

American Time Use Survey Leave Module Questionnaire

August 2012

The ATUS Leave Module is sponsored by the U.S. Department of Labor Women's Bureau. The ATUS is sponsored by the Bureau of Labor Statistics and conducted by the U.S. Census Bureau.

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Introduction

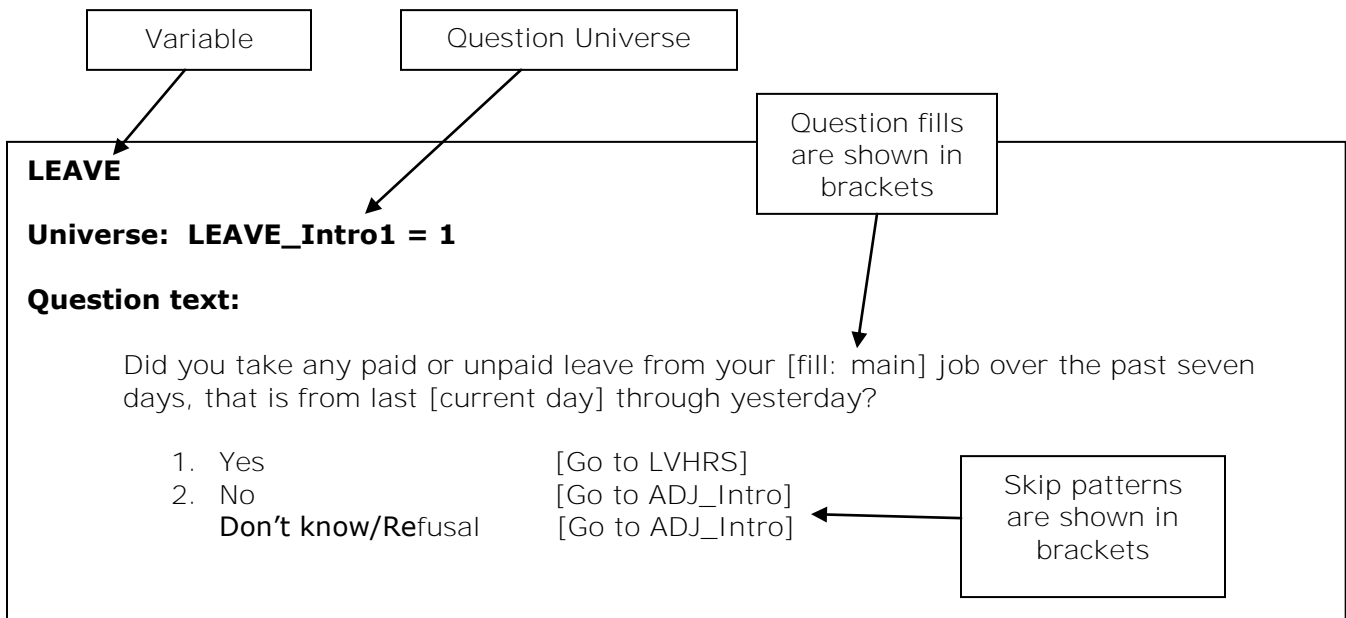
Sponsored by the U.S. Department of Labor Women’s Bureau, the Leave Module was introduced into the American Time Use Survey (ATUS) in January 2011 and fielded through December 2011. The ATUS is a continuous survey that started in January 2003. The Leave Module includes questions about workers’ access to paid and unpaid leave, reasons workers were able to take paid and/or unpaid leave, and whether and how workers could adjust their work schedules. The Leave Module also contains two questions on general health.

Respondents who were coded as employed wage and salary workers in the ATUS and completed a 24-hour diary were selected for the Leave Module. This includes respondents who:

- Worked in the last seven days for pay or profit or
- Had at least one full- or part-time job, including one in which they were temporarily absent.

The Leave Module questionnaire provides the data user with question universes, question wording, response choices, and skip patterns based on different responses. It also includes descriptions of each section of the module. Each question asked in the module has a variable name associated with it. Variable names associated with the questions should not be confused with the variable names provided in the ATUS data dictionaries and on the data files. After collection, many variables are processed further to improve data quality; the names of variables appearing in the data files contain information about how they were processed. For more information, please see the section titled ATUS Naming Conventions and Definitions in the ATUS Leave Module Data Dictionary (<http://www.bls.gov/tus/dictionaries.htm>).

Information for each question is contained within individual boxes in this document. (See example below.)



Section 1: Access to Paid Leave

The Leave Module begins with an introduction explaining the content of the next set of questions and then proceeds to a screen asking about access to paid **leave at one's job**. Access to paid leave questions were designed to provide information on who had access to paid leave at their jobs, reasons for which workers were able to take paid leave from their jobs, and the types of paid leave plans workers had at their jobs.

PAID_Intro

**Universe: [(FWK = 1) OR (BUS2 = 1) OR (ABSRSN = 4-12, 14, Don't Know, Refused)]
AND
[IO1INC = 1, Don't Know, Refused, or empty)]**

The next few questions are about paid and unpaid leave from a job.

Enter 1 to Continue [Go to PAID]

PAID

Universe: PAID_INTRO = 1

[Fill: Thinking about the job where you worked the most hours last week] Do you receive paid leave on your job?

1. Yes [Go to RSNPD_A]
2. No
Don't Know/ Refused [Go to UNPD_INTRO]

RSNPD_A

Universe: PAID = 1

I'm going to read you a list of reasons why you might have to miss work. For each reason, please tell me if you are able to take paid leave in your [fill: current/main] job.

Own illness or medical care

1. Yes
2. No
Don't know/Refusal [Go to RSNPD_B]

RSNPD_B**Universe: Entry in RSNPD_A**

Illness or medical care of another family member

1. Yes
2. No
Don't know/Refusal [Go to RSNPD_C]

RSNPD_C**Universe: Entry in RSNPD_B**

Childcare, other than for illness

1. Yes
2. No
Don't know/Refusal [Go to RSNPD_D]

RSNPD_D**Universe: Entry in RSNPD_C**

Eldercare, other than for illness

1. Yes
2. No
Don't know/Refusal [Go to RSNPD_E]

RSNPD_E**Universe: Entry in RSNPD_D**

Vacation

1. Yes
2. No
Don't know/Refusal [Go to RSNPD_F]

RSNPD_F**Universe: Entry in RSNPD_E**

Errands or personal reasons

1. Yes
2. No
Don't know/Refusal [Go to RSNPD_G]

RSNPD_G**Universe: Entry in RSNPD_F**

Birth or adoption of a child

1. Yes
2. No
Don't know/Refusal [Go to PTO]

PTO**Universe: Entry in RSNPD_G**

Does your employer offer a single type of paid leave that can be used for multiple purposes, such as sick leave, vacation, or personal leave – these plans are sometimes called consolidated leave plans or PTOs?

1. Yes [Go to SEPPD_A]
2. No
Don't Know/Refusal [Go to PDTYPE]

SEPPD**Universe: PTO=1**

Does your employer also offer separate paid leave for... [Read all]

SEPPD_A Holidays?

1. Yes
2. No
Don't Know/Refusal [Go to SEPPD_B]

SEPPD_B**Universe: Entry in SEPPD_A**

Maternity or paternity leave?

1. Yes
2. No
Don't Know/Refusal [Go to SEPPD_C]

SEPPD_C**Universe: Entry in SEPPD_B**

Additional sick leave, not already included in your PTO?

1. Yes
2. No
Don't Know/Refusal [Go to UNPD_INTRO]

PDTYPE_A**Universe: PTO = 2, Don't Know, or Refused**

Employers offer different types of paid leave plans. Does [fill: your employer/the employer where you worked the most hours last week] offer you separate ...

Paid sick leave (for yourself or to care for other family members)?

1. Yes
2. No
Don't Know/Refusal [Go to PDTYPE_B]

PDTYPE_B**Universe: Entry in PDTYPE_A**

Paid vacation or annual leave?

1. Yes
2. No
Don't Know/Refusal [Go to PDTYPE_C]

PDTYPE_C**Universe: Entry in PDTYPE_B**

Paid personal leave?

1. Yes
2. No
Don't Know/Refusal [Go to PDTYPE_D]

PDTYPE_D**Universe: Entry in PDTYPE_C**

Paid holidays?

1. Yes
 2. No
- Don't Know/Refusal [Go to PDTYPE_E]

PDTYPE_E**Universe: Entry in PDTYPE_D**

Paid maternity or paternity leave?

1. Yes
 2. No
- Don't Know/Refusal [Go to UNPD_INTRO]

Section 2: Access to Unpaid Leave

Questions about access to unpaid leave were designed to provide information on **workers' understanding** of their access to and use of unpaid leave and reasons for which workers were allowed to take unpaid leave.

UNPD_INTRO**Universe: (PAID = 2, Don't Know, or Refused) OR (Entry in SEPPD_c) OR (Entry in PDTYPE_e)**Now I'm going to ask you about unpaid leave.

Enter 1 to Continue [Go to UNPAID]

UNPAID**Universe: UNPD_Intro = 1****Question text:**

[In addition to your paid leave/In your main job] are you allowed to take time off from work without pay?

- | | |
|--------------------|---|
| 1. Yes | [Go to RSNUN_A] |
| 2. No | |
| Don't know/Refused | [If PAID ≠ 1, go to ADJ_INTRO],
[Else if FABS =1, then go to LEAVE_INTRO2],
[Else go to LEAVE_INTRO1] |

RSNUN_A**Universe: UNPAID = 1****Question text:**

I'm going to read a list of reasons why you might have to miss work. Assuming that you have received your employer's approval, for each reason, please tell me whether or not you are able to take time off from work without pay.

Own illness or medical care

- | | |
|--------------------|-----------------|
| 1. Yes | |
| 2. No | |
| Don't know/Refusal | [Go to RSNUN_B] |

RSNUN_B**Universe: Entry in RSNUN_A****Question text:**

Illness or medical care of another family member

- | | |
|--------------------|-----------------|
| 1. Yes | |
| 2. No | |
| Don't know/Refusal | [Go to RSNUN_C] |

RSNUN_C**Universe: Entry in RSNUN_B****Question text:**

Childcare, other than for illness

1. Yes
 2. No
- Don't know/Refusal [Go to RSNUN_D]

RSNUN_D**Universe: Entry in RSNUN_C****Question text:**

Eldercare, other than for illness

1. Yes
 2. No
- Don't know/Refusal [Go to RSNUN_E]

RSNUN_E**Universe: Entry in RSNUN_D****Question text:**

Vacation

1. Yes
 2. No
- Don't know/Refusal [Go to RSNUN_F]

RSNUN_F**Universe: Entry in RSNUN_E****Question text:**

Errands or personal reasons

1. Yes
 2. No
- Don't know/Refusal [Go to RSNUN_G]

RSNUN_G

Universe: Entry in RSNUN_F

Question text:

Birth or adoption of a child

- 1. Yes [Go to UNEVER]
- 2. No
Don't know/Refusal [If (RSNUN_A = 1) OR (RSNUN_B = 1) OR (RSNUN_C = 1) OR (RSNUN_D = 1) OR (RSNUN_E = 1) OR (RSNUN_F = 1), Go to UNEVER]
[Else if FABS = 1, go to LEAVE_Intro2]
[Else go to LEAVE_Intro1]

UNEVER

Universe: (RSNUN_A = 1) OR (RSNUN_B = 1) OR (RSNUN_C = 1) OR (RSNUN_D = 1) OR (RSNUN_E = 1) OR (RSNUN_F = 1) OR (RSNUN_G = 1)

Question text:

In your [fill: main/current] job, have you ever taken unpaid leave for [fill: this/these] reason(s)?

- 1. Yes [If more than one of RSNUN_A – RSNUN_G = 1, go RSNEVER]
[Else if FABS = 1, go to LEAVE_Intro2]
[Else go to LEAVE_Intro1]
- 2. No
Don't know/Refusal [If FABS = 1 then goto LEAVE_Intro2]
[Else go to LEAVE_Intro1]

RSNEVER

Universe: (UNEVER = 1 AND more than one of RSNUN_A – RSNUN_G = 1)

Question text:

Which ones? That is, for what reasons have you taken unpaid leave in your [fill: current/main] job?

- * Mark all that apply.
- * Read highlighted options only.

- 1. Own illness or medical care**
- 2. Illness or medical care of another family member**
- 3. Childcare, other than for illness**
- 4. Eldercare, other than for illness**
- 5. Vacation**
- 6. Errands or personal reasons**
- 7. Birth or adoption of a child**
- Don't Know/Refusal [If FABS = 1 go to LEAVE_Intro2]
[Else go to LEAVE_Intro1]

Section 3: Leave taken in last week

The next set of questions collects information about the amount, type, and reasons for which workers took paid or unpaid leave in the week prior to the interview day.

LEAVE_Intro1

Universe: (FWK = 1 OR BUS2 = 1) AND (PAID = 1 OR UNPAID = 1)

Question text:

Now I want to ask you about your work time in the past week.

* Enter 1 to continue. [Go to LEAVE]

LEAVE

Universe: LEAVE_Intro1 = 1

Question text:

Did you take any paid or unpaid leave from your [fill: main] job over the past seven days, that is from last [fill: current day] through yesterday?

1. Yes [Go to LVHRS]
2. No
Don't know/Refusal [Go to ADJ_Intro]

LVHRS

Universe: LEAVE = 1

Question text:

In the past seven days, how many hours of leave did you take in total?

<1-168, Don't Know, Refusal> [If PAID = 1 go to PDWK]
[Else go to LVMAIN]

LEAVE_Intro2

Universe: (FABS=1 AND PAID_INTRO = 1) OR (FWK=3 AND RET1a=3 AND ABSRSN = 4-12,14, Don't Know, Refused)

Question text:

Earlier in the interview, you said that you did not work in the last seven days. How long have you been absent from your [fill: current/main] job?

* Enter the number of days, weeks, or months.

<1-99> [Go to Intro2_SP]
 < Don't Know, Refusal > [If PAID = 1, go to PDWK]
 [Else go to LVMAIN]

Intro2_SP

Universe: LEAVE_Intro2 = 1-99

Question text:

* Specify days, weeks, or months.

1. Days
2. Weeks
3. Months [If PAID = 1, go to PDWK]
 [Else go to LVMAIN]

PDWK

Universe: (PAID = 1 and LEAVE = 1) OR (PAID = 1 and FABS = 1)

Question text:

Did you use paid leave for any of the time that you took off from work in the past seven days?

* If necessary, probe to determine which "yes" – 1 or 2, above- is applicable.

1. Yes, paid for all
 2. Yes, paid for some
 3. No, not paid
- Don't know/Refusal [Go to LVMAIN]

LVMAIN

Universe: LEAVE = 1 OR (FABS = 1 and PAID_INTRO = 1)

Question text:

Thinking about your longest period of leave in the last seven days, what was the main reason you had to take off from work?

* Read highlighted options.

- 1. Own illness or medical care** [Go to LVPAIN]
- 2. Illness or medical care of another family member** [Go to FAMILL]
- 3. Childcare, other than for illness**
- 4. Eldercare, other than for illness**
- 5. Vacation**
- 6. Errands or personal reasons**
- 7. Birth or adoption of a child**
- 8. Other
Don't Know/Refusal

<3-8, Don't Know, Refusal> [If FABS = 1 and (PDWK = 3 or PAID ≠ 1),
go to ADJ_Intro]
[Else if FWK = 1 and (PDWK = 3 or PAID ≠ 1), go to
ADDLV]
[Else go to LVILL]

LVPAIN

Universe: LVMAIN = 1

Question text:

Was your illness or medical care work-related?

- 1. Yes
- 2. No
Don't Know/Refusal [If FABS = 1 and (PDWK = 3 or PAID ≠ 1),
go to ADJ_Intro]
[Else if FWK = 1 and (PDWK = 3 or PAID ≠ 1),
go to ADDLV]
[Else go to LVILL]

FAMILL**Universe: LVMAIN = 2****Question text:**

Which member(s) of your family were ill?

* Mark all that apply

1. Spouse or partner
2. Child
3. Parent
4. Other relative
5. Other

Don't Know/Refusal

[If FABS = 1 and (PDWK = 3 or PAID ≠ 1), go to ADJ_Intro]

[Else if FWK = 1 and (PDWK = 3 or PAID ≠ 1), go to ADDLV]

[Else go to LVILL]

LVILL**Universe: PDWK = 1 or 2****Question text:**

What type(s) of leave did you use for this reason?

* Mark all that apply

* Read highlighted options.

- 1. Sick leave (for yourself or to care for other family members)**
- 2. (Paid) Vacation or annual leave**
- 3. (Paid) Personal leave**
- 4. Paid holidays**
- 5. (Paid) Maternity or paternity leave**
- 6. PTO or consolidated leave**
- 7. Unpaid leave**
8. Other, specify [Go to LVILL_SP]
Don't Know/Refusal

<1-7, Don't Know, Refusal >

[If FABS = 1, go to ADJ_intro]

[Else go to ADDLV]

LVILL_SP**Universe: LVILL = 8****Question text:**

* Specify

[If FABS = 1, go to ADJ_Intro]
[Else go to ADDLV]**ADDLV****Universe: LEAVE = 1 AND (FWK = 1 or BUS2 = 1)****Question text:**

[fill: You said you were on leave for (answer from LVMAIN)]. In the past seven days, did you take additional leave for any other reason?

1. Yes
2. No

Don't know/Refusal

[Go to LVYTD]

LVYTD**Universe: LEAVE = 1 AND (FWK = 1 or BUS2 = 1)****Question text:**

Did you take any paid or unpaid leave from your job yesterday?

1. Yes
2. No

Don't know/Refusal

[If ADDLV = 1, go to YTDMAIN]
[Else goto ADJ_Intro]

YTDMAIN**Universe: (ADDLV = 1 and LVYTD = 1)****Question text:**

What was the main reason you had to take off from work yesterday?

* Read highlighted options.

- 1. Own illness or medical care**
- 2. Illness or medical care of another family member**
- 3. Childcare, other than for illness**
- 4. Eldercare, other than for illness**
- 5. Vacation**
- 6. Errands or personal reasons**
- 7. Birth or adoption of a child**
8. Other
Don't Know/Refusal

[Go to ADJ_Intro]

Section 4: Schedule adjustments

The next set of questions collects information about whether and how workers could adjust their workschedules instead of taking leave.

ADJ_Intro**Universe: PAID_INTRO = 1****Question text:**

Now I'm going to ask you about schedule adjustments.

* Enter 1 to continue.

[If PAID = 2 and UNPAID = 2, go to ADJ_a]
[Else if PAID = 2 and UNPAID = 1, go to ADJ_b]
[Else if PAID = 1 and UNPAID = 2, go to ADJ_c]
[Else if PAID = 1 and UNPAID = 1, go to ADJ_d]

ADJ_a**Universe: (ADJ_Intro = 1) AND (PAID ≠ 1 and UNPAID ≠ 1)****Question text:**

You said that you don't have leave available [in your main job], but can you vary your work schedule or location if you needed to take time off work?

- 3. Yes [Go to VARY_a]
- 4. No
Don't Know/ Refusal [If FABS = 1 then goto HEALTH]
[Else go to NOLV_Intro]

ADJ_b**Universe: (ADJ_Intro = 1) AND (PAID ≠ 1 and UNPAID = 1)****Question text:**

Can you vary your work schedule or location instead of taking unpaid leave?

- 1. Yes [Go to VARY_a]
- 2. No
Don't Know/ Refusal [If FABS = 1 then goto HEALTH]
[Else go to NOLV_Intro]

ADJ_c**Universe: (ADJ_Intro = 1) AND (PAID = 1 and UNPAID ≠ 1)****Question text:**

Can you vary your work schedule or location instead of taking paid leave?

- 3. Yes [Go to VARY_a]
- 4. No
Don't Know/Refusal [If FABS = 1 then goto HEALTH]
[Else go to NOLV_Intro]

ADJ_d**Universe: (ADJ_Intro = 1) AND (PAID = 1 and UNPAID = 1)****Question text:**

Can you vary your work schedule or location instead of taking leave?

1. Yes [Go to VARY_a]
2. No
 Don't Know/ Refusal [If FABS = 1 then goto HEALTH]
 [Else go to NOLV_Intro]

VARY_a**Universe: (ADJ_a = 1) OR (ADJ_b = 1) OR (ADJ_c = 1) OR (ADJ_d = 1)****Question text:**

How can you vary your work schedule or location? Can you change:

The days that you work?

1. Yes
2. No
 Don't Know/Refusal

<1, 2, Don't Know, Refusal> [Go to VARY_b]

VARY_b**Universe:** VARY_a = 1, 2, Don't Know, or Refused**Question text:**

How can you vary your work schedule or location? Can you change:

The hours that you work?

1. Yes
2. No
 Don't Know/Refusal

<1, 2, Don't Know, Refusal> [Go to VARY_c]

VARY_c

Universe: VARY_b = 1, 2, Don't Know, or Refused

Question text:

The location where you work?

- 1. Yes
- 2. No
- Don't Know/Refusal

<1, 2, Don't Know, Refusal> [If FABS = 1 then go to HEALTH]
 [Else if PAID = 2 and UNPAID = 2 go to ADJWK_a]
 [Else if LEAVE = 1 go to ADJWK_b]
 [Else go to NOLV_Intro]

ADJWK_a

Universe: (VARY_c = 1, 2, Don't Know, or Refused) AND (FABS ≠ 1) AND (PAID ≠ 1 and UNPAID ≠ 1)

Question text:

In the last seven days – that is from [current day] through yesterday – did you change your work schedule or location because you needed to take time off work?

- 1. Yes [Go to VARYWK]
- 2. No
- Don't Know/Refusal [Go to NOLV_Intro]

ADJWK_b

Universe: (VARY_c = 1, 2, Don't Know, or Refusal) AND (FABS ≠ 1) AND (LEAVE = 1) AND (PAID = 1 or UNPAID = 1)

Question text:

In the last seven days – that is from [fill = DAY] through yesterday – did you change your work schedule or location rather than use additional leave?

- 1. Yes [Go to NOADD_a]
- 2. No
- Don't Know/Refusal [Go to NOLV_Intro]

ADJWK_c

Universe: (VARY_c = 1, 2, Don't Know, or Refused) AND (FABS ≠ 1) AND (LEAVE = 2) AND (PAID = 1 or UNPAID = 1)

Question text:

In the last seven days – that is from [fill = DAY] through yesterday – did you change your work schedule or location rather than use additional leave?

1. Yes [Go to NOADD_b]
2. No
Don't Know/Refusal [Go to NOLV_Intro]

NOADD_a

Universe: ADJWK_b = 1

Question text:

Why did you decide not to take additional leave?

- *Mark all that apply
- *Read highlighted options.

- 1. Too much work**
- 2. Wanted to save leave**
- 3. Leave was denied**
- 4. Did not have enough leave**
- 5. Fear of job loss or other negative employment-related consequence**
- 6. Could not afford the loss in income**
7. Other
Don't Know/Refusal [Go to VARYWK]

NOADD_b**Universe: ADJWK_c = 1****Question text:**

Why did you decide not to take leave instead?

*Mark all that apply

*Read highlighted options.

- 1. Too much work**
 - 2. Wanted to save leave**
 - 3. Leave was denied**
 - 4. Did not have enough leave**
 - 5. Fear of job loss or other negative employment-related consequence**
 - 6. Could not afford the loss in income**
 7. Other
Don't Know/Refusal
- [Go to VARYWK]

VARYWK**Universe: [(ADJWK_a = 1) OR (ADJWK_b = 1) OR (ADJWK_c = 1)]****Question text:**

In what way did you change your schedule in the last seven days?

*Mark all that apply.

*Read highlighted options.

- 1. Worked different hours than usual, but the same total**
 - 2. Worked fewer hours than usual**
 - 3. Worked more hours than usual**
 - 4. Worked different days than usual, but same total**
 - 5. Worked fewer days than usual**
 - 6. Worked more days than usual**
 - 7. Worked at a different location than usual**
 8. Other
Don't Know/Refusal
- [Go to RSNVARY]

RSNVARY**Universe: VARYWK = 1-8, Don't Know, Refused****Question text:**

Why did you need to change your work schedule or location [fill: instead of taking leave]?

*Mark all that apply.

*Read all.

1. Own illness or medical care [Go to LVPAIN2]
2. Illness or medical care of another family member
3. Childcare, other than for illness
4. Eldercare, other than for illness
5. Vacation
6. Errands or personal reasons
7. Birth or adoption of a child

Don't Know/Refusal

<2-7, Don't Know, Refusal>

[Go to NOLV_Intro]

LVPAIN2**Universe: RNSVARY = 1****Question text:**

Was your illness or medical care work-related?

1. Yes
2. No

Don't Know/Refusal

[Go to NOLV_Intro]

Section 5: Non-use of Leave

The next set of questions collects information about times when workers needed to take leave from work but could not, the reason(s) for which they needed to take leave but did not, and the reason(s) why they did not take leave.

NOLV_Intro

Universe: FABS \neq 1 AND PAID_INTRO = 1

Question text:

The next few questions are about times when you may have needed to take off from work but could not.

* Enter 1 to continue.

[Go to NOLV]

NOLV

Universe: NOLV_Intro = 1

Question text:

During the past seven days, that is from last [fill = CURRENT DAY] through yesterday, were there situations in which you needed to take off from work but did not?

1. Yes [Go to NEEDLV]
2. No
Don't Know/Refusal [Go to HEALTH]

NEEDLV

Universe: NOLV = 1

Question text:

Why did you need to take off work?

*Mark all that apply.

*Read highlighted options.

- 1. Own illness or medical care**
- 2. Illness or medical care of another family member**
- 3. Childcare, other than for illness**
- 4. Eldercare, other than for illness**
- 5. Vacation**
- 6. Errands or personal reasons**
- 7. Birth or adoption of a child**
8. Other

Don't Know/Refusal

[If (PAID = 2 and UNPAID = 2), go to HEALTH]

[Else go to RSNNO]

RSNNO**Universe: (NOLV = 1) AND (PAID = 1 or UNPAID = 1)****Question text:**

Why did you decide not to take leave?

*Mark all that apply.

*Read highlighted options.

- 1. Too much work**
 - 2. Wanted to save leave**
 - 3. Leave was denied**
 - 4. Did not have enough leave**
 - 5. Fear of job loss or other negative employment-related consequence**
 - 6. Could not afford the loss in income**
 7. Other
- Don't Know/Refusal [Go to HEALTH]

Section 6: General Health

The last section collects information about workers' **general health**.

HEALTH**Universe: PAID_INTRO = 1****Question text:**

Finally, I have a couple of questions about your health. Would you say your health in general is excellent, very good, good, fair, or poor?

1. Excellent
2. Very good
3. Good
4. Fair
5. Poor

Don't Know/Refusal

[Go to PAIN]

PAIN**Universe: Entry in HEALTH****Question text:**

Please think about how you felt physically over the past 7 days. DURING THE PAST 7 DAYS, ON AVERAGE, how much pain did you feel, if any? Please answer on a scale from 0 to 10 where 0 is no pain at all and 10 is pain as bad as it can be.

<0-10, Don't Know, Refusal >

[Go to END]