

### **Balancing Work and Family Responsibilities and Working Time Arrangements in 2010: Wholesale and Retail Trade Industry (Sixth of a Series on Industrial Relations Practices)**

*The Bureau of Labor and Employment Statistics (BLES) in coordination with the DOLE Regional Offices conducted the 2009/2010 BLES Integrated Survey (BITS) covering 6,780 non-agricultural sample establishments employing 20 or more workers nationwide. The main objective of the survey is to generate integrated data sets on employment of specific groups of workers, occupational shortages and surpluses, balancing work and family responsibilities and working time arrangements, occupational safety and health practices, and occupational injuries and diseases.*

*This series of LABSTAT Updates specifically focuses on the results of the survey on balancing work and family responsibilities and working time arrangements in establishments.*

*In particular, this issue highlights the facilities provided, programs implemented, non-statutory leave arrangements provided and flexible work arrangements adopted with regards to balancing work and family responsibilities, and the working time arrangements implemented in establishments engaged in wholesale and retail trade; repair of motor vehicles, motorcycles and personal and household goods industry. The metadata and the statistical tables of the survey are posted at the BLES website.*

#### **Overview**

The wholesale and retail trade; repair of motor vehicles, motorcycles and personal and household goods industry accounted for the second largest proportion (20.8% or 4,928) of the estimated 23,723 establishments employing 20 or more workers in June 2010.

About 5.6% (277) of these establishments had unions all of which had collective bargaining agreements.

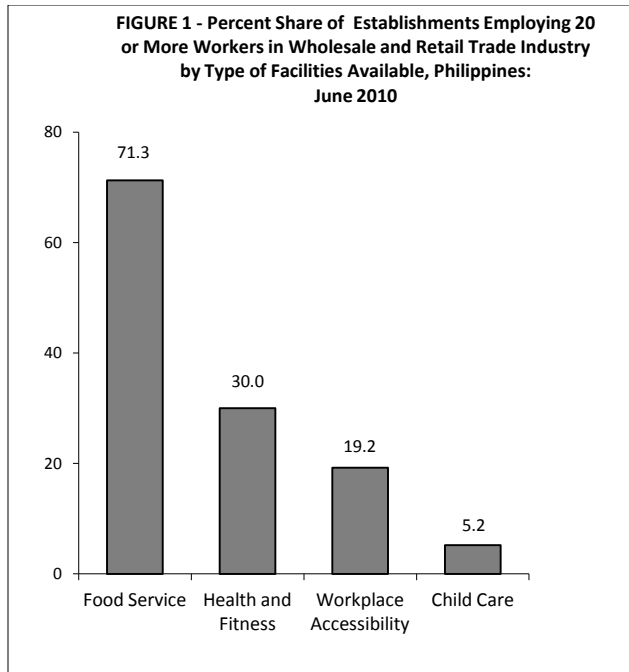
Unionized workers were reported at 20,335 or about 5.7% of the total paid employees (359,889) in the industry.

#### **Practices on Balancing Work and Family Responsibilities**

To help balance work and family responsibilities, employers in wholesale and retail trade industry provided workers with various facilities, programs and other leave arrangements. Some establishments also resorted to the adoption of flexible work arrangements.

#### **Facilities Available**

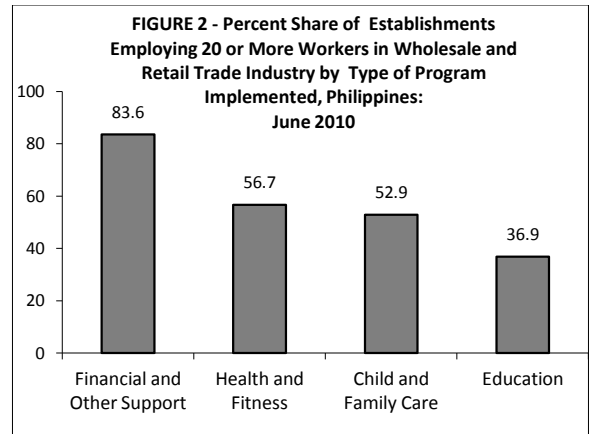
About 5 out of every 7 establishments in wholesale and retail trade industry (71.3%) provided food service facilities such as pantry (53.0%) and canteen/food service (30.8%) for its employees. (*Figure 1*)



- Three out of every 10 establishments had health and fitness facilities particularly sleeping/nap area that was provided in 1 out of every 5 establishments (20.6%). (Table 1)
- About 1 out of every 5 establishments had transport arrangements for their workers. These arrangements were available either for all employees (10.8%) and for those employees on night shift/ rendering overtime work (6.8%).
- On child care facilities, breastfeeding area for lactating mothers was available in 2.7% of the establishments while 2.4% had waiting/play room area for kids.

**Programs Implemented**

- Establishments engaged in wholesale and retail trade implemented different programs to support balanced work and family responsibilities. These were categorized into financial and other support programs (83.6%); health and fitness (56.7%); child and family care (52.9%); and education (36.9%). (Figure 2)

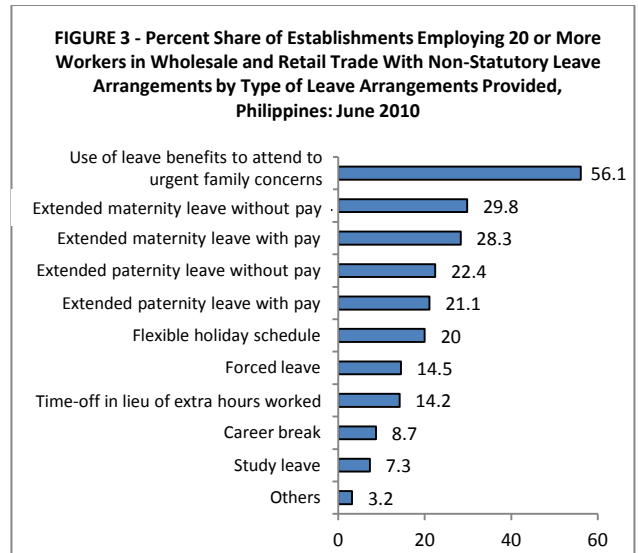


- Among all industries, wholesale and retail trade (83.6%) ranked third (next to financial intermediation and private education services) in terms of proportion of establishments providing financial support programs to its employees. Financial support programs commonly granted to employees were in the form of emergency loan (64.1%) and salary loan (58.4%). A much lesser proportion had cooperative/provident fund (18.5%) and asset acquisition loan (15.1%) for their employees. (Table 2)
- Provision of HMO health cards (33.5%), medical subsidy (25.3%) and medical insurance (21%) were the most common schemes under the health and fitness program.
- On child and family care, almost half (45.9%) of the establishments implemented work and family programs while 10.6% conducted seminars on balancing work. A small proportion allowed children to be brought to the workplaces, and/or provided advice and referral service on child-family care at 5% each.

**Non-Statutory Leave Arrangements Granted**

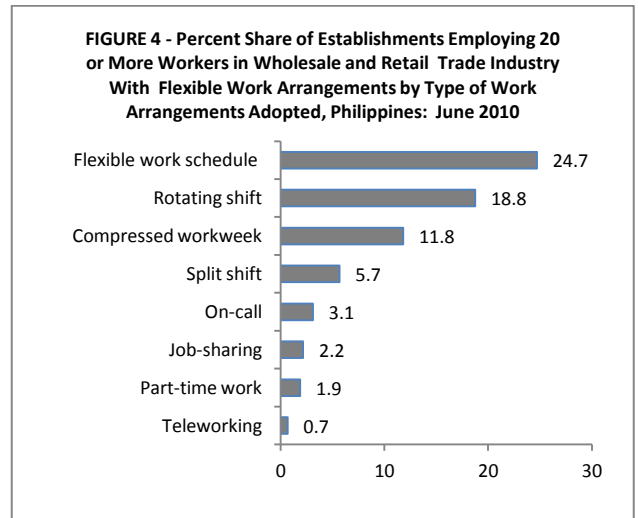
- To allow workers to balance work and family responsibilities, non-statutory leave arrangements were granted by 7 out of every 9 establishments engaged in wholesale and retail trade. (Table 3)

- Of the various non-statutory leave arrangements, the use of leave benefits to attend to urgent family concerns was the most popular and was granted by more than half (56.1%) of the establishments. This was followed by child birth related leaves both with and without pay. About 7.3% of the establishments allowed employees to go on study leave. (Figure 3)
- More than three-fourths (77.2%) of the establishments granted non-statutory leave arrangements to regular rank and file employees while more than half provided these to managers/executives and % of establishments granted these types of leave arrangements to their non-regular rank and file employees. (Table 3)



**Flexible Work Arrangements Adopted**

- More than half (50.9%) of total establishments in wholesale and retail trade adopted various flexible work arrangements in 2010. Most common of which was flexible work schedule (24.7%), followed by rotating shift (18.8%) and compressed workweek (11.8%). Merely 0.7% of establishments adopted teleworking. (Figure 4)
- Rotating shift schedule (18.2%), flexible work schedule (17.8%) and compressed workweek (10.3%) were the most prevalent arrangements adopted by establishments for regular rank and file employees. These were also implemented for non-regular rank and file employees with respective shares of 9.8%, 5.6% and 3.9%. (Table 4)



**Definitions:**

**Flexible work schedule (flexi-time)** - an arrangement where an employee works at least eight (8) hours each working day, with attendance during “core” hours compulsory, but may start and quit work at his/her convenient time, provided that this does not disrupt the daily operation and delivery of service of the establishment.

**Rotating shift** - an arrangement where an employee’s work schedule changes periodically from days to evenings or vice versa.

**Compressed workweek**- the normal workweek is reduced to less than six (6) days but the total number of work hours of 48 hours per week shall remain. The normal workday is reduced to more than eight (8) hours but not to exceed 12 hours, without corresponding overtime premium.

**Split shift** - an arrangement where employees’ work schedule at the place of employment is divided into 2 periods of time, that are separated by an interval longer than a normal rest period.

**On-call** - an arrangement where a worker is on standby and is only called when needed to do a job, and is only paid for the hours worked.

**Job-sharing** - an arrangement where two or more employees share one job. This arrangement is resorted to as workers would rather cut their wages and work time than cutting down on work force.

**Part-time work** - an arrangement where an employee is allowed to work at jobs which provide less than the working time normal to the establishment.

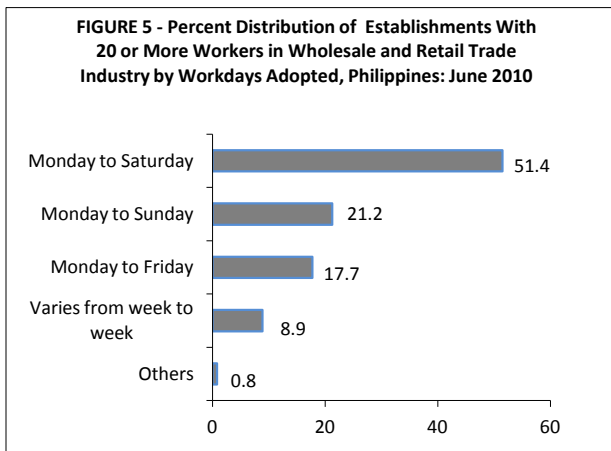
**Teleworking** - an arrangement where an employee (teleworker) is allowed to work at home. A teleworker often networks; the popular practice is for them to work in their local vicinity and communicate with their establishment located elsewhere. A teleworker is different from a homemaker as he/she has greater control over his/her skills and means of production and labor.

- Flexible work schedule was the most common work arrangement provided for managers/executives by 17.3% of establishments, followed by compressed workweek (8.6%) and rotating shift (7.1%). Similarly, flexible work schedule was the most common arrangement adapted by 11.9% of establishments for supervisors/foremen. This was followed by rotating shift (9.8%) and compressed workweek (7.0%).

**Practices on Working Time Arrangements**

**Workdays Adopted**

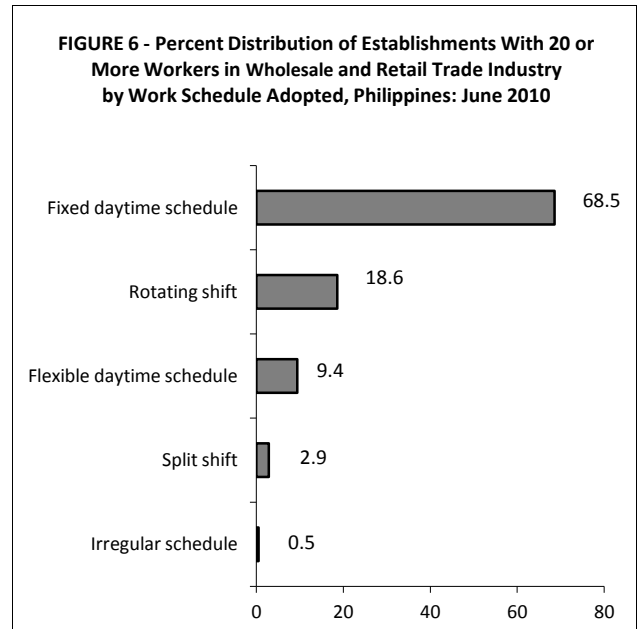
- More than half of the establishments (51.4%) observed a workweek of Monday to Saturday for majority of their employees while 17.7% had Monday to Friday workweek. Due to the nature of business, about 1 out of every 5 establishments (21.2%) adopted a 7-day workweek. (Figure 5)



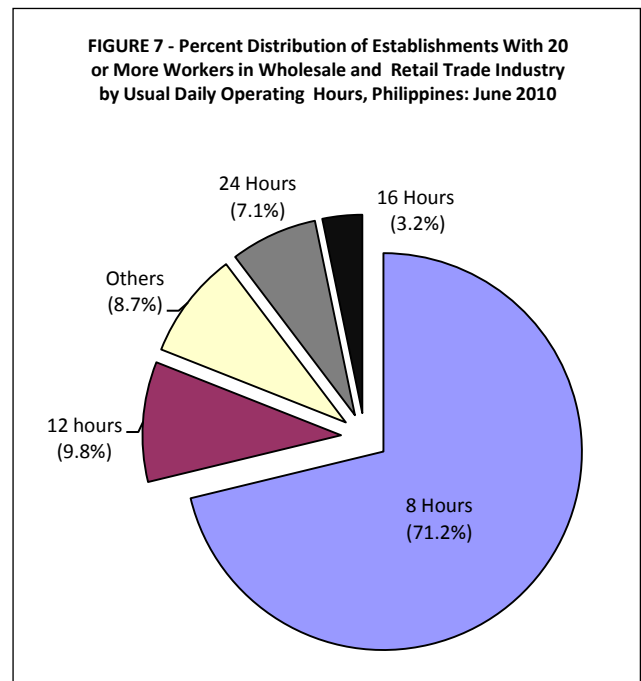
**Work Schedule Adopted**

- Fixed daytime schedule was the most observed work schedule in wholesale and retail trade industry. This was adopted by majority of the establishments (68.5%). (Figure 6)
- Nature of business (39.1%) and company-imposed policy (38.3%) were the reasons

cited by establishments for adopting this work schedule.



- Five out of every 7 establishments (71.2%) in wholesale and retail trade industry had 8 hour a day as their usual operating hours. About 10.0% were in operation for 12 hours a day while 7.1% were on 24 hours operation. (Figure 7)

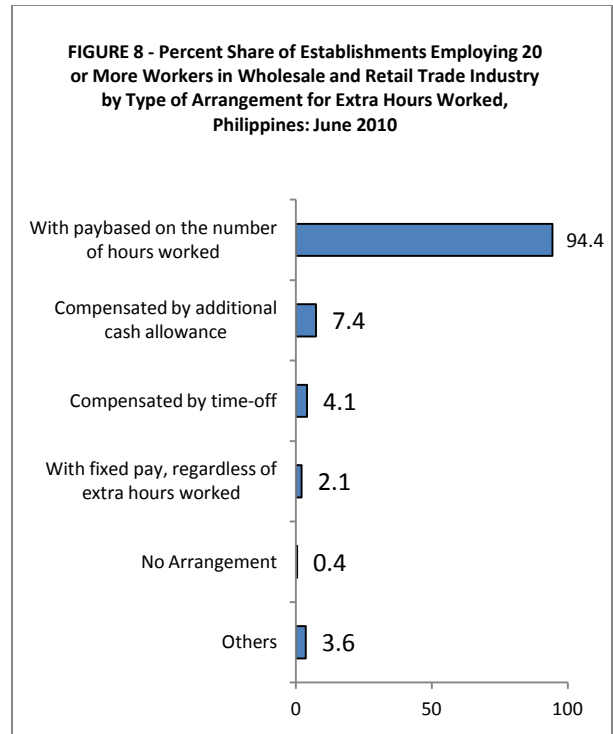


## Evening and Graveyard Shifts

- The wholesale and retail trade industry (12.6% or 1,180) ranked third (next to hotels and restaurants and manufacturing) in terms of percent share of establishments with evening shift<sup>1</sup> and graveyard shift<sup>2</sup>.
- The industry reported a total of 359,889 employees with 8.6% (30,834) working on evening and graveyard shifts. More than half (53.0% or 16,346) of those on evening and graveyard shifts were women.

## Arrangement for Extra Hours Worked

- Employees in 3 out of every 4 establishments (3,675 or 74.6%) rendered extra hours of work in excess of their regular working hours in 2010.
- Hours of work rendered in excess of regular working hours were paid by establishments based on the number of hours worked (94.4%). A lesser proportion provided additional cash allowance (7.4%) or granted time-off (4.1%). (Figure 8)



<sup>1</sup>Evening shift- for example, 2:00 pm until 11:00 pm or 3:00 pm until midnight.

<sup>2</sup> Graveyard shift- for example, 9:00 pm until 6:00 am

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### FOR INQUIRIES

Regarding this report contact **Labor Relations Statistics Division** at 527-3000 local 319 (Telefax)  
 Regarding other statistics and technical services contact **BLES Data Bank** at 527-9311 (Telefax)  
 Or Write to BLES c/o **Data Bank**, 3/F DOLE Bldg., Gen. Luna St., Intramuros, Manila, 1002  
 Fax: 527-5506 E-mail: bles\_lrsd@dole.gov.ph Website: <http://www.bles.dole.gov.ph>

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**TABLE 1 – Number and Percent Share of Establishments Employing 20 or More Workers in Wholesale and Retail Trade Industry by Facilities Available, Philippines: June 2010**

Facilities Available	Number	Percent
<b>Total Establishments</b>	<b>4,928</b>	<b>100.0</b>
<b>Food Service</b>	<b>3,514</b>	<b>71.3</b>
Pantry	2,613	53.0
Canteen/Food services	1,516	30.8
<b>Health and Fitness</b>	<b>1,478</b>	<b>30.0</b>
Sleeping/Nap area	1,016	20.6
Sports facilities	591	12.0
Physical/Wellness center	189	3.8
Spa/Massage facilities/services	6	0.1
<b>Workplace Accessibility</b>	<b>945</b>	<b>19.2</b>
Transport arrangement for all employees	531	10.8
Transport arrangement only for employees on night shift or rendering overtime work	337	6.8
Others	161	3.3
<b>Child Care</b>	<b>258</b>	<b>5.2</b>
Breastfeeding area for lactating mothers	134	2.7
Waiting/Play room	119	2.4

Note: Details may not add up to totals due to multiple responses.

Source of data: Bureau of Labor and Employment Statistics, 2009/2010 BLES Integrated Survey.

**TABLE 2 – Number and Percent Share of Establishments Employing 20 or More Workers in Wholesale and Retail Trade Industry by Programs Implemented, Philippines: June 2010**

Programs Implemented	Number	Percent
<b>Total Establishments</b>	<b>4,928</b>	<b>100.0</b>
<b>Financial and Other Support Programs</b>	<b>4,122</b>	<b>83.6</b>
Emergency loan	3,161	64.1
Salary loan	2,878	58.4
Employees cooperative/Provident fund	914	18.5
Asset acquisition loan	742	15.1
<b>Health and Fitness</b>	<b>2,794</b>	<b>56.7</b>
Health Maintenance Organization (HMO)	1,650	33.5
Medical subsidy	1,246	25.3
Medical insurance	1,035	21.0
Stress Management/Counseling	490	9.9
HIV/AIDS Prevention Program	327	6.6
Health/Fitness program subsidy	279	5.7
<b>Child and Family Care</b>	<b>2,605</b>	<b>52.9</b>
Implements work and family programs	2,264	45.9
Conducts seminars on balancing work	522	10.6
Implements family planning service	308	6.3
Allows children to be brought into workplace	257	5.2
Provides advice and referral service on child-family care	254	5.2
Others	52	1.1
<b>Education</b>	<b>1,818</b>	<b>36.9</b>
Educational loan	1,300	26.4
Educational assistance	1,011	20.5

Note: Details may not add up to totals due to multiple responses.

Source of data: Bureau of Labor and Employment Statistics, 2009/2010 BLES Integrated Survey.

**TABLE 3 – Percent Share of Establishments Employing 20 or More Workers in Wholesale and Retail Trade Industry With Non-Statutory Leave Arrangements by Type of Leave Arrangements Provided and Occupational Category, Philippines: June 2010**

Non-Statutory Leave Arrangement Provided	All Occupations	Managers/ Executives	Supervisors/ Foremen	Rank and File	
				Regular	Non-Regular
<b>TOTAL</b>	<b>78.6</b>	<b>56.4</b>	<b>53.1</b>	<b>77.2</b>	<b>14.5</b>
Use of leave benefits to attend to urgent family concerns	56.1	45.8	42.3	54.3	-
Extended maternity leave without pay	29.8	14.7	16.0	28.8	9.9
Extended maternity leave with pay	28.3	16.0	14.2	25.0	-
Extended paternity leave without pay	22.4	13.4	12.8	21.4	8.2
Extended paternity leave with pay	21.1	14.5	12.5	18.9	-
Flexible holiday schedule	20.0	13.1	11.0	17.6	4.5
Forced leave	14.5	9.4	10.6	13.9	-
Time-off in lieu of extra hours worked	14.2	10.3	8.7	11.4	2.7
Career break	8.7	6.6	4.3	5.7	-
Study leave	7.3	6.1	5.0	7.7	-
Others	3.2	3.0	2.0	2.6	0.6

Note: Details may not add up to totals due to multiple responses.

Source of data: Bureau of Labor and Employment Statistics, 2009/2010 BLES Integrated Survey.

**TABLE 4 – Percent Share of Establishments Employing 20 or More Workers in Wholesale and Retail Trade Industry With Flexible Work Arrangements by Type of Work Arrangements Adopted and Occupational Category, Philippines: June 2010**

Flexible Work Arrangements Adopted	All Occupations	Managers/ Executives	Supervisors/ Foremen	Rank and File	
				Regular	Non-Regular
<b>TOTAL</b>	<b>50.9</b>	<b>31.4</b>	<b>30.6</b>	<b>45.5</b>	<b>21.4</b>
Flexible work schedule	24.7	17.3	11.9	17.8	5.6
Rotating shift	18.8	7.1	9.8	18.2	9.8
Compressed workweek	11.8	8.6	7.0	10.3	3.9
Split shift	5.7	0.6	2.5	4.8	2.2
On-call	3.1	1.1	1.4	1.4	0.9
Job-sharing	2.2	0.5	0.8	2.1	0.6
Part-time work	1.9	-	-	0.6	1.5
Teleworking	0.7	0.7	0.6	0.6	-

Note: Details may not add up to totals due to multiple responses.

Source of data: Bureau of Labor and Employment Statistics, 2009/2010 BLES Integrated Survey.