

2016

FAMILY-FRIENDLY MEASURES REPORT

Public Administration HR Office

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1 Introduction

This report gives a quantitative analysis of family-friendly measures utilised by employees across the Public Administration. Utilisation of these measures are analysed by gender and salary scale/category of beneficiaries and is compared with the uptake of family-friendly measures in 2015.

This study is based on the utilisation of family-friendly measures by public employees during the period 1st January to the 31st December 2016. Data was collected by the Public Administration HR Office, through respective Directors for Corporate Services (DCS) within the line ministries.

Data is carefully studied in order to evaluate preferred trends in the utilisation of family-friendly measures by public employees to achieve attainment of work-life balance.

Appendices 1 and 2 illustrate statistics regarding the utilisation of family-friendly measures in the Public Service and in the Public Sector.

2 Public Service Data Analysis

2.1 Utilisation of Family-Friendly Measures

Table 1 below shows that in 2016, the total figure of family-friendly measures beneficiaries stood at 5,295. This means that the total number of employees benefiting from family-friendly measures has increased by 18.67% between 2015 and 2016. Additionally, an increase of 12.10% of new mothers opted to benefit from the additional four weeks Maternity Leave.

Family-Friendly Measures	Utilisation Totals 2015	Utilisation Totals 2016	% Variance of individual FFMs against utilisation in 2015
Maternity Leave	647	735	+13.60%
Adoption Leave	8	2	-75%
Responsibility Leave	39	41	+5.13%
Parental Leave	476	498	+4.62%
Career Break	253	252	-0.40%
Reduced hours	1403	1298	-7.48%
Teleworking	1035	1158	+11.88%
Flexible work schedules	601	684	+13.81%
Paternity Leave	-	122	-
Marriage/ Civil Union Leave	-	505	-
Grand total	4,462	5,295	+18.67%

Maternity Leave (additional 4 weeks)	496	556	12.10%
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Table 1: Utilisation of Family-Friendly Measures in 2015 and 2016

Reduced Hours, Flexible Work Schedules and Teleworking remain the most popular measures requested by Public Officers.

Teleworking and Flexible Work Schedules registered an increase of 11.88% and 13.81% respectively between 2015 and 2016. In 2016, Reduced Hours registered a decrease of 7.48% when compared to 2015.

Maternity Leave beneficiaries amounted to a total of 735 beneficiaries (an increase of 13.6%) out of which 75.65% of the new mothers availed themselves of the additional four weeks Maternity Leave. Parental Leave also registered an increase of 4.62%, while a decrease of 0.4% in Career Break was registered when compared to 2015.

Two new family-friendly measures were introduced in 2016. These were paternity leave and civil union leave. A total of 122 fathers made use of paternity leave and a total 505 individuals availed themselves of marriage/ civil union leave in 2016.

2.2 Family-Friendly Measures Utilisation by Gender

Table 2 below illustrates a comparison between genders utilising family-friendly measures in 2016.

Family-Friendly Measures	Females	Males	Totals
Maternity Leave	735	-	735
Adoption Leave	1	1	2
Responsibility Leave	31	10	41
Parental Leave	495	3	498
Career Break	247	5	252
Reduced hours	1,235	63	1298
Teleworking	999	159	1158
Flexible Work Schedules	380	304	684
Paternity Leave	-	122	122
Marriage/ Civil Union Leave	318	187	505
Grand Total	4,441	854	5,295

Table 2: Utilisation of Family-Friendly Measures by Gender

Table 2 shows that 83.87% of employees benefiting from family-friendly measures are female. The number of male beneficiaries has increased by 39.09% between 2015 and 2016. This can partially be attributed to the introduction of paternity leave which is solely available to men.

While the uptake of parental leave is substantial, it is almost entirely availed of by females. Reduced Hours, Flexible Work Schedules and Teleworking are the most preferred family-friendly measures, by both genders. On comparing the utilisation of these measures with the 2015 period, one notes a percentage decrease by both genders in the utilisation of Reduced Hours; female beneficiaries (-7.21%) and male beneficiaries (-12.50%). In the utilisation of Teleworking, female beneficiaries registered an increase of 20.36%, while males registered a decrease of 22.44%. On the other hand, when it comes to the utilisation of flexible work schedules, female beneficiaries registered an increase of 30.58%, while males registered a slight decrease of 1.94%.

Female employees prefer to work on reduced hours (27.81%), followed by Teleworking (22.49%) and flexible work schedules (8.55%), while male employees prefer flexible work schedules (35.60%), followed by Teleworking (18.62%) and reduced hours (7.38%).

2.3 Family-Friendly Measures Utilisation by Categories

Table 3 below illustrates utilisation of family-friendly measures by different Salary Scale categories.

Family-Friendly Measure	Scale 1 - 5	Scale 6-10	Scale 11-15	Scale 16-20	Definite Contracts	Totals
Maternity Leave	29	448	161	19	78	735
Adoption Leave	0	2	0	0	0	2
Responsibility Leave	1	18	21	1	0	41
Parental Leave	14	333	118	16	17	498
Career Break	4	158	73	10	7	252
Reduced hours	53	630	384	195	36	1298
Teleworking	70	495	502	61	30	1158
Flexible Work Schedules	55	289	211	72	57	684
Paternity Leave	11	70	29	8	4	122
Marriage/ Civil Union Leave	3	321	138	22	21	505
Grand Total	240	2,764	1,637	404	250	5295

Maternity Leave (additional 4 weeks)	21	343	126	19	47	556
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Table 3: Utilisation of Family-Friendly Measures by different Scale Categories

When compared to 2015, all categories registered an increase in the utilisation of family-friendly measures. The Definite Contracts category registered the most substantial increase (68.92%), followed by Salary Scale 6-10 category (27.20%), Salary Scale 1-5 category (23.71%), Salary Scale 11-15 category (5.21%)

Reduced Hours remains the most utilised family-friendly measure, registering 24.51% of total family-friendly measures utilisation. However, one can observe a mixture of both percentage increase and decrease in different categories in the utilisation of this family-friendly measure, when compared with the figures of 2015. Salary Scale 1-5 category, Salary Scale 11-15 category and Salary Scale 16-20 category experienced a decrease of 10.17%, 18.99% and 14.10% respectively. The Salary Scale 6-10 category and Definite contracts category experienced an increase of 1.29% and 71.43% respectively.

Flexible Work Schedules, on the other hand, saw the following variations: a 25% increase in Salary Scale 1-5 category; a 16.06% increase in Salary Scale 6-10 category; and a 21.97% increase in Salary Scale 11-15 category. This family-friendly measure saw a decrease in the Salary Scale 16-20 category and Definite contracts category of 6.49% and 1.72% respectively.

When compared to 2015, Teleworking registered an increase of 11.88%, with increases in all categories, except in the Definite contracts category, which registered a decrease (26.83%) in its utilisation. The highest percentage increase in the utilisation of Telework was recorded in Salary Scale 1-5 category (45.83%), followed by employees in the Salary Scale 6-10 category (12.76%), the Salary Scale 11-15 category (11.56%) and the Salary Scale 16-20 category (7.02%).

Maternity Leave registered an overall increase of 13.60% when compared to 2015. Employees on a Definite Contract recorded the highest increase (290%), followed by Salary Scale 6-10 category (18.21%), Salary Scale 16-20 category (11.76%), Salary Scale 1-5 category (3.57%), with Salary Scale 11-15 category registering a 20.69% decrease when compared to 2015 figures.

The additional four weeks Maternity Leave also registered an increase of 12.10% in all salary scale categories when compared to 2015. Out of 735 mothers utilising Maternity Leave, 75.65% opted to benefit from the additional four weeks Maternity Leave. The Definite Contracts category registered the highest percentage increase (213.33%) in the utilisation of the additional four weeks from the total number of Maternity Leave beneficiaries in that particular category, followed by Salary Scale 16-20 category (26.67%), Salary Scale 6-10 category (19.10%). Salary Scale 11-15 category and Salary Scale 1-5 category registered a decrease in utilisation figures of 18.18% and 25% respectively.

3 Public Sector Data Analysis

3.1 Utilisation of Family-Friendly Measures

Table 4 below compares the utilisation of family-friendly measures in the Public Sector between 2015 and 2016.

Family-Friendly Measures	Utilisation Totals 2015	Utilisation Totals 2016	% Variance of individual FFMs against utilisation in 2015
Maternity Leave	207	234	+13.04%
Adoption Leave	2	0	-100%
Responsibility Leave	4	9	+125%
Parental Leave	141	139	-1.42%
Career Break	90	85	-5.56%
Reduced hours	648	698	+7.72%
Teleworking	538	557	+3.53%
Flexible Work Schedules	1154	1573	+36.31%
Paternity Leave	-	75	-
Marriage/ Civil Union Leave	-	142	-
Grand total	2784	3512	+26.15%

Maternity Leave (additional 4 weeks)	177	152	-14.12%
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Table 4: Utilisation of Family-Friendly Measures in 2015 and 2016

An overall increase (26.15%) in the number of family-friendly measures beneficiaries was registered when compared to 2015. Flexible Work Schedules recorded the highest number of beneficiaries (1573), followed by Reduced Hours (698) and Teleworking (557), showing that these three measures remain the most favourite amongst public sector employees.

The number of beneficiaries utilising Maternity Leave increased (13.04%) when compared to 2015. From a total of 234 mothers who have availed themselves of Maternity Leave, 64.96% chose to make use of the additional four weeks Maternity Leave.

Parental leave registered a decrease of 1.42% while the number of beneficiaries utilising Career Break registered a decrease of 5.56% when compared to the previous year.

Two new family-friendly measures were introduced in 2016. These were paternity leave and civil union leave. A total of 75 fathers made use of paternity leave and a total 142 individuals availed themselves of marriage/ civil union leave in the public sector 2016.

3.2 Family-Friendly Measures Utilisation by Gender

Table 5 below illustrates the utilisation of family-friendly measures by gender.

	Female	Male	Grand Total
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Maternity Leave	234	-	234
Adoption Leave	0	0	0
Marriage/ Civil Union Leave	76	66	142
Paternity Leave	-	75	75
Responsibility Leave	7	2	9
Parental Leave	133	6	139
Career Break	74	11	85
Reduced Hours	611	87	698
Teleworking	481	76	557
Flexi-Time	781	792	1573
Grand Total	2397	1115	3512

Table 5: Uptake of Family-Friendly Measures by gender

Table 5 shows total number of female and male beneficiaries who have utilised family-friendly measures in 2016. Both genders registered a total increase in the utilisation of family-friendly measures when compared to 2015; female beneficiaries recorded a percentage of 20.27% increase and male beneficiaries a percentage of 39.80%. Although year after year, more men are considering to benefit from these measures, the number of male beneficiaries (31.75%) remains relatively small when compared to the number of female beneficiaries (68.25%).

When focusing on Flexible Work Schedules, Teleworking and Reduced Hours, the majority of male beneficiaries preferred to avail themselves of Flexible Work Schedules. Males registered an increase in availing of flexi-time (27.74%). Similarly, the majority of female beneficiaries preferred to avail themselves of flexi-time schedules, reflecting a 46.25% increase in take-up from 2015.

3.3 Family-Friendly Measures Utilisation by Categories

	Top Management	Middle Mangt & Professional	Administrative/ Executive/Clerical	Supervisory/ Technical/Industrial	Totals
Maternity Leave	10	90	105	29	234
Adoption Leave	0	0	0	0	0
Marriage/ Civil Union Leave	2	69	29	42	142
Paternity Leave	6	31	18	20	75
Responsibility Leave	0	3	4	2	9
Parental Leave	2	71	54	12	139
Career Break	3	33	43	6	85
Reduced Hours	23	203	387	85	698
Teleworking	30	230	252	45	557
Flexi-Time	121	702	464	286	1573
Grand Total	197	1432	1356	527	3512

Maternity Leave (additional 4 weeks)	6	65	61	20	152
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Table 6: Utilisation of Family-Friendly Measures by different Salary Scale Categories

The above table shows the total amount of employees benefiting from family-friendly measures in different salary scales categories within the Public Sector. The Middle Management & Professional category registered the highest percentage of beneficiaries (40.77%), followed by the Administrative/Executive/Clerical category (38.61%), Supervisory/Technical/Industrial category (15.01%) and Top Management (5.61%).

Increases in the Top Management category were registered in Reduced Hours (64.29%), Flexible Work Schedules (45.78%) and Teleworking (11.11%).

The Middle Management & Professional category recorded a decrease in Teleworking (0.86%), an increase in Flexible Work Schedules (52.61%) and a stable take-up of Reduced Hours.

The Administrative Executive/Clerical category also registered increases in the uptake of Flexible Work Schedules (25.41%), Teleworking (8.62%) and Reduced Hours (6.61%) when compared to 2015.

The Supervisory/Technical/Industrial category registered an increase in Flexible work schedule beneficiaries (18.67%) and Reduced Hours beneficiaries (25%). However, a decrease in the utilisation of Teleworking (4.26%) was registered.

Maternity Leave recorded an increase in the Top Management category (25%) with no change in the additional four weeks of maternity leave. The Middle Management & Professional category recorded a decrease both in maternity leave and in the additional four weeks of maternity leave (7.22% and 18.75% respectively). The Administrative Executive/Clerical category recorded an increase (36.62%) in maternity leave with a decrease in the additional four weeks maternity leave (15.28%). The Supervisory/Technical/Industrial category registered an increase (20.83%) in the utilisation of Maternity Leave and in the additional four weeks Maternity Leave (5.26%).

Decreases were mostly noted in the utilisation of Parental Leave: Top Management (66.67%), Administrative Executive/Clerical category (20.59%) and Supervisory/Technical/Industrial category (33.33%). The exception was the Middle Management & Professional category which noted an increase of 44.90%.

The Top Management category registered an increase of 200% beneficiaries in the utilisation of Career Break, while the Administrative Executive/Clerical category fewer registered an increase of 10.26%. The Middle Management & Professional category registered a decrease (10.81%) and so did the Supervisory/Technical/Industrial category (53.85%).

4 Summary of Results and Conclusion

Similar to previous years, this report shows that Reduced Hours, Flexible Work Schedules and Teleworking are the most requested measures amongst public service and public sector employees.

Statistics in the Public Service show that Reduced Hours is the most preferred measure. On the other hand, in the Public Sector, it is flexible hours which is the most popular family-friendly measure.

In the Public Service, female employees prefer to work on reduced hours, followed by teleworking and flexible work schedules. On the other hand, male Public Service employees prefer to work on flexible work schedules followed by teleworking and reduced hours.

In the Public Sector, both female and male employees flexible work schedules are the preferred family friendly measure.

APPENDIX 1:

Beneficiaries of Family-Friendly Measures in the Public Service in 2016 – By Gender and Employment Category

	Scales 1-5		Scales 6-10		Scales 11-15		Scales 16-20		Definite Contracts **		TOTALS		
	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Grand Total
Maternity Leave (first 14 weeks)	29		448		161		19		78		735		735
Maternity Leave (additional 4 weeks)	21		343		126		19		47		556		556
Adoption Leave	0	0	1	1	0	0	0	0	0	0	1	1	2
Marriage / Civil Union Leave	1	2	208	113	70	68	21	1	18	3	318	187	505
Paternity Leave		11		70		29		8		4		122	122
Responsibility Leave	1	0	17	1	12	9	1	0	0	0	31	10	41
Parental Leave	14	0	332	1	116	2	16	0	17	0	495	3	498
Career Break	4	0	154	4	72	1	10	0	7	0	247	5	252
Reduced hours – 20 hours/week	10	1	183	10	63	3	17	1	10	3	283	18	301
Reduced hours – 25 hours/week	7	1	66	3	38	0	23	2	1	2	135	8	143
Reduced hours – 30 hours/week (WLBM Manual Section 3.1)	11	0	181	9	122	5	51	5	4	0	369	19	388
Reduced hours – 35 hours/week	7	1	81	1	77	4	33	0	3	0	201	6	207
Reduced hours – other amounts	13	2	93	3	71	1	62	1	8	5	247	12	259
Teleworking	53	17	405	90	457	45	57	4	27	3	999	159	1158
Flexi-Time	17	38	157	132	117	94	46	26	43	14	380	304	684

APPENDIX 2:

Beneficiaries of Family-Friendly Measures in the Public Sector in 2016 – By Gender and Employment Category

	Top Management		Middle Mangt & Professional		Administrative/ Executive/Clerical		Supervisory/ Technical/Industrial		Totals		
	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Grand Total
Maternity Leave	10		90		105		29		234		234
Maternity Leave (additional 4 weeks)	6		65		61		20		152		152
Adoption Leave	0	0	0	0	0	0	0	0	0	0	0
Marriage/ Civil Union Leave	0	2	47	22	14	15	15	27	76	66	142
Paternity Leave	0	6	0	31	0	18	0	20		75	75
Responsibility Leave	0	0	3	0	4	0	0	2	7	2	9
Parental Leave	2	0	69	2	52	2	10	2	133	6	139
Career Break	1	2	30	3	37	6	6	0	74	11	85
Reduced Hours	22	1	170	33	358	29	61	24	611	87	698
Teleworking	25	5	194	36	233	19	29	16	481	76	557
Flexi-Time	44	77	352	350	317	147	68	218	781	792	1573