUPBnd ZUAnn ZUMonth  ZUWeek.

*Check.
TEMPORARY.
COMPUTE annual=ZUAnn.
IF ZUAnn<0 AND ZUMonth>=0 annual=ZUMonth*12.
IF ZUAnn<0 AND ZUWeek>=0 annual=ZUWeek*52.
CROSSTABS ZUPBnd BY PERSINC BY annual.


TEMPORARY.
MISSING VALUES PERSINC (-9 thru -1).
FREQUENCIES PERSINC.


********************************************************************************
COMMENT Variable HHINCHIGHDUMMY
COMMENT Household income £40K and over as dummy variable
******************************************************************************** .
FREQUENCIES ZHinBnd ZhAnn ZhMonth ZHWeek.
NUMERIC hhinchighdummy (F3.0).
RECODE
ZHinBnd
(1 thru 8 = 0) (9,10 =1) (-9 thru -1=COPY)  INTO hhinchighdummy .
DO IF ZHinBnd=-1.
RECODE ZhAnn (0 thru 39999.99=0) (40000 thru hi=1) (-9 thru -8=COPY)
INTO hhinchighdummy .
RECODE ZhMonth (0 thru 3333.32=0) (3333.33 thru hi=1) (-9 thru -
8=COPY) INTO hhinchighdummy .
RECODE ZHWeek (0 thru 769.22=0) (769.23 thru hi=1) (-9 thru -
8=COPY) INTO hhinchighdummy .
END IF.
EXECUTE.
VARIABLE LABELS hhinchighdummy "Household income £40K and over
- dummy variable".
VALUE LABELS
```

hhinchighdummy
0 "No"
1 "Hhinc £40K and over"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FREQUENCIES hhinchighdummy.

*Check.
TEMPORARY.
COMPUTE annual=ZhAnn.
IF ZhAnn<0 AND ZhMonth>=0 annual=ZhMonth*12.
IF ZhAnn<0 AND ZHWeek>=0 annual=ZHWeek*52.
CROSSTABS ZHinBnd BY hhinchighdummy BY annual.

****
COMMENT Variable HHINCLOWDUMMY
COMMENT Household income under £15K as dummy variable
**.
FREQUENCIES ZHinBnd ZhAnn ZhMonth ZHWeek.
NUMERIC hhinclowdummy (F3.0).
RECODE
ZHinBnd
(1 thru 3 = 1) (4 thru hi =0) (-9 thru -1=COPY) INTO hhinclowdummy .
DO IF ZHinBnd=-1.
RECODE ZhAnn (0 thru 14999.99=1) (15000 thru hi=0) (-9 thru -8=COPY)
INTO hhinclowdummy .
RECODE ZhMonth (0 thru 1249.99=1) (1250 thru hi=0) (-9 thru -8=COPY)
INTO hhinclowdummy .
RECODE ZHWeek (0 thru 288.45=1) (288.46 thru hi=0) (-9 thru -
8=COPY) INTO hhinclowdummy .
END IF.
EXECUTE.
VARIABLE LABELS hhinclowdummy "hhinclowdummy: Household
income Under £15K - dummy variable".
VALUE LABELS
hhinclowdummy
0 "No"
1 "Hhinc under £15K"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FREQUENCIES hhinclowdummy.

*Check.
TEMPORARY.
COMPUTE annual=ZhAnn.
IF ZhAnn<0 AND ZhMonth>=0 annual=ZhMonth*12.
IF ZhAnn<0 AND ZHWeek>=0 annual=ZHWeek*52.
CROSSTABS ZHinBnd BY hhinclowdummy BY annual.

```
*************************************************************************
COMMENT Variable HOURSSAT
COMMENT Level of satisfaction with hours worked
COMMENT Values reversed for regression analysis
*************************************************************.
FREQUENCIES BSatHrs.
NUMERIC hourssat (F3.0).
RECODE
BSatHrs
(1=5) (2=4) (3=3) (4=2) (5=1) (-9 thru -1=COPY) INTO hourssat .
EXECUTE.
VARIABLE LABELS hourssat "hourssat: Level of satisfaction with hours
worked - reversed".
VALUE LABELS
hourssat
1 "Very dissatisfied"
2 "Dissatisfied"
3 "Neither satisfied nor dissatisfied"
4 "Satisfied"
5 "Very satisfied"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FREQUENCIES hourssat.
CROSSTABS BSatHrs BY hourssat.


*************************************************************************
COMMENT Variable LENGTHSERV
COMMENT Length of service - banded for use in tables
*************************************************************************.
FREQUENCIES BhwLngY BHwLngM.
NUMERIC lengthserv (F3.0).
COMPUTE lengthserv=-99.
RECODE
BhwLngY
(-9 thru -1=Copy) (0=1) (1=2) (2 thru 5=3) (6 thru Highest=4) INTO
lengthserv .
DO IF BhwLngY=0.
RECODE BHwLngM
(0 thru 11=1) (12 thru 23=2) (24 thru 60=3) (61 thru Highest=4) INTO
lengthserv .
END IF.
EXECUTE .
VARIABLE LABEL lengthserv "Length of service - banded".
VALUE LABEL
lengthserv
1 "< 1 year"
2 "1 year - < 2 years"
```

3 "2 years - 5 years"
4 "More than 5 years"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FREQUENCIES lengthserv.
CROSSTABS BHwLngM BY lengthserv BY BhwLngY.

****
COMMENT Variable LENGTHSERV2.
COMMENT Length of service - banded for use in tables.
***.

NUMERIC lengthserv2 (F3.0).
COMPUTE lengthserv2=-99.
RECODE BHwLngY (-9 thru -1=COPY) (1 thru 4=3) (5 thru 9=4) (10 thru
HI=5) INTO lengthserv2.
DO IF BHwLngY=0.
RECODE BHwLngM (0 thru 5=1) (6 thru 11=2) (12=3) INTO lengthserv2.
END IF.
EXECUTE.
VARIABLE LABELS lengthserv2 "Length of service with employer".
VALUE LABELS lengthserv2
1 "< 6 months"
2 "6 to 11 months"
3 "1 year to 4 years"
4 "5 to 9 years"
5 "10 years or more"
-1 "Item not applicable"
-2 "Schedule not applicable"
-8 "Don't know"
-9 "Refusal".
FREQUENCIES lengthserv2.
CROSSTABS BHwLngM BY lengthserv2 BY BhwLngY.

****
COMMENT Variable LENGTHSERV3
COMMENT Length of service - banded for use in tables
***.
FREQUENCIES BhwLngY BHwLngM.
NUMERIC lengthserv3 (F3.0).
COMPUTE lengthserv3=-99.
RECODE
BhwLngY
(-9 thru -1=Copy) (0=1)(1 thru 4=2) (5 thru 9=3) (10 thru HI=4) INTO
lengthserv3 .
EXECUTE.
VARIABLE LABELS lengthserv3 "Length of service with employer".

231

VALUE LABELS
lengthserv3
1 "< 1 year"
2 "1 year to 4 years"
3 "5 to 9 years"
4 "10 years or more"
-1 "Item not applicable"
-2 "Schedule not applicable"
-8 "Don't know"
-9 "Refusal".
FREQUENCIES lengthserv3.
CROSSTABS BHwLngM BY lengthserv3 BY BhwLngY.

****
COMMENT Variable LOS
COMMENT Length of service - banded for use in tables
***.
FREQUENCIES BhwLngY BHwLngM.
NUMERIC los (F3.0).
COMPUTE los=-99.
RECODE
BhwLngY
(-9 thru -1=Copy) (0=1) (1 thru 4=2) (5 thru Highest=3) INTO los .
DO IF BhwLngY=0.
RECODE BHwLngM
(0 thru 11=1) (12 thru 59=2) (60 thru Highest=3) INTO los .
END IF.
EXECUTE .
VARIABLE LABEL los "Length of service - banded".
VALUE LABELS
los
1 "Less than one year"
2 "1 year to less than 5 years"
3 "5 years or more"
-1 "Item not applicable"
-2 "Schedule not applicable"
-8 "Don't know"
-9 "Refusal".
FREQUENCIES los.
CROSSTABS BHwLngM BY los BY BhwLngY.

****
COMMENT Variable LTIDUMMY
COMMENT Long-term illness/disability as dummy variable
***.
FREQUENCIES ZDias.
NUMERIC ltidummy (F3.0).
COMPUTE ltidummy=-99.
RECODE
ZDias

232

(1=1) (2=0) (-9 thru -1=Copy) INTO ltidummy .
EXECUTE.
VARIABLE LABELS ltidummy 'Long-term illness/disability as a dummy variable'.
VALUE LABELS
ltidummy
0 "No"
1 "Yes"
-1 "Item not applicable"
-2 "Schedule not applicable"
-8 "Don't know"
-9 "Refusal".
FREQUENCIES ltidummy.
CROSSTABS ZDias BY ltidummy.

****
COMMENT Variable MANAGEMENT
COMMENT Managerial duties
*** .
FREQUENCIES YMan.
NUMERIC management (F3.0).
COMPUTE management=-99.
RECODE
YMan
 (-9 thru -1=Copy) (1=1) (2=1) (3=2) INTO management.
EXECUTE.
VARIABLE LABELS management "Managerial duties".
VALUE LABELS
management
1 "Manager/supervisor"
2 "Not manager/supervisor"
-1 "Item not applicable"
-2 "Schedule not applicable"
-8 "Don't know"
-9 "Refusal".
FREQUENCIES management.
CROSSTABS YMan BY management.

****
COMMENT Variable MANGDUMMY
COMMENT Managerial duties as dummy variable
** .
FREQUENCIES management.
NUMERIC mangdummy (F3.0).
COMPUTE mangdummy=-99.
RECODE
management
(1=1) (2=0) (-9 thru -1=Copy) INTO mangdummy.

EXECUTE.
VARIABLE LABELS mangdummy "mangdummy: Managerial duties as dummy variable".
VALUE LABELS
mangdummy
0 "Not manager/supervisor"
1 "Manager/supervisor"
-1 "Item not applicable"
-2 "Schedule not applicable"
-8 "Don't know"
-9 "Refusal".
FREQUENCIES mangdummy.
CROSSTABS management BY mangdummy.


```
*******************************************************************************
******

COMMENT Variable NOCHANGEGROUP (NB - not comparable with
WLB3 {REASONGROUP}).
COMMENT Reasons not made a request to change working
arrangements.
COMMENT CARE: Selected responses (as listed) only for tables.
*******************************************************************************
******

********************************************************************
COMMENT FOR PERSONAL REASONS:
Doesn't suit domestic/household arrangements
Content with current working arrangement
Happy with current WLB
Already working flexibly
COMMENT FOR BUSINESS/EMPLOYER REASONS:
Job does not allow it / Doesn t suit my job
Too much work to do
Concerned about the extra workload for my colleagues
Concerned about my career
Concerned about my job security
Not convinced my employer would allow it
Do not feel confident enough to ask my employer
Not eligible to request flexible working
COMMENT OTHER REASONS:
Could not afford any reduction in my income
Not aware of the new right
Other
********************************************************************.
```

FREQUENCIES CRegWy1 CRegWy2 CRegWy3 CRegWy4 CRegWy5
CRegWy6 CRegWy7 CRegWy8 CRegWy9 CRegWy10 CRegWy11
CRegWy12 CRegWy13 CRegWy14 CRegWy15.
NUMERIC nochangegroup (F3.0).
COMPUTE nochangegroup = -99 .
RECODE CRegwk (1=-1) (-9 thru -1=Copy) INTO nochangegroup.

IF (CRegWy1=1 OR CRegWy10=1 OR CRegWy12=1 OR CRegWy14=1) AND (CRegWy2=0 AND CRegWy3=0 AND CRegWy4=0 AND CRegWy5=0 AND CRegWy6=0 AND CRegWy7=0 AND CRegWy8=0 AND CRegWy13=0) nochangegroup=1.
IF (CRegWy2=1 OR CRegWy3=1 OR CRegWy4=1 OR CRegWy5=1 OR CRegWy6=1 OR CRegWy7=1 OR CRegWy8=1 OR CRegWy13=1) AND (CRegWy1=0 AND CRegWy10=0 AND CRegWy12=0 AND CRegWy14=0) nochangegroup=2.
IF (CRegWy1=1 OR CRegWy10=1 OR CRegWy12=1 OR CRegWy14=1) AND (CRegWy2=1 OR CRegWy3=1 OR CRegWy4=1 OR CRegWy5=1 OR CRegWy6=1 OR CRegWy7=1 OR CRegWy8=1 OR CRegWy13=1) nochangegroup=3.
IF (CRegWy9=1 OR CRegWy11=1 OR CRegWy15=1) AND (CRegWy2=0 AND CRegWy3=0 AND CRegWy4=0 AND CRegWy5=0 AND CRegWy6=0 AND CRegWy7=0 AND CRegWy8=0 AND CRegWy13=0 AND CRegWy1=0 AND CRegWy10=0 AND CRegWy12=0 AND CRegWy14=0) nochangegroup=4.
IF CRegwk=2 AND CRegWy1=-1 nochangegroup=-8.
IF CRegwk=2 AND (CRegWy1=0 AND CRegWy2=0 AND CRegWy3=0 AND CRegWy4=0 AND CRegWy5=0 AND CRegWy6=0 AND CRegWy7=0 AND CRegWy8=0 AND CRegWy9=0 AND CRegWy10=0 AND CRegWy11=0 AND CRegWy12=0 AND CRegWy13=0 AND CRegWy14=0 AND CRegWy15=0) nochangegroup=-8.
EXECUTE .
VARIABLE LABELS nochangegroup "Reason not requested to change working arrangements - grouped".
VALUE LABELS
nochangegroup
1 "Personal reasons"
2 "Business/employer reasons"
3 "Both personal and business/employer reasons"
4 "Other"
-1 "Item not applicable"
-2 "Schedule not applicable"
-8 "Don't know"
-9 "Refusal".
FREQUENCIES nochangegroup.
TABLE/TABLE CRegwk>(CRegWy1+ CRegWy2+ CRegWy3+ CRegWy4+ CRegWy5+ CRegWy6+ CRegWy7+ CRegWy8+ CRegWy9+ CRegWy10+ CRegWy11+ CRegWy12+ CRegWy13+ CRegWy14 +CRegWy15) BY nochangegroup.

****

****

COMMENT Variable NOCHANGEBUS
COMMENT Reasons not made a request to change working arrangements – business response
COMMENT Constructed for use in Table A5.12

COMMENT NOCHANGEBUS: Includes those who gave business
response and those who gave both a personal and a business response
****
********************.
FREQUENCIES nochangegroup.
NUMERIC nochangebus (F3.0).
COMPUTE nochangebus=-99.
RECODE nochangegroup (-9 thru -1=Copy) (1,4=2) (2,3=1) INTO
nochangebus.
EXECUTE.
VARIABLE LABELS nochangebus "Reason not requested to change
working arrangements - business".
VALUE LABELS
nochangebus
1 "Business reasons"
2 "Not business reasons"
-1 "Item not applicable"
-2 "Schedule not applicable"
-8 "Don't know"
-9 "Refusal".
FREQUENCIES nochangebus.
CROSSTABS nochangegroup BY nochangebus.

****
****
COMMENT Variable NOCHANGEPER
COMMENT Reasons not made a request to change working
arrangements – personal response
COMMENT Constructed for use in Table A5.12
COMMENT NOCHANGEPER: Includes those who gave personal
response and those who gave both a personal and a business response
****
*********************.
FREQUENCIES nochangegroup.
NUMERIC nochangeper (F3.0).
COMPUTE nochangeper=-99.
RECODE nochangegroup (-9 thru -1=Copy) (1,3=1) (2,4=2) INTO
nochangeper.
EXECUTE.
VARIABLE LABELS nochangeper "Reason not requested to change
working arrangements - personal".
VALUE LABELS
nochangeper
1 "Personal reasons"
2 "Not personal reasons"
-1 "Item not applicable"
-2 "Schedule not applicable"
-8 "Don't know"
-9 "Refusal".

FREQUENCIES nochangeper.
CROSSTABS nochangegroup BY nochangeper.

****
COMMENT Variable NS-SEC (NSSEC)
COMMENT Socio-economic classification
***.
FREQUENCIES NSSEC.
NUMERIC NS_SEC (F3.0).
COMPUTE NS_SEC=-99.
RECODE NSSEC
(-9 thru -1=COPY)
(1 thru 6=1)
(7 thru 9.2=2)
(10 thru 13.5=3)
INTO NS_SEC.
VARIABLE LABELS NS_SEC "Socio-economic classification".
VALUE LABELS NS_SEC
1 "Managerial and professional occupations"
2 "Intermediate occupations"
3 "Routine and manual occupations"
-1 "Item not applicable"
-8 "Don't know"
-9 "Refusal".
FREQUENCIES NS_SEC.
CROSSTABS NSSEC BY NS_SEC.

****
COMMENT Variable NUMBOFEMP
COMMENT Number of employees at workplace - banded
***.
FREQUENCIES YHwWrk.
NUMERIC numbofemp (F3.0).
COMPUTE numbofemp=-99.
RECODE
YHwWrk
(1,2=1) (3,4=2) (5,6=3) (7,8 =4) (-9 thru -1=Copy) INTO numbofemp.
EXECUTE.
VARIABLE LABELS numbofemp "Number of employees at workplace".
VALUE LABELS
numbofemp
1 "1-24"
2 "25-99"
3 "100-249"
4 "250+"
-1 "Item not applicable"
-2 "Schedule not applicable"
-8 "Don't know"
-9 "Refusal".

```
FREQUENCIES numbofemp.
CROSSTABS YHwWrk BY numbofemp.


*********************************************************************
COMMENT Variable NUMBOFEMP2
COMMENT Number of employees at workplace - banded
*********************************************************************.
FREQUENCIES YHwWrk.
NUMERIC numbofemp2 (F3.0).
COMPUTE numbofemp2=-99.
RECODE
YHwWrk
(1=1) (2 thru 3=2) (4 thru 6=3) (7,8 =4) (-9 thru -1=Copy) INTO
numbofemp2.
EXECUTE.
VARIABLE LABELS numbofemp2 "Number of employees at workplace".
VALUE LABELS
numbofemp2
1 "1-9"
2 "10-49"
3 "50-249"
4 "250+"
-1 "Item not applicable"
-2 "Schedule not applicable"
-8 "Don't know"
-9 "Refusal".
FREQUENCIES numbofemp2.
CROSSTABS YHwWrk BY numbofemp2.


*********************************************************************
COMMENT Variable NUMBOFEMP3
COMMENT Number of employees at workplace - by whether part of larger
org
*********************************************************************.
FREQUENCIES SLrOrg.
NUMERIC NUMBOFEMP3 (F3.0).
COMPUTE NUMBOFEMP3=-99.
DO IF SLrOrg=1.
RECODE YHwWrk (1=1) (2 thru 3=2) (4 thru 6=3) (7,8 =4) (-9 thru -
1=COPY) INTO NUMBOFEMP3.
ELSE IF SLrOrg=2.
RECODE YHwWrk (1=5) (2 thru 3=6) (4 thru 6=7) (7,8 =8) (-9 thru -
1=COPY) INTO NUMBOFEMP3.
ELSE IF SLrOrg<0.
RECODE SLrOrg (-9 thru -1=COPY) INTO NUMBOFEMP3.
END IF.
EXECUTE.
VARIABLE LABELS NUMBOFEMP3 "Number of employees at workplace
by whether single site or part of larger organisation".
VALUE LABELS NUMBOFEMP3
```

1 "Single site: 1-9"
2 "Single site: 10-49"
3 "Single site: 50-249"
4 "Single site: 250+"
5 "Part of larger organisation: 1-9"
6 "Part of larger organisation: 10-49"
7 "Part of larger organisation: 50-249"
8 "Part of larger organisation: 250+"
-1 "Item not applicable"
-2 "Schedule not applicable"
-8 "Don't know"
-9 "Refusal".
FREQUENCIES NUMBOFEMP3.
TABLES/TABLE SLrOrg>YHWWrk BY NUMBOFEMP3 .

****
COMMENT Variable ONEORMORE
COMMENT One or more flexible working arrangement available
*** .
FREQUENCIES CPart CSchool CJShare CFlex CReduce CHome CComp
CAnnual.
NUMERIC oneormore (F3.0).
COMPUTE oneormore=-99.
IF ANY
(1,CPart,CSchool,CJShare,CFlex,CReduce,CHome,CComp,CAnnual)
oneormore = 1 .
IF (CPart NE 1 AND CSchool NE 1 AND CJShare NE 1 AND CFlex NE 1
AND CReduce NE 1 AND CHome NE 1 AND CComp NE 1 AND CAnnual
NE 1) oneormore = 2 .
EXECUTE .
VARIABLE LABELS oneormore "One or more flexible working
arrangements available".
VALUE LABELS
oneormore
1 "One or more flexible working arrangement available"
2 "No flexible working arrangements available or don't know".
FREQUENCIES oneormore.
TABLE/TABLE CPart +CSchool +CJShare +CFlex +CReduce +CHome
+CComp +CAnnual BY oneormore.

****
*Paid overtime - pay band BPaidHr {B07}
COMMENT Variable PAIDOTBAND
COMMENT Paid overtime hours per week - banded
COMMENT Banded for use in tables
*** .
FREQUENCIES BPaidHr.
NUMERIC paidotband (F3.0).

RECODE
BPaidHr
(0=0) (0.24 thru 2.99 =1) (3.00 thru 5.99 =2) (6.00 thru 9.99 = 3)
(10.00 thru 14.99 = 4) (15.00 thru HIGHEST = 5) (ELSE=COPY) INTO
paidotband .
EXECUTE.
VARIABLE LABELS paidotband "Paid overtime hours - banded for tables".
VALUE LABELS
paidotband
0 "Zero hours"
1 "Less than 3 hours"
2 "3-<6 hours"
3 "6-<10 hours"
4 "10-<15 hours"
5 "15 hours or more"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FREQUENCIES paidotband .
CROSSTABS BPaidHr BY paidotband.

****
COMMENT Variable PARENTSTATUS
COMMENT Parental status - simplified for tables
***.
FREQUENCIES Schild SResp AChild AResp.
NUMERIC parentstatus (F3.0).
COMPUTE parentstatus=-99.
IF ANY (1,Schild, SResp, AChild, AResp) parentstatus = 1 .
IF (Schild=2 AND SResp=2) parentstatus = 2 .
IF (Achild=2 AND AResp=2) parentstatus = 2 .
IF (Schild=-1 AND SResp=-1 AND Achild=-1 AND AResp=-1) parentstatus
= -1 .
EXECUTE .
VARIABLE LABELS parentstatus "Parental status - simplified".
VALUE LABELS
parentstatus
1 "Parent"
2 "Non-parent"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FREQUENCIES parentstatus.
TABLES/TABLES Schild>SResp>AChild>AResp BY parentstatus.

****
COMMENT Variable PARDUMMY

COMMENT Parental status as dummy variable
**.
FREQUENCIES parentstatus.
NUMERIC pardummy (F3.0).
COMPUTE pardummy=-99.
RECODE
parentstatus
(1=1) (2=0) (-9 thru -1=COPY) INTO pardummy.
EXECUTE.
VARIABLE LABELS pardummy "Parental status as a dummy variable".
VALUE LABELS
pardummy
0 "No"
1 "Yes"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FREQUENCIES pardummy.
CROSSTABS parentstatus BY pardummy.

****
COMMENT Variable religion - Zrel.
COMMENT Christian/ other or none.
***.
FREQUENCIES ZRel.
NUMERIC religion (F3.0).
COMPUTE religion=-99.
RECODE ZRel (2=1) (1=2) (3 thru 8=2) (-9 thru -1=COPY) INTO religion.
VARIABLE LABELS religion "Religion or faith".
VALUE LABELS religion
1 "Christian"
2 "Other or none"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FREQUENCIES religion.
CROSSTABS Zrel BY religion.

****
COMMENT Variable religion2 - Zrel.
COMMENT Christian/ other / none.
***.
FREQUENCIES ZRel.
NUMERIC religion2 (F3.0).
COMPUTE religion2=-99.
RECODE ZRel (1,2=COPY) (3 thru 8=3) (-9 thru -1=COPY) INTO
religion2.
VARIABLE LABELS religion2 "Religion or faith".
VALUE LABELS religion2

1 "None"
2 "Christian"
3 "Other"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FREQUENCIES religion2.
CROSSTABS Zrel BY religion2.


```
**********************************************************
COMMENT Variable YOUNGEST
COMMENT Age of youngest dependant child
**********************************************************.
*First create age of each child combining core and boost vars.
DO REPEAT S=SChAge01 SChAge02 SChAge03 SChAge04 SChAge05
SChAge06 SChAge07 SChAge08 SChAge09 SChAge10 SChAge11
SChAge12 SChAge13 SChAge14 SChAge15 SChAge16 SChAge17
SChAge18 SChAge19 SChAge20
/A=AChAge01 AChAge02 AChAge03 AChAge04 AChAge05 AChAge06
AChAge07 AChAge08 AChAge09 AChAge10 AChAge11 AChAge12
AChAge13 AChAge14 AChAge15 AChAge16 AChAge17 AChAge18
AChAge19 AChAge20
/X=XChAge01 XChAge02 XChAge03 XChAge04 XChAge05 XChAge06
XChAge07 XChAge08 XChAge09 XChAge10 XChAge11 XChAge12
XChAge13 XChAge14 XChAge15 XChAge16 XChAge17 XChAge18
XChAge19 XChAge20.
MISSING VALUES S A ( ).
COMPUTE X=S.
DO IF S<0.
RECODE A (ELSE=COPY) INTO X.
END IF.
MISSING VALUES X (-9 thru -1).
END REPEAT.
DESC XChAge01 XChAge02 XChAge03 XChAge04 XChAge05
XChAge06 XChAge07 XChAge08 XChAge09 XChAge10 XChAge11
XChAge12
XChAge13 XChAge14 XChAge15 XChAge16 XChAge17 XChAge18
XChAge19 XChAge20.

MERIC youngest (f3.0).
COMPUTE youngest=-99.
COMPUTE youngest=MIN(XChAge01 TO XChAge20).
DO IF ANY (1,SChild,SResp,AChild,AResp).
RECODE youngest (SYSMIS=-8).
ELSE IF (SChild=2 AND SResp=2) OR (AChild=2 AND AResp=2).
RECODE youngest (SYSMIS=-1).
ELSE IF (SChild=-1 AND SResp=-1 AND AChild=-1 AND AResp=-1).
RECODE youngest (SYSMIS=-1).
END IF.
```

VARIABLE LABELS youngest "Age of respondent's youngest child".
VALUE LABELS
youngest
-8 "Missing data"
-1 "Not applicable"
0 "Less than 12 months".
EXECUTE.
FREQUENCIES youngest.


```
*********************************************************************
COMMENT Variable PARENTAL
COMMENT Age of youngest child in 2 categories
COMMENT Those of 5 and below, those 6 and above
********************************************************************* .

NUMERIC parental (F3.0).
COMPUTE parental=-99.
RECODE
youngest
(-9 thru -1=COPY) (0 thru 5=1) (6 thru 17=2) (18=3) INTO parental .
IF parentstatus=2 parental=3.
EXECUTE .
VARIABLE LABELS parental "Parental status and age of youngest
dependant child - banded".
VALUE LABELS
parental
1 "Dependent children under 6"
2 "Dependent children of 6 and over"
3 "No dependent children"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FREQUENCIES parental.


*********************************************************************
COMMENT Variable PARENTAL2
COMMENT Age of youngest child in 3 categories
COMMENT Those of 5 and below,  6 - 11, 12-17
********************************************************************* .
FREQUENCIES youngest.
NUMERIC parental2 (F3.0).
COMPUTE parental2=-99.
RECODE
youngest
(-9 thru -1=COPY) (0 thru 5=1) (6 thru 11=2) (12 thru 17=3) (18=4) INTO
parental2 .
IF parentstatus=2 parental2=4.
EXECUTE .
```

VARIABLE LABELS parental2 "Parental status and age of youngest child".
VALUE LABELS
parental2
1 "Dependent children under 6"
2 "Dependent children of 6 to 11"
3 "Dependent children of 12 and over"
4 "No dependent children"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FREQUENCIES parental2.
CROSSTABS youngest BY parental2 BY parentstatus.

****
COMMENT Variable PERM
COMMENT Permanency of job
***.
FREQUENCIES BPerm BTemp.
NUMERIC perm (F3.0).
COMPUTE perm=-99.
RECODE BPerm (-9 thru -1=Copy) (1=1) INTO perm .
DO IF BPerm=2.
RECODE BTemp (-9 thru -1=Copy) (1,3,4=2) (2=3) (5=4) (6,95,96=4)
INTO perm .
END IF.
EXECUTE.
VARIABLE LABELS perm "Permanency of job".
VALUE LABELS
perm
1 "Permanent"
2 "Temporary - seasonal, agency or casual"
3 "Fixed term"
4 "Other"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FREQUENCIES perm.
CROSSTABS BPerm BY perm BY BTemp.

****
COMMENT Variable PMSTATUS
COMMENT Parental and marital status
***.
FREQUENCIES SSex Schild achild ZPart Zmart .
NUMERIC pmstatus (F3.0).
COMPUTE pmstatus=-99.
IF ZPart=-9 OR (ZMart<-1 AND ZPart<0) OR SSex<-1 pmstatus=-8.

244

IF ANY (1,SChild,SResp,AChild,AResp) AND (SSex = 2 AND (ZPart = 1 OR Zmart=2)) pmstatus = 1 .
IF ANY (1,SChild,SResp,AChild,AResp) AND (SSex = 2 AND ZPart = 2) pmstatus = 2 .
IF ANY (1,SChild,SResp,AChild,AResp) AND (SSex = 1 AND (ZPart = 1 OR Zmart=2)) pmstatus = 3 .
IF ANY (1,SChild,SResp,AChild,AResp) AND (SSex = 1 AND ZPart = 2) pmstatus = 4 .
IF (Schild<0 AND achild<0) pmstatus = -8 .
IF (schild=2 AND SResp=2) OR (achild=2 AND AResp=2) pmstatus = 0 .
IF schild=-1 AND achild=-1 AND SSex=-1 pmstatus = -1 .
IF SSex>0 AND (ZMart<0 AND ZPart<0) pmstatus=-8.
IF SSex>0 AND (schild=-1 AND achild=-1) pmstatus=-8.
EXECUTE.
VARIABLE LABELS pmstatus "Parental and marital status".
VALUE LABELS
pmstatus
0 "Not a parent"
1 "Coupled mother"
2 "Lone mother"
3 "Coupled father"
4 "Lone father"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FREQUENCIES pmstatus .
TABLE/TABLE SSex>ZPart>Zmart>Schild>achild BY pmstatus .
CROSSTABS youngest by pmstatus.

****
****
COMMENT Variable BresOT2
COMMENT Reasons for overtime
COMMENT Takes those who gave more than one answer at b10 and includes them
****
**********************.

FRE XBRsM1 XBRsM2 XBRsM3 XBRsM4 XBRsM5 XBRsM6 XBRsM7 XBRsM8 XBRsM9 XBRsM10
XBRsM11 XBRsM12 XBRsM13 XBRsM14 XBRsM95 XBRsM96 BResOT.

COMPUTE sumres = sum (XBRsM1 to XBRsM97).
exe.

NUMERIC BResOT2 (F3.0).
COMPUTE BResOT2=-1.
DO IF BOvTime < 2.
COMPUTE BResOT2=-8.

```
DO IF sumres = 1.
IF (XBRsM1 = 1) BresOT2 = 1.
IF (XBRsM2 = 1) BresOT2 = 2.
IF (XBRsM3 = 1) BresOT2 = 3.
IF (XBRsM4 = 1) BresOT2 = 4.
IF (XBRsM5 = 1) BresOT2 = 5.
IF (XBRsM6 = 1) BresOT2 = 6.
IF (XBRsM7 = 1) BresOT2 = 7.
IF (XBRsM8 = 1) BresOT2 = 8.
IF (XBRsM9 = 1) BresOT2 = 9.
IF (XBRsM10 = 1) BresOT2 = 10.
IF (XBRsM11 = 1) BresOT2 = 11.
IF (XBRsM12 = 1) BresOT2 = 12.
IF (XBRsM13 = 1) BresOT2 = 13.
IF (XBRsM14 = 1) BresOT2 = 14.
IF (XBRsM95 = 1) BresOT2 = 95.
IF (XBRsM96 = 1) BresOT2 = 96.
ELSE IF sumres>1.
COMPUTE BResOT2 = BResOT.
END IF.
END IF.
EXE.

FRE BresOT2.
CROSS BResOT2 sumres BY BOvTime.

VALUE LABLES Bresot2
-9 'Refusal'
-8 'Don t know'
-1 'Item not applicable'
1 'To make more money (overtime)'
2 'My employer expects it/encourages it '
3 'I like my job'
4 'I have too much work to finish in my normal working hours '
5 'My colleagues all work more hours'
6 'I do not want to let down the people I work with'
7 'Nature of the business/company culture'
8 'Nature of job/role'
9 'Staff shortages, absences, sickness '
10 'To meet deadlines/finish job/fulfil requirement/client/custo'
11 'Meetings/training/events/specific task(s) '
12 'To help business succeed'
13 'Business travel'
14 'Position in organisation'
95 'other specific answer (not codeable)'
96 'Other vague answer (not codeable)'
97 'EDITOR CANNOT DEAL WITH'.

FRE Bresot2.
CROSS BResOT by BResOT2.
```

cross BResOT2 by XBRsM1 XBRsM2 XBRsM3 XBRsM4 XBRsM5
XBRsM6 XBRsM7 XBRsM8 XBRsM9 XBRsM10
XBRsM11 XBRsM12 XBRsM13 XBRsM14 XBRsM95 XBRsM96.

****
****
COMMENT Variable REASOVERTM2
COMMENT Reasons for overtime - compressed
COMMENT Excludes 1 case where double counting across multiple
categories
COMMENT Compressed for use in tables
COMMENT Also takes those who gave more than one answer at b10 and
where possible includes them
****
*********************.

missing values overtimeworked().
FREQUENCIES BResOT2.
NUMERIC reasovertm2 (F3.0).
COMPUTE reasovertm2=-99.
RECODE BResOT2
(4=1) (9 thru 13 =1) (2 = 2) (5,7=2) (6=2) (8=1) (1=3) (3=3) (14=4)
(16=1)(95,96=4) (-9 thru -1=COPY)
INTO reasovertm2.
if (overtimeworked =-1) reasovertm2 = -1.
EXECUTE .
VARIABLE LABELS reasovertm2 "Reason for overtime - compressed".
VALUE LABELS
reasovertm2
1 "Workload demands"
2 "Organisational culture"
3 "Personal choice"
4 "Other reasons"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FREQUENCIES reasovertm2.

* Also put BResOT2 to -1 if overtimeworked = -1.
if (overtimeworked =-1) reasovertm2 = -1.
exe.

****
COMMENT Variable REGIONBAND
COMMENT Region - banded for use in table
COMMENT:
SOUTH = South West; East of England; London, South East
NORTH=North East 2 North West 3 Yorkshire and Humber

247

MIDLANDS=East Midlands; West Midlands
***.
FREQUENCIES GOR.
NUMERIC regionband (F3.0).
RECODE
GOR
(6,7,8,10=1)
(1,2,3=2)
(4,5=3)
(11=4)
(12=5)
(SYSMIS=-1)
 INTO regionband.
EXECUTE.
VARIABLE LABELS regionband "Government Office Regions - banded".
VALUE LABELS
regionband
1 "South"
2 "North"
3. "Midlands"
4. "Wales"
5 "Scotland"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
 FREQUENCIES regionband.
TEMPORARY.
RECODE GOR (SYSMIS=-99).
CROSSTABS GOR BY regionband.

****
****
COMMENT Variable REQTOCHANGE
COMMENT Request to change work practices - compressed for use in
tables
****
**********.
FREQUENCIES CAgree.
NUMERIC reqtochange (F3.0).
COMPUTE reqtochange=-99.
RECODE
CAgree
(1 thru 3=1) (4,5=2) (6=3) (-9 thru -1=Copy) INTO reqtochange .
EXECUTE.
VARIABLE LABELS reqtochange "Request to change work practices -
outcomes compressed".
VALUE LABEL
reqtochange
1 "Yes, accepted"
2 "No, declined"

3 "Awaiting/pending decision"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FREQUENCIES reqtochange.
CROSSTABS CAgree BY reqtochange.


```
**********************************************************
*SEmpT {s07}, SOrg {s08}.
COMMENT Variable SECTOR.
COMMENT Working in private or public sector.
**********************************************************.
FREQUENCIES SEmpT SOrg.
NUMERIC sector (F3.0).
COMPUTE sector=-99.
DO IF SEmpT=1.
COMPUTE sector = 1 .
IF (SOrg = 1 | SOrg = 9) sector = 1 .
ELSE IF SEmpT=2.
RECODE SOrg (1, 9=1) (2 thru 8=2) (ELSE=COPY) INTO sector.
ELSE IF SEmpT<0.
RECODE SEmpT (ELSE=COPY) INTO sector.
END IF.
EXECUTE.
VARIABLE LABELS sector "Work in public or private sector".
VALUE LABELS
sector
1 "Private"
2 "Public"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FREQUENCIES sector.


**************************************************
COMMENT Variable SECDUMMY
COMMENT Sector as dummy variable
**************************************************.
FREQUENCIES sector.
NUMERIC secdummy (F3.0).
RECODE
sector
(1=0) (2=1) (-9 thru -1=Copy)  INTO secdummy.
EXECUTE.
VARIABLE LABELS secdummy "Sector as a dummy variable".
VALUE LABELS
secdummy
0 "Private"
```

1 "Public"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FREQUENCIES secdummy.
CROSSTABS sector BY secdummy.

****
COMMENT Variable UNIONMEMB
COMMENT Member of Trade Union of Staff Association
*** .
FREQUENCIES YMemTu.
NUMERIC unionmemb (F3.0).
COMPUTE unionmemb=-99.
RECODE
YMemTu
(1=1) (2=2) (3,4=2) (-9 thru -1=Copy) INTO unionmemb.
EXECUTE.
VARIABLE LABELS unionmemb "TU/Staff Association member".
VALUE LABELS
unionmemb
1 "TU/SA member"
2 "Not TU/SA member"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FREQUENCIES unionmemb.
CROSSTABS YMemTu BY unionmemb.

****
* Unpaid overtime - pay band BUnpdHr {B08}
COMMENT Variable UNPAIDOTBAND.
COMMENT Paid overtime hours per week - banded.
COMMENT Banded for use in tables.
****
*Needs checking on final data.
FRE BUnpdHr.
NUMERIC unpaidotband (F3.0).
RECODE
BUnpdHr
(0 = 0)(0.24 thru 2.99 =1) (3.00 thru 5.99 =2) (6.00 thru 9.99 = 3)
(10.00 thru 14.99 = 4) (15.00 thru HIGHEST = 5) (ELSE=COPY) INTO
unpaidotband .
EXECUTE.
VARIABLE LABELS unpaidotband "Unpaid overtime hours - banded for
tables".
VALUE LABELS
unpaidotband

0 "Zero hours"
1 "Less than 3 hours"
2 "3-<6 hours"
3 "6-<10 hours"
4 "10-<15 hours"
5 "15 hours or more"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FREQUENCIES unpaidotband .
CROSSTABS BUnpdHr BY unpaidotband.

****
COMMENT Variable WORKGEND
COMMENT PT is 1-29 hours, FT is 30 or more
COMMENT Work status and sex
*** .
FREQUENCIES SSex Bhours BAvBnd.
NUMERIC workgend (F3.0).
COMPUTE workgend=-99.
DO IF SSex=1.
RECODE Bhours (-9 thru -1=Copy) (30 thru hi=1) (1 thru 29.99=3) INTO
workgend.
ELSE IF SSex=2.
RECODE Bhours (-9 thru -1=Copy) (30 thru hi=2) (1 thru 29.99=4) INTO
workgend.
END IF.
IF SSex=-1 workgend=-1.
EXECUTE.
VARIABLE LABELS workgend "Work status and gender".
VALUE LABELS
workgend
1 "Male full-time"
2 "Female full-time"
3 "Male part-time"
4 "Female part-time"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FREQUENCIES workgend .
CROSSTABS Bhours BY workgend BY SSex.

****
COMMENT Variable WORKSTATUS
COMMENT Work full-time or part-time
** .
NUMERIC workstatus (F3.0).
COMPUTE workstatus=-99.
RECODE Bhours (-9 thru -1=Copy) (30 thru hi=1) (1 thru 29.99=2) INTO
workstatus .

EXECUTE.
VARIABLE LABELS workstatus "Full-time or Part-time work".
VALUE LABELS
workstatus
1 "Full-time"
2 "Part-time"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FREQUENCIES workstatus .
CROSSTABS Bhours BY workstatus.

****
* SIC1 - YIndus {Y01}.
COMMENT Industrial groups (SIC).
COMMENT Compressed form for tables
COMMENT 89 is invalid code, set to -8
*** .
FREQUENCIES SIC2007.
NUMERIC SIC1 (F3.0).
COMPUTE SIC1=-99.
RECODE SIC2007
(1 thru 3=1)
(5 thru 9=2) (35=2) (36 thru 39=2)
(10 thru 33=3)
(41 thru 43=4)
(45 thru 47=5) (55 thru 56=5)
(49 thru 53=6) (58 thru 63=6)
(64 thru 66=7) (68=7) (69 thru 75=7) (77 thru 82=7)
(84=8) (85=8) (86 thru 88=8)
(90 thru 93=9) (94 thru 96=9) (97 thru 98=9) (99=9)
(89=-8)
(-9 thru -1=COPY) INTO SIC1 .
EXECUTE.
VARIABLE LABELS SIC1 "Industrial groups (SIC)".
VALUE LABELS
SIC1
1 "A Agriculture, forestry and fishing"
2 "B,D,E Energy and Water (Inc. Mining and quarying, electricity,gas air
cond supply, water supply, sewerage, waste)"
3 "C Manufacturing"
4 F "Construction"
5 "G,I Distribution, hotels and restaurants (incWholesale, retail, repair of
vehicles, accommodation and food services)"
6 "H,J Transport and communications (incTransport and storage,
information and communication"
7 "K,L,M,N Banking and Finance (Inc Insurance, real estate activities,
Prof, scientific, technical activities, admin and support services)"

8 "O,P,Q Public admin, education and health (inc public admin and defence, education, health and social work)"
9 "R,S,T,U Other services (inc arts, entertainment and recreation, other service activities, households as employers, extraterritorial organisations)"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FREQUENCIES SIC1.
CROSSTABS SIC2007 BY SIC1.
CROSSTABS SIC2007Group BY SIC1.

TEMPORARY.
MISSING VALUES SIC1 (-9 thru -1).
FREQUENCIES SIC1.

****
* SIC - YIndus {Y01}.
COMMENT Industrial groups (SIC).
COMMENT Compressed form for tables
***.
FREQUENCIES SIC1.
NUMERIC SIC (F3.0).
COMPUTE SIC=-99.
RECODE SIC1
(1,2=7)
(3=1) (4=2) (5=3) (6=4) (7=5) (8=6)
(9=7)
(-9 thru -1=COPY) INTO SIC .
EXECUTE.
VARIABLE LABELS SIC "Industrial groups (SIC)".
VALUE LABELS
SIC
1 "Manufacturing"
2 "Construction"
3 "Distribution, retail, hotels & restaurants"
4 "Transport, storage & communication"
5 "Banking, insurance, professional and support services"
6 "Public Admin, Education, Health"
7 "Other activities"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FREQUENCIES SIC.
CROSSTABS SIC1 BY SIC.

TEMPORARY.
MISSING VALUES SIC (-9 thru -1).
FREQUENCIES SIC.

```
***********************************************
* SOC - YMain=SOC2000Group {Y04}.
COMMENT Variable y04x.
COMMENT Occupational group(SIC).
COMMENT Compressed form of y01
***********************************************.
FREQUENCIES SOC2000Group.
NUMERIC SOC (F3.0).
RECODE
SOC2000Group
(11 thru 35=4) (41 thru 54=3) (61 thru 72=2) (81 thru 92=1) (-9 thru -
1=COPY) INTO SOC.
EXECUTE.
VARIABLE LABELS SOC "Occupational group".
VALUE LABELS
SOC
1 "Operatives & Unskilled"
2 "Services & Sales"
3 "Clerical & Skilled Manual"
4 "Managers & Professionals"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FREQUENCIES SOC.
CROSSTABS SOC2000Group BY SOC.

***********************************************
* SOC2 - YMain=SOC2000Group {Y04}.
COMMENT Variable y04x.
COMMENT Occupational group(SIC).
COMMENT Compressed form of y01
***********************************************.
FREQUENCIES SOC2000Group.
NUMERIC SOC2 (F3.0).
RECODE
SOC2000Group
(11 thru 12=1) (21 thru 24=2) (31 thru 35=3) (41 thru 72=4)  (81 thru 92=5)
(-9 thru -1=COPY) INTO SOC2.
EXECUTE.
VARIABLE LABELS SOC2 "Occupational group".
VALUE LABELS
SOC2
1 "Managers and senior officials"
2 "Professionals"
3 "Associate professional & technical"
4 "Administrative, secretarial, personal, sales & customer services"
5 "Skilled, process and elementary occupations"
-1 "Not applicable"
-8 "Don't know"
```

-9 "Refused".
FREQUENCIES SOC2.
CROSSTABS SOC2000Group BY SOC2.

****
COMMENT Variable YOUNGCHILD
COMMENT Age of youngest child - banded for use in tables
**.
NUMERIC youngchild (F3.0).
COMPUTE youngchild=-99.
RECODE
youngest
(-9 thru -1=Copy) (0 thru 1 = 1) (2 thru 5 = 2) (6 thru 11 = 3) (12 thru
HIGHEST = 4) INTO youngchild.
EXECUTE.
VARIABLE LABELS youngchild "Age of youngest child - banded".
VALUE LABELS
youngchild
1 "Under 2 years old"
2 "2 - 5 years old"
3 "6-11 years old"
4 "12+ years old"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FREQUENCIES youngchild.
CROSSTABS youngest BY youngchild.

****
COMMENT Variable YOUNGESTBAND
COMMENT Age of youngest child - banded for use in tables
**.
NUMERIC youngestband (F3.0).
COMPUTE youngestband=-99.
RECODE youngest (0 thru 1=1) (2 thru 5=2) (6 thru 11=3) (12 thru 15=4)
(16 thru 18=5) (-9 thru -1=Copy) INTO youngestband .
EXECUTE.
VARIABLE LABELS youngestband "Age of respondent's youngest child".
VALUE LABELS
youngestband
1 "Under 2"
2 "2 to 5"
3 "6 to 11"
4 "12 to 15"
5 "16 to 18"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FREQUENCIES youngestband.
CROSSTABS youngest BY youngestband.

```
*************************************************************************
COMMENT Variable sandwich
COMMENT Flag for parents, carers and 'sandwich generation'.
************************************************************************* .


numeric sandwich (f3.0).
compute sandwich = -99.
do if parentstatus = 1.
if (careresp < 4) sandwich = 1.
if (careresp = 4) sandwich = 2.
else.
if (careresp < 4) sandwich = 3.
if (careresp = 4) sandwich = 4.
end if.
exe.
var labs sandwich 'Flag for parents, carers and sandwich generation'.
value labs sandwich 1'parent and carer' 2'parent only' 3'carer only'
4'neither'.
fre sandwich.
cross sandwich by careresp parentstatus.




*************************************************************************
COMMENT Variable donepaidOT
COMMENT Have worked some paid overtime.
COMMENT Uses BPaidHr
and...
COMMENT Variable doneUpaidOT
COMMENT Have worked some unpaid overtime.
COMMENT Uses BUnPdHr
************************************************************************* .


*fre BPaidHr BUnpdHr.
numeric donepaidOT doneUpaidOT (f3.0).
recode BPaidHr (0=0)(0.25 thru hi = 1)(-8,-1 = copy) into donepaidOT.
recode BUnpdHr  (0=0)(0.25 thru hi = 1)(-8,-1 = copy) into doneUpaidOT.
var labs  donepaidOT 'Have worked some paid overtime' / doneUpaidOT
'Have worked some unpaid overtime'.
val labs  donepaidOT  doneUpaidOT 0'No' 1'Yes' -8'Dont know' -1'Not
applicable'.
*missing values donepaidOT doneUpaidOT (-8, -1).
fre donepaidOT doneUpaidOT.
cross donepaidOT by doneUpaidOT.




*************************************************************************
COMMENT Variable overtimeworked
COMMENT Summary variable of overtime worked; paid, unpaid or both
```

COMMENT Uses doneUpaidOT and donepaidPT
COMMENT Don't knows (don't know how many hours paid/unpaid
overtime did in a usual week) have been treated as zero hours.
**.

numeric overtimeworked (f3.0).
compute overtimeworked = -1.
if (donepaidOT=1 and doneUpaidOT = 1) overtimeworked = 1.
if (donepaidOT=1 and doneUpaidOT = 0) overtimeworked = 2.
if (donepaidOT=1 and doneUpaidOT = -8) overtimeworked = 2.
if (donepaidOT=0 and doneUpaidOT = 1) overtimeworked = 3.
if (donepaidOT=-8 and doneUpaidOT = 1) overtimeworked = 3.
if (donepaidOT=-8 and doneUpaidOT <= 0) overtimeworked = -8.
if (donepaidOT<=0 and doneUpaidOT = -8) overtimeworked = -8.
exe.

var labs overtimeworked 'Whether worked paid or unpaid overtime'.
val labs overtimeworked 1'Both' 2'Paid only' 3'Unpaid only' -8'Dont know' -
1'Not applicable'.
missing values overtimeworked (-8, -1).
fre overtimeworked.

****
COMMENT Variable reqoutcome
COMMENT Communication of outcome of request
COMMENT Uses CTell1 CTell2 CTell3 CTell4 CTell5 CTellA1 CTellA2
CTellA3 CTellA4 CTellA5
**.

MISSING VALUES CTell1 CTell2 CTell3 CTell4 CTell5 CTellA1 CTellA2
CTellA3 CTellA4 CTellA5 ( ).
NUMERIC reqoutcome (F3.0).
COMPUTE reqoutcome=-99.
IF ANY (1, CTell1,CTell2,CTellA1,CTellA2) reqoutcome=1.
IF ANY (1,CTell3,CTell4) AND (CTell1=0 AND CTell2=0) reqoutcome=2.
IF ANY (1,CTellA3,CTellA4) AND (CTellA1=0 AND CTellA2=0)
reqoutcome=2.
IF CTell5=1 AND (CTell1=0 AND CTell2=0 AND CTell3=0 AND CTell4=0)
reqoutcome=-8.
IF CTellA5=1 AND (CTellA1=0 AND CTellA2=0 AND CTellA3=0 AND
CTellA4=0) reqoutcome=-8.
IF (CTell1=-1 AND CTell2=-1 AND CTellA1=-1 AND CTellA2=-1 AND
CTell3=-1 AND CTell4=-1 AND CTellA3=-1 AND CTellA4=-1 AND
CTell5=-1 AND CTellA5=-1) reqoutcome=-1.
EXECUTE.
MISSING VALUES CTell1 CTell2 CTell3 CTell4 CTell5 CTellA1 CTellA2
CTellA3 CTellA4 CTellA5 reqoutcome (-9 thru -1).
VARIABLE LABELS reqoutcome "Communication of outcome of request".

VALUE LABELS reqoutcome -1 "Not applicable" -8 "Don't know" 1
"Formal (written)" 2 "Informal (spoken)".


```
************************************************************************
COMMENT Variable CAgree3
COMMENT Request negotiations - compressed
************************************************************************.
```

RECODE CAgree (2,3,5=1) (1,4,6=0) INTO CAgree3.
VARIABLE LABELS CAgree3 "Request negotiations".
VALUE LABELS CAgree3 0 "Accepted, declined or awaiting outcome" 1
"Accepted or declined following negotiations, appeal or compromise".
*CROSSTABS CAgree BY CAgree3.


```
************************************************************************
COMMENT Variable combowork
COMMENT Number of flexible working arragemenst used
************************************************************************.
```

FREQUENCIES CWkPt CWkSch CWkJbSh CWkFex CWkred CWkHme
CWkCom CWkAnn.
COUNT combowork= CWkPt CWkSch CWkJbSh CWkFex CWkred
CWkHme CWkCom CWkAnn (1).
RECODE combowork (3 thru hi =3).
EXECUTE.
VARIABLE LABELS combowork "Number of flexible working
arragemenst used".
VALUE LABELS combowork
0 "None"
1 "1"
2 "2"
3 "3 or more".
FREQUENCIES combowork.


```
************************************************************************
COMMENT Variable flexavail2
COMMENT Degree of flexibility offered - compressed.
************************************************************************.
```

FREQUENCIES flexavail.
MISSING VALUES flexavail ( ).
RECODE flexavail (0 thru 2=0) (3 thru hi=1) (-9 thru -1=COPY) INTO
flexavail2.
VARIABLE LABELS flexavail2 "Degree of flexibility offered".
VALUE LABELS flexavail2 0 "Up to 2" 1 "3 or more" -1 "Not applicable" -8
"Don't know" -9 "Refused".
EXECUTE.

CROSSTABS flexavail BY flexavail2.
FREQUENCIES flexavail2.
MISSING VALUES flexavail2 flexavail (-9 thru -1).

****
COMMENT Variable parentcarer
COMMENT Parenting and caring responsibilities
***.

NUMERIC parentcarer (F3.0).
COMPUTE parentcarer=-99.
IF parentstatus=2 AND careresp=4 parentcarer=0.
IF parentstatus=1 AND careresp=4 parentcarer=1.
IF parentstatus=2 AND careresp<4 parentcarer=2.
IF parentstatus=1 AND careresp<4 parentcarer=3.
VARIABLE LABELS parentcarer "Parenting and caring responsibilities".
VALUE LABELS parentcarer
0 "Neither"
1 "Parent"
2 "Carer"
3 "Both"
-1 "Not applicable"
-8 "Don't know"
-9 "Refusal".
EXECUTE.
FREQUENCIES parentcarer.
CROSSTABS parentstatus BY parentcarer BY careresp.

****
COMMENT Variable DWkOff2
COMMENT Number of days off work due to child's illness in past 3
months
***.

MISSING VALUES DWkOff ( ).
NUMERIC DWkOff2 (F3.0) .
COMPUTE DWkOff2=-99.
RECODE DWkOff (1,2=1) (3,4=2) (-9 thru -1=COPY) INTO DWkOff2.
VARIABLE LABELS DWkOff2 "Number of days off work due to child's
illness in past 3 months".
VALUE LABELS DWkOff2
1 "One day or less"
2 "More than one day"
-1 "Not applicable"
-8 "Don't know"
-9 "Refusal".
EXECUTE.
FREQUENCIES DWkOff2.

CROSSTABS DWkOff BY DWkOff2.


```
*************************************************************************
COMMENT Variable DMAnte2.
COMMENT Father time off for antenatal appointments (includes proxy)
*************************************************************************.

*Combine male resp and proxy antenatal q.
MISSING VALUES DMAnte DFAnte ( ).
CROSSTABS DMAnte BY DFAnte.

NUMERIC DMAnte2 (F3.0).
COMPUTE DMAnte2=-99.
RECODE DMAnte (ELSE=COPY) INTO DMAnte2.
DO IF DMAnte=-1.
RECODE DFAnte (ELSE=COPY) INTO DMAnte2.
END IF.
VARIABLE LABELS DMAnte2 "Father time off for antenatal appointments
(includes proxy)".
VALUE LABELS DMAnte2
1 "Yes"
2 "No"
-1 "Not applicable"
-8 "Don't know"
-9 "Refusal".
EXECUTE.
CROSSTABS DFAnte BY DMAnte2 BY DMAnte.
FREQUENCIES DMAnte2.

MISSING VALUES DMAnte DFAnte DMAnte2 (-9 thru -1).

* missing labels.
VARIABLE LABELS DUNPAID "Whether taken any time off for
dependants in the past 12 months".
VARIABLE LABELS DWkDis "Whether working time disrupted due to
child's illness in past 3 months".


*************************************************************************
COMMENT Variable childcare
COMMENT Type of childcare assistance provided by employer
*************************************************************************.

*FREQUENCIES ChdCre1 ChdCre2 ChdCre3 ChdCre4 ChdCre5
ChdCre6 ChdCre7 ChdCre95 ChdCre96 ChdCre97.
MISSING VALUES ChdCre1 ChdCre2 ChdCre3 ChdCre4 ChdCre5
ChdCre6 ChdCre7 ChdCre95 ChdCre96 ChdCre97 ( ).
NUMERIC childcare (F3.0).
COMPUTE childcare=-99.
```

IF ChdCre1=1 childcare=1.
IF ChdCre1=0 AND ChdCre2=1 childcare=2.
IF ChdCre1=0 AND ChdCre2=0 AND ChdCre3=1 childcare=3.
IF ChdCre1=0 AND ChdCre2=0 AND ChdCre3=0 AND ChdCre4=1
childcare=4.
IF ANY (1, ChdCre5, ChdCre7, ChdCre95, ChdCre96) AND ChdCre1=0
AND ChdCre2=0 AND ChdCre3=0 AND ChdCre4=0 childcare=5.
IF ChdCre1=0 AND ChdCre2=0 AND ChdCre3=0 AND ChdCre4=0 AND
ChdCre5=0 AND ChdCre7=0 AND ChdCre96=0 AND ChdCre97=0 AND
ChdCre6=1 childcare=6.
IF ChdCre1=-1 childcare=-1.
VARIABLE LABELS childcare "Type of childcare assistance provided by
employer".
VALUE LABELS childcare
1 "Childcare facility"
2 "Financial help"
3 "Help with arrangements during school holidays"
4 "Information"
5 "Other"
6 "Nothing"
-1 "Not applicable"
-8 "Don't know"
-9 "Refusal".
EXECUTE.
MISSING VALUES ChdCre1 ChdCre2 ChdCre3 ChdCre4 ChdCre5
ChdCre6 ChdCre7 ChdCre95 ChdCre96 ChdCre97 childcare (-9 thru -1).
FREQUENCIES childcare.

****
COMMENT Variable illarrang
COMMENT Arrangements when child is ill.
***.
*FREQUENCIES DWkDo1 DWkDo2 DWkDo3 DWkDo4 DWkDo5
DWkDo6 DWkDo7 DWkDo8 DWkDo9 DWkDo10 DWkDo11 DWkDo12
DWkDo13 DWkDo95 DWkDo96.

MISSING VALUES DWkDo1 ( ).
NUMERIC illarrange (F3.0).
COMPUTE illarrange=-99.
IF DWkDo8=1 illarrange=1.
IF ANY (1,DWkDo1,DWkDo2,DWkDo3,DWkDo4) AND (DWkDo8=0 AND
DWkDo5=0 AND DWkDo6=0 AND DWkDo7=0 AND DWkDo10=0 AND
DWkDo13=0) illarrange=2.
IF ANY (1,DWkDo5,DWkDo6,DWkDo7,DWkDo10,DWkDo13) AND
(DWkDo1=0 AND DWkDo2=0 AND DWkDo3=0 AND DWkDo4=0 AND
DWkDo8=0) illarrange=3.
IF ANY (1,DWkDo1,DWkDo2,DWkDo3,DWkDo4) AND (DWkDo5=1 OR
DWkDo6=1 OR DWkDo7=1 OR DWkDo10=1 OR DWkDo11=1 OR
DWkDo13=1) illarrange=4.

IF ANY (1,DWkDo11,DWkDo95,DWkDo96) AND (DWkDo8=0 AND
DWkDo5=0 AND DWkDo6=0 AND DWkDo7=0 AND DWkDo10=0 AND
DWkDo13=0 AND DWkDo1=0 AND DWkDo2=0 AND DWkDo3=0 AND
DWkDo4=0 AND DWkDo8=0) illarrange=5.
IF DWkDo11=0 AND DWkDo95=0 AND DWkDo96=0 AND DWkDo8=0
AND DWkDo5=0 AND DWkDo6=0 AND DWkDo7=0 AND DWkDo10=0
AND DWkDo13=0 AND DWkDo1=0 AND DWkDo2=0 AND DWkDo3=0
AND DWkDo4=0 AND DWkDo8=0 illarrange=-8.
IF DWkDo1=-1 illarrange=-1.
VARIABLE LABELS illarrange "Arrangements when child ill".
VALUE LABELS illarrange
1 "Worked flexibly, including from home"
2 "Arranged care, including child's other parent and formal or informal
childcare"
3 "Took paid or unpaid leave"
4 "A combination of arranging care and taking leave"
5 "Other"
-1 "Not applicable"
-8 "Don't know".
FREQUENCIES illarrange.
EXECUTE.
MISSING VALUES illarrange DWkDo1 (-9 thru -1).

****
COMMENT Variable DMApp2
COMMENT Number of antenatal appointments attended by fathers.
**.
*FREQUENCIES DMApp.
MISSING VALUES DMApp ( ).
RECODE DMApp (1,2=1) (3,4=2) (5 thru hi=3) (-9 thru -1=COPY) INTO
DMApp2.
VARIABLE LABELS DMApp2 "Number of antenatal appointments
attended by fathers".
VALUE LABELS DMApp2 1 "1 or 2" 2 "3 or 4" 3 "5 or more" -9 "Refused" -
8 "Don't know" -1 "Not applicable".
EXECUTE.
MISSING VALUES DMApp DMApp2 (-9 thru -1).
*FREQUENCIES DMApp2.

****
*Average hours worked on call in a calendar month.
COMMENT Variable avehrsOC
COMMENT Employees that are on call all the time are not included.
**.
*FREQUENCIES BOCHrs.
*cross BOCHrs by BOCoft.
*temp.
*select if BOCoft>0.

```
*fre BOCHrs.

NUMERIC avehrsOC (F3.0).
COMPUTE avehrsOC = -1.
if (bocoft = 1) avehrsOC = bochrs*52/12.
if (bocoft = 2) avehrsOC = bochrs/2*52/12.
if (bocoft = 3) avehrsOC = bochrs/3*52/12.
if (bocoft = 4) avehrsOC = bochrs/4*52/12.
if (bocoft = 5) avehrsOC = bochrs.
if (bocoft = 6) avehrsOC = bochrs/2.
if (bocoft = 7) avehrsOC = bochrs/3.
if (bocoft = 8) avehrsOC = bochrs/6.
if (bocoft = 10) avehrsOC = bochrs/12.
if (bocoft = 11) avehrsOC = bochrs/6.
if (bochrs <= -1) avehrsOC = bochrs.
exe.
VARIABLE LABELS avehrsOC"Average hours worked on call in a
calendar month".
VALUE LABELS avehrsOC -1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FRE avehrsOC.
*missing values avehrsOC (-1,-9,-8).



****************************************************************
*Average hours worked on call in a calendar month - banded .
COMMENT Variable OCAllBand
COMMENT Employees that are on call all the time are not included.
****************************************************************.

missing values avehrsOC ().
NUMERIC OCAllBand(F3.0).
RECODE avehrsOC (0 thru 4.99 =1) (5.00 thru 9.99 =2) (10.00 thru 19.99
= 3)
(20.00 thru 29.99 = 4) (30.00 thru 39.99 = 5)(40.00 thru 49.99 = 6)(50.00
thru 99.99 = 7)(100.00 thru HIGHEST = 8) (ELSE=COPY) INTO
OCALLBAND .
EXECUTE.
VARIABLE LABELS OCALLBAND "Average hours worked on call in a
calendar month- banded for tables".
VALUE LABELS OCALLBAND
1 "Less than 5 hours"
2 "5-<10 hours"
3 "10-<20 hours"
4 "20-<30 hours"
5 "30-<40 hours"
6 "40-<50 hours"
7 "50-<100 hours"
8 "100 hours or more"
```

-1 "Not applicable"
-8 "Don't know"
-9 "Refused".

missing values OCAllBand (-1,-9,-8).
FREQUENCIES OCALLBAND.


```
***************************************************************
*Average hours worked on call in the workplace in a calendar month.
COMMENT Variable avehrswplOC
COMMENT Employees that are on call all the time are not included.
***************************************************************.


NUMERIC avehrswplOC (F3.0).
COMPUTE avehrswplOC = -1.
if (bocoft = 1) avehrswplOC = bocwrk*52/12.
if (bocoft = 2) avehrswplOC = bocwrk/2*52/12.
if (bocoft = 3) avehrswplOC = bocwrk/3*52/12.
if (bocoft = 4) avehrswplOC = bocwrk/4*52/12.
if (bocoft = 5) avehrswplOC = bocwrk.
if (bocoft = 6) avehrswplOC = bocwrk/2.
if (bocoft = 7) avehrswplOC = bocwrk/3.
if (bocoft = 8) avehrswplOC = bocwrk/6.
if (bocoft = 10) avehrswplOC = bocwrk/12.
if (bocoft = 11) avehrswplOC = bocwrk/6.
if (bocwrk <= -1) avehrswplOC = bocwrk.
exe.
VARIABLE LABELS avehrswplOC"Average hours worked on call in
workplace a calendar month".
VALUE LABELS avehrswplOC -1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FRE avehrswplOC.
*missing values avehrswplOC (-1,-9,-8).


***************************************************************
*Average hours worked on call at workplace in a calendar month - banded
.
COMMENT Variable OCWplBand
COMMENT Employees that are on call all the time are not included.
***************************************************************.


NUMERIC OCWplBand(F3.0).
RECODE avehrswplOC (0 thru 4.99 =1) (5.00 thru 9.99 =2) (10.00 thru
19.99 = 3)
(20.00 thru 29.99 = 4) (30.00 thru 39.99 = 5)(40.00 thru 49.99 = 6)(50.00
thru 99.99 = 7)(100.00 thru HIGHEST = 8) (ELSE=COPY) INTO
OCWplBand.
```

EXECUTE.
VARIABLE LABELS OCWplBand"Average hours worked on call at
workplace in a calendar month- banded for tables".
VALUE LABELS OCWplBand
1 "Less than 5 hours"
2 "5-<10 hours"
3 "10-<20 hours"
4 "20-<30 hours"
5 "30-<40 hours"
6 "40-<50 hours"
7 "50-<100 hours"
8 "100 hours or more"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".

missing values OCWplBand(-1,-9,-8).
FREQUENCIES OCWplBand.


```
*****************************************************************
** Difference between avehrsOC and avehrswplOC  - the proportion of
time spent on call in the workplace.
COMMENT Variable PrOCWkPl and PrOCWplBand (PrOCWkPl  banded)
COMMENT Excludes cases on call all the time.
*****************************************************************.

*graph /scatterplot = avehrswplOC with avehrsOC.

compute PrOCWkpl = avehrswplOC / avehrsOC .
if (avehrsOC < 0) PrOCWkpl = avehrsOC .
if (avehrswplOC <=-8) PrOCWkpl = avehrswplOC .
if (BOCoft = 9) PrOCWkPl = -1.
VARIABLE LABELS PrOCWkpl "Proportion of on call hours spent at
workplace".
VALUE LABELS PrOCWkpl
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".
missing values PrOCWkpl(-1,-9,-8).
fre PrOCWkpl.

temp.
select if PrOCWkpl <-1.
list  avehrswplOC  avehrsOC .


* Time spent working when on call.
************************************************************
```

* Average hours actually spent working per calendar month whilst on call (BOCAct).
COMMENT Variable avehrswrkOC
COMMENT Employees that are on call all the time are not included.
***.

FREQUENCIES BOCAct.
NUMERIC avehrswrkOC (F3.0).
compute avehrswrkOC = -1.
if (bocoft = 1) avehrswrkOC = bocact*52/12.
if (bocoft = 2) avehrswrkOC = bocact/2*52/12.
if (bocoft = 3) avehrswrkOC = bocact/3*52/12.
if (bocoft = 4) avehrswrkOC = bocact/4*52/12.
if (bocoft = 5) avehrswrkOC = bocact.
if (bocoft = 6) avehrswrkOC = bocact/2.
if (bocoft = 7) avehrswrkOC = bocact/3.
if (bocoft = 8) avehrswrkOC = bocact/6.
if (bocoft = 10) avehrswrkOC = bocact/12.
if (bocoft = 11) avehrswrkOC = bocact/6.
if (bocact <= -8) avehrswrkOC = bocact.
if (bocact = -1) avehrswrkOC = bocact.
exe.
VARIABLE LABELS avehrswrkOC"Average hours actually worked on call in a calendar month".
VALUE LABELS avehrswrkOC -1 "Not applicable"
-8 "Don't know"
-9 "Refused".
FRE avehrswrkOC.
*missing values avehrswrkOC (-1,-9,-8).

****
* Average hours actually spent working per calendar month whilst on call (BOCAct) - banded.
COMMENT Variable avehrswrkOC
COMMENT Employees that are on call all the time are not included.
***.

NUMERIC OCActBand(F3.0).
RECODE avehrswrkOC (0 thru 4.99 =1) (5.00 thru 9.99 =2) (10.00 thru 19.99 = 3)
(20.00 thru 29.99 = 4) (30.00 thru 39.99 = 5)(40.00 thru 49.99 = 6)(50.00 thru 99.99 = 7)(100.00 thru HIGHEST = 8) (ELSE=COPY) INTO OCActBand.
EXECUTE.
VARIABLE LABELS OCActBand"Average hours worked on call at workplace in a calendar month- banded for tables".
VALUE LABELS OCActBand
1 "Less than 5 hours"

2 "5-<10 hours"
3 "10-<20 hours"
4 "20-<30 hours"
5 "30-<40 hours"
6 "40-<50 hours"
7 "50-<100 hours"
8 "100 hours or more"
-1 "Not applicable"
-8 "Don't know"
-9 "Refused".

missing values OCActBand(-1,-9,-8).
FREQUENCIES OCActBand.

Appendix E   Letters sent to respondents

The following pages contain a reassurance letter and thank you letter.

Work-Life Balance Study

One of our interviewers recently spoke to you, or someone in your household, on the telephone about taking part in the Work-Life Balance Study. I am writing to give you some further information about the study and about NatCen.

We are asking for your help with an important study about your experiences relating to employment and work-life balance issues. This study is being carried out by the National Centre for Social Research (NatCen), an independent research organisation. The study is commissioned by the Department for Business, Innovation and Skills http://www.bis.gov.uk/. The information from this study will help the Government to develop policy in this important area.

Your telephone number was randomly generated by a computer. Once a number has been selected we cannot select another number instead, so we very much hope that you will be able to take part. The information provided will be treated in strictest confidence in accordance with the Data Protection Act, and will only be used for statistical purposes.

The interviewer will telephone again in the next week or so to choose someone in your household to take part. The interview will take around 20 minutes. If you happen to be busy when the interviewer calls, they will be happy to telephone again at a more convenient time.

If you would like further information about the study, please phone NatCen on freephone 0800 652 9294. The study website http://www.natcen.ac.uk/study/WLB also contains some more detail about the study and answers to frequently asked questions, some of which are provided overleaf.

We thank you in advance for your help. Your co-operation will help us ensure that this important study is a success.

Yours faithfully,

Varunie Yaxley
Senior Researcher
NatCen

Jane Carr
BIS

About this study

The Work-Life Balance Study (WLBS) is a major study conducted on behalf of the Department for Business, Innovation and Skills (BIS).

First carried out in 2000, the 2011 study is the fourth in the series of these surveys that provide facts and figures about people's experience of employment – in particular the use and awareness of work-life balance practices. It is used by the Government to monitor the impact of policy changes and to develop future policy.

Information on the Department for Business, Innovation and Skills can be found here http://www.bis.gov.uk/.

Potential policy impact

The Department for Business, Innovation and Skills will use the findings of the research to track changes in employment practices and in attitudes over time and to assess the impact of new legislation and employers' flexible working practices on different groups of the population.

How was I chosen?
It isn't possible to ask everyone in Great Britain about their employment experiences. We therefore use a sample of randomly generated telephone numbers and interviewers select one person at each household following a set procedure to ensure participants are also chosen at random.

These methods are designed to make the study as fair and accurate as possible. This means that if you have been selected to take part, no one else can take your place. So we really rely on your co-operation.

Although your participation is voluntary, we would really like you to take part because:

- Your experience is unique and is vital in helping to build a true picture of people's employment experiences
- Whatever your circumstances, your views are important to us
- You will probably enjoy it!

What does the interview involve?

Interviews for this study are conducted by telephone and last around 20 minutes. The telephone numbers have been obtained through a method called random digit dialing where telephone numbers are randomly selected from all possible telephone numbers in Great Britain. Once a number has been selected, we cannot select another one instead.

Confidentiality

The information you give us will be treated as strictly confidential in accordance with the Data Protection Act. It will be used to produce statistics that will not identify individual participants.

Thank you.

We hope you found taking part in the Work-Life Balance Study interesting.

The study is conducted by NatCen on behalf of the Department for Business, Innovation and Skills. Your views will be very important to the Department's understanding of how people balance their work and life. The evidence gathered by the study helps the Government to monitor and develop policy in this important area; specifically, in tracking changes in employment practices and attitudes over time, and in assessments of the impact of new legislation and employers' flexible working practices for different sections of the population.
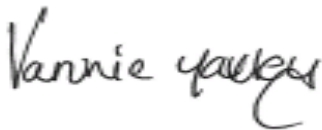
On the back of this letter are a set of Frequently Asked Questions that provide some additional information on the study.

For further information about the Department for Business, Innovation and Skills, please visit their website http://www.bis.gov.uk/. For further details about the study and about NatCen please visit http://www.natcen.ac.uk/study/WLB.

If you would like to receive a summary of findings from this study in due course, please contact Jane Carr at BIS at the following email address: jane.carr@bis.gsi.gov.uk; or telephone 020 7215 5000.

Once again, thank you for your help with this important study.

Yours faithfully,

Varunie Yaxley
Senior Researcher
NatCen

Jane Carr
BIS

About this study

The Work-Life Balance Study (WLBS) is a major study conducted on behalf of the Department for Business, Innovation and Skills (BIS).

First carried out in 2000, the 2011 study is the fourth in the series of these surveys that provide facts and figures about people's experience of employment – in particular the use and awareness of work-life balance practices. It is used by the Government to monitor the impact of policy changes and to develop future policy.

Information on the Department for Business, Innovation and Skills can be found here http://www.bis.gov.uk/.

Potential policy impact

The Department for Business, Innovation and Skills will use the findings of the research to track changes in employment practices and in attitudes over time and to assess the impact of new legislation and employers' flexible working practices on different groups of the population.

Confidentiality

The information you give us will be treated as strictly confidential in accordance with the Data Protection Act. It will be used to produce statistics that will not identify individual participants.

How did you get my telephone number?

Your telephone number was obtained through a method of random digit dialling where telephone numbers are randomly generated from all possible telephone numbers in Great Britain. Your telephone number and household were selected using this method.

Some numbers are data protected. Members of the public who don't want to receive unsolicited marketing/sales calls can register with the Telephone Preference Service (TPS). Telemarketers have to remove these people from their lists. Non-compliance can result in a fine. However, the TPS only applies for telemarketing calls. Genuine social research such as the Work-life Balance Study is exempt. Also, because numbers are randomly generated, we don't know which ones have registered for TPS.

Appendix F   Mapping variable names

This Appendix shows how questions from the Fourth Work-Life Balance Survey (WLB4) can be compared with WLB1, WLB2, WLB3 and the Second Flexible Working Employee Survey (FWES2).

Table F1: Comparing WLB4 with earlier surveys

Wave 4 WLB question variable name	In WLB3	In WLB2	In WLB1	In FWES2
Contract and working				
BTerm	b01	√ Q14	✗	✗
Bperm	b02	≅ Q9	≅ Q11	≅ Q28
Btemp	B02a	≅ Q9	≅ Q11	≅ Q28
[question not asked]	b03	√ Q13	≅ Q17	✗
[question not asked]	b04	√ Q15	≅ Q18	✗
BovTime	b06	√ Q18	✗	✗
[question not asked]	b06a	√ Q18	✗	✗
BHours/BAvBnd	b05/b05band	✗	≅ Q20	≅ Q25
BPaidHr	b07	√ Q19	≅ Q23/24	✗
BUnpdHr	b08	√ Q20	≅ Q23/24	✗
[question not asked]	b09	√ Q21	✗	✗
BResOT	B10_01 to B10_15	✗	✗	✗
BOncall	✗	✗	✗	✗
BOCOft	✗	✗	✗	✗
BOCHrs	✗	✗	✗	✗
BOCWrk	✗	✗	✗	✗
BOCATme	✗	✗	✗	✗
BOCAct	✗	✗	✗	✗
[question not asked]	b11	≅ Q23	✗	✗
[question not asked]	b14a	✗	≅Q65a	✗
[question not asked]	b14b/b14c			
BSatHrs	b14d			
[question not asked]	b15	x	≅ Q66	✗
[question not asked]	b16	x	≅ Q66	✗
Awareness of right to request flexible				

273

Wave 4 WLB question variable name	In WLB3	In WLB2	In WLB1	In FWES2
CAwLaw	b17	≅ Q38	✗	√ Q3
CAwLawY	✗	✗	✗	✗
CAwLawA	✗	✗	✗	✗
Satisfaction with current working arrangements and requests for change				
CWrkAr	c01	≅ Q73	✗	✗
[question not asked]	c02, c02_01 to ~~c02_10~~	✗	✗	✗
CRegWk	c03	√ Q37a	✗	≅ Q5
CRegWy	c04_01-c04_16	✗	✗	√ Q14
CDealt	c05	√Q 37b	✗	✗
CRequest	c06, c06_01 to c06_10	√ Q37c (was open response. WLB3 used post codes as interviewer not read ~~answer codes~~)	✗	≅ Q5
Chow	c07_01 – ~~c07_09~~	≅ Q37d/ e	✗	≅ Q8
CAgree	c08	≅ Q37f	✗	√ Q9
[question not asked]	c09	✗	✗	✗
[question not asked]	c10	✗	✗	≅ Q10
[question not asked]	c11	✗	✗	✗
CTell	✗	✗	✗	✗
CTellA	✗	✗	✗	✗
CAppeal	✗	✗	✗	✗
Incidence and take-up of flexible working arrangements				
CPart	c12a	√Q28	≅Q33	✗
CSchool	c12b	√Q28	≅Q33	✗
CJShare	c12c	√Q28	≅Q33	✗
CFlex	c12d	√Q28	≅Q33	✗
CReduce	c12e	√Q28	≅Q33	✗
CHome	c12f	√Q28	≅Q33	✗
CComp	c12g	√Q28	≅Q33	✗
CAnnual	c12h	√Q28	≅Q33	✗
CWkPt	c13a	√Q29	≅ Q16	✗
CWkSch	c13b	√Q29	≅ Q16	✗
CWkJbSh	c13c	√Q29	≅ Q16	✗
CWkFex	c13d	√Q29	≅ Q16	✗
CWkRed	c13e	√Q29	≅ Q16	✗
CWkHme	c13f	√Q29	≅ Q16	✗

Wave 4 WLB question variable name	In WLB3	In WLB2	In WLB1	In FWES2
CWkCom	c13g	√Q29	≅ Q16	✗
CWkAnn	c13h	√Q29	≅ Q16	✗
CWkPost	c13pc, c13pc01 to c13pc20	✗	✗	✗
CWkNeg	c13nc, c13nc01 to c13nc14	✗	✗	✗
CColWk	√c14a – c14h	✗	✗	✗
CColPC	c14pc, c14pc01 to c14pc16	✗	✗	✗
CColNC	c14nc, c14nc01 to c14nc17	✗	✗	✗
[question not asked]	c15	✗	✗	✗
[questions not asked]	c16_01 to c16_15	√Q30a	✗	✗
[questions not asked]	c17_01 to c_17_18	√Q30b	✗	✗
[questions not asked]	c18a – c18h	√Q31	✗	✗
[questions not asked]	c19a – c19h	√Q33	✗	✗
Changed experience of work in last 12 months				
[questions not asked]	c20_01 – c20_06	✗	✗	✗
Employer's treatment of employees with regard to flexible working				
CFav	c22	✗	✗	✗
CFaTyp	c23_01 to c23_11	✗	✗	✗
[questions not asked]	c24_01 to c24_10	✗	✗	✗
Employer consultation/action over work-life balance				
[question not asked]	c25	√Q70	✗	✗
	c26	√Q71		
[questions not asked]	c27, c27_01 to c27_23	√Q78	✗	✗
Importance of flexible working arrangements				
CInitial	c28	✗	✗	✗
CNow	c29	✗	✗	✗
Time off in an emergency				
[question not asked]	d01	√Q47	✗	✗

Wave 4 WLB question variable name	In WLB3	In WLB2	In WLB1	In FWES2
[questions not asked]	d03a and d03b	≅ Q50	✖	✖
[questions not asked]	d04_01 – d04_08	√Q49	✖	✖
[question not asked]	d05	✖	✖	✖
[questions not asked]	d06a to d06d	✖	✖	✖
DWkDis				
DWkDo	✖	✖	✖	✖
DWkOff	✖	✖	✖	✖
DunPaid	d02	≅ Q48 (but quite close)	≅ Q52	✖
Parental leave				
ParLve	d08	≅ Q57	✖	✖
[question not asked]	d09	✖	✖	✖
Time off for ante-natal appointments				
DMante	✖	✖	✖	✖
DFAnte	✖	✖	✖	✖
DMApp	✖	✖	✖	✖
DMHow				
Holiday entitlement				
DePyHoEx	d10	✖	✖	✖
DPyHoIn	✖	✖	✖	✖
DHolAll	d13	≅ Q62	✖	✖
DYNHol	d14, d14_01 to d14_13	≅ Q63a	✖	✖
DHolCom	d15			
DHComYs	d16			
Carer responsibilities				
ECare	≅ e01	✖	✖	✖
ERelFr	≅ e01a	✖	✖	✖
[question not asked]	e02	✖	✖	✖
[question not asked]	e02a	✖	✖	✖
[questions not asked]	e03, e03_01 to e01_12	✖	✖	✖
[question not asked]	e04	✖	✖	✖
[question not asked]	e05	✖	✖	✖
COrGrp [derived variable]	✖	✖	✖	✖
Childcare				

Wave 4 WLB question variable name	In WLB3	In WLB2	In WLB1	In FWES2
[question not asked]	*f01*	√ *Q68*	✖	✖
ChdCre	✖	✖	✖	✖
ChdCreX	✖	✖	✖	✖
Perceptions of				
[question not asked]	*g01*	✖	✖	✖
GRel	*g02*	√ *Q72*	✖	✖
GGend	*g03*	✖	✖	✖
Attitude to Work-life balance				
[questions not asked]	*g04a to g04d*	√ *Q77*	≅ *Q69*	✖
[questions not asked]	*g04e, g04f*			
GWACho	*g04i*			
GWAFlex	*g04g*			
[question not asked]	*g04h*			
[questions not asked]	*g04j, g04k*			
GFAProm	*g04l*			

KEY: √ questions are identical/virtually identical
          ✖ not covered
          ≅ covered but differently worded