

# 5. Technical Appendix

## **What is the International Review?**

The international review provides comparable information on leave policies in participating countries, in the form of country notes. Each country note is organised in four sections: Current leave and other employment-related policies to support parents; Relationship between leave policy and early childhood education and care policy; Changes in policy since the preceding review; and Take-up of leave. Before 2018, the review also included a fifth section on Research and publications.

Types of leave covered are: Maternity leave; Paternity leave; Parental leave; Childcare leave and Career breaks; and Other employment-related measures, including leave to care for sick or disabled relatives. Definitions of each main type of leave are given at <https://www.leavenetwork.org/leave-policies-research/defining-policies/>. Information on each type of leave in country notes is organised using a common format.

In addition, the review has a number of comparative tables, enabling comparison to be made between participating countries.

Information included in the review refers to a common reference date, usually April in the year of publication.

The review is published on-line, both as a complete document and disaggregated into individual countries and cross-national tables.

## **How is the review produced?**

Country notes are produced by one or more national experts, usually members of the international network on leave policies and research. After a country note is initially prepared, the authors are requested to review and update it each year. The review is overseen and edited by an editorial group, currently consisting of five network members; each year, one member of the team assumes the role of lead editor.

For each review, countries are allocated between members of the editorial team. Members then contact the national experts for the countries for which they are responsible, asking the experts to review and update the previous year's country note. The editors then review and edit the revised country notes, returning the edited country note to national experts for them to check; editors will also ask experts to clarify any points that are not clear. Once

the national experts respond, the country note is considered finalised for the current year.

Responsibility for updating cross-national tables is also divided between members of the editorial team, so each editor has overview of one or two tables. Editors update the entries in each table for the countries they are responsible for. National experts are also requested, each year, to check their country's entry in the tables and inform the editorial team- if they find any errors.

Overall, the review depends on the knowledge and experience of the national experts who author and revise country notes. However, the editorial team always welcome comments from users of the review, either raising queries about country notes and comparative tables, or making suggestions about items for inclusion in future reviews.

### **How are countries selected for the review?**

When the review was begun, in 2005, the first countries to be included reflected the membership of the network as it then stood. As the network has gained new members from new countries, so too has the review expanded to include those countries.

Most of the countries covered by the review are European, and in recent years a proactive attempt has been made to include all European Union member states. However, the review also includes many non-European countries. It was recently decided to limit new entrants in any one year to two countries.

### **Format and house style**

The format of the review is decided by the editorial team for the review, in consultation with the network's coordinators and network members. Over time, new items have been included, in response to changing conditions or emerging interests, e.g. the inclusion of items on eligibility for leave including same-sex couples.

The house style conventions, used in editing the review, stem from a period of time when the review was funded and published by a UK government department. The department requested the review use its 'style guide'. Although no longer funded and published by the department, the editors have continued to use the house style.

### **Some technical notes**

1. For presenting financial amounts, e.g. payment to people taking leave, the reference currency used is the Euro. Other

national currencies are expressed in Euros based on the exchange rate at a common date shortly before the review is published.

2. All information about leave policies refers to a common reference date given at the top of each country note, usually April of the year in which the review is published. Any changes in leave policies scheduled to be introduced after this date are not included in Section 1, which provides information on leave policies at the common reference date; these changes may, however, be noted in Section 3, on 'Changes in policy'.
3. Duration of leave uses a common duration period. If that duration is months but the period of leave in a country is expressed as weeks, weeks are converted to months on the basis of 4.3 weeks=1 month, i.e. 12 weeks would be expressed as 2.8 months.