

## Section 1: Access to Paid Leave

The Leave Module will include all wage and salary workers except those who are self-employed. 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: All Leave Module respondents**

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

Enter 1 to Continue [Go to PAID]

### **PAID**

#### **Universe: All Leave Module respondents**

Do you receive paid leave on your [current/main] job? [Fill: By main job, we mean the one at which you usually work the most hours.]

1. Yes [Go to RSNPD\_A]
2. No  
Don't Know/ Refused [Go to UNPD\_INTRO]

### **RSNPD\_A**

#### **Universe: Respondents who receive paid leave**

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: Respondents who receive paid leave**

Illness or medical care of another family member

1. Yes
2. No  
Don't know/Refusal [Go to RSNPD\_C]

**RSNPD\_C****Universe: Respondents who receive paid leave**

Childcare, other than for illness

1. Yes
2. No  
Don't know/Refusal [Go to RSNPD\_D]

**RSNPD\_D****Universe: Respondents who receive paid leave**

Eldercare

1. Yes
2. No  
Don't know/Refusal [Go to RSNPD\_E]

**RSNPD\_E****Universe: Respondents who receive paid leave**

Vacation

1. Yes
2. No  
Don't know/Refusal [Go to RSNPD\_F]

**RSNPD\_F****Universe: Respondents who receive paid leave**

Errands or personal reasons

1. Yes
2. No  
Don't know/Refusal [Go to RSNPD\_G]

**RSNPD\_G****Universe: Respondents who receive paid leave**

Birth or adoption of a child

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

[Skip to PDTYPE\_A]

**PDTYPE\_A****Universe: Respondents who receive paid leave**

Now I'd like to ask you about the **types** of paid leave plans offered by your employer. Some employers offer leave plans that require workers to use paid leave for specific purposes. For example, sick leave might be available but it cannot be used for vacation time. I'm going to read a list of different types of paid leave plans. Please tell me if you have a separate leave plan available to you for... (read each item)"

[Interviewer: If the respondent mentions that he/she has a consolidated leave plan or PTO, mark that column for vacation, sick leave, and personal days]

	Ye s	No	PTO	DK
Vacation				
Sick leave				
(females only) Separate plan for maternity leave				
(males only) Separate plan for paternity leave				
Personal days				

(sick leave skip to PDTYPE\_SL, others skip to PTO)

**PDTYPE\_SL****Universe: Respondents who report their company has a paid sick leave plan**

Can you use paid sick leave for family members who are ill or need care?

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

**PTO****Universe: Respondents who receive paid leave**

Some employers also offer a paid leave plan, called a consolidated leave plan or PTO. In this type of plan you get a fixed number of hours, which you can then use for whatever reason you would like to take leave — whether you're sick, going on a vacation, or need some personal time. Does your employer offer this type of plan?

1. Yes
  2. No  
Don't Know/Refusal
- [Skip 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: All Leave Module respondents

Now I'm going to ask you about unpaid leave.

Enter 1 to Continue     [Go to UNPAID]

### UNPAID

#### Universe: All Leave Module respondents

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

1. Yes                                     [Go to RSNUN\_A]
2. No                                        [If PAID ≠ 1, go to JF\_INTRO],  
   Don't know/Refused                [Else go to LEAVE\_INTRO]

### RSNUN\_A

#### Universe: All respondents who can take unpaid leave

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                                        [Go to RSNUN\_B]  
   Don't know/Refusal

**RSNUN\_B**

**Universe: All respondents who can take unpaid leave**

Illness or medical care of another family member

1. Yes
2. No  
Don't know/Refusal [Go to RSNUN\_C]

**RSNUN\_C**

**Universe: All respondents who can take unpaid leave**

Childcare, other than for illness

1. Yes
2. No  
Don't know/Refusal [Go to RSNUN\_D]

**RSNUN\_D**

**Universe: All respondents who can take unpaid leave**

Eldercare

1. Yes
2. No  
Don't know/Refusal [Go to RSNUN\_E]

**RSNUN\_E**

**Universe: All respondents who can take unpaid leave**

Vacation

1. Yes
2. No  
Don't know/Refusal [Go to RSNUN\_F]

**RSNUN\_F****Universe: All respondents who can take unpaid leave**

Errands or personal reasons

1. Yes
2. No  
Don't know/Refusal [Go to RSNUN\_G]

**RSNUN\_G****Universe: All respondents who can take unpaid leave**

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 go to LEAVE\_Intro]

**UNEVER****Universe: Respondents who indicated they could take unpaid leave for at least one of the reasons listed above**

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

1. Yes
2. No  
Don't know/Refusal  
[Go to LEAVE\_Intro]

### 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: Respondents who have access to paid or unpaid leave**

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

\* Enter 1 to continue. [Go to LEAVE]

#### **LEAVE**

**Universe: Respondents who have access to paid or unpaid leave**

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 JF\_Intro]

#### **LVHRS**

**Universe: Respondents who took paid or unpaid leave**

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

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

**PDWK**

**Universe: Respondents who used leave in the previous week, and who have access to paid leave**

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—is applicable.

1. Yes, paid for all
2. Yes, paid for some
3. No, not paid  
Don't know/Refusal

[Skip to LVMAIN]

**LVMAIN**

**Universe: Respondents who used leave in the previous week**

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

[Go TO JF\_Intro]



## Section 4: Job flexibility and work schedules

### **JF\_INTRO**

**Universe: All Leave Module respondents**

The next set of questions ask about how much flexibility you have in arranging your work schedule.

\* Enter 1 to continue.            [Go to JF\_1]

### **JF\_1**

**Universe: All Leave Module respondents**

Do you have flexible work hours that allow you to vary or make changes in the times you begin and end work?

1. Yes (skip to JF\_1A)
2. No (skip to JF\_4)  
    Don't know, Refusal (skip to JF\_5)

### **JF\_1A**

**Universe: Respondents who can vary or make changes to the times they begin and end work**

Can you change the times you begin and end work on a frequent basis, occasionally, or only rarely?

1. Frequent basis
2. Occasionally
3. Rarely

(Skip to JF\_2)

### **JF\_2**

**Universe: Respondents who can vary or make changes to the times they begin and end work**

Is your flexible work schedule part of a program or policy offered by your employer?

### **JF\_3**

**Universe: Respondents who can vary or make changes to the times they begin and end work**

Are the times that you can begin and end work completely flexible, or are there certain hours of the day, such as 10 a.m. to 2 p.m., that you have to work each day?

1. Completely flexible
2. Must cover certain hours
3. Other - specify  
Don't know, Refusal

(skip to JF\_5)

### **JF\_4**

**Universe: Respondents who are not able to vary or make changes to the times they begin and end work**

Do you have any input into the hours you begin and end work or does your employer decide?

1. Worker has some input
2. Employer decides
3. Other  
Don't know, Refusal

(skip to JF\_5)

### **JF\_5**

**Universe: All Leave Module respondents**

How far in advance do you usually know what days and hours you will need to work?

1. 1 week or less
2. Between 1 and 2 weeks
3. 2 or more weeks

### **JF\_6**

#### **Universe: All Leave Module respondents**

On your [main/current] job, do you USUALLY work a daytime schedule or some other schedule?

\*Read if necessary: Daytime is anytime between 6 a.m. and 6 p.m.

1. Daytime (skip to JF\_9)
2. Some other schedule (skip to JF\_7)  
Don't know, Refusal (skip to JF\_9)

### **JF\_7**

#### **Universe: Respondents who said they do not usually work a daytime schedule**

Which of the following best describes the hours you usually work at your [main/current] job? (Response options are read aloud.)

1. An evening shift - any time between 2 p.m. and midnight
2. A night shift - any time between 9 p.m. and 8 a.m.
3. A rotating shift - one that changes periodically from days to evenings or night
4. A split shift- one consisting of two distinct periods each day
5. An irregular shift
6. Some other shift (if person says flexitime, etc., probe to determine if shift actually falls in a day, evening, night, rotating shift, or split-shift category)

Don't know, refusal

### **JF\_8**

#### **Universe: Respondents who said they do not usually work a daytime schedule (Read list and choose one)**

What is the main reason why you work this type of shift?

1. Better arrangements for family or childcare
2. Better pay
3. Allows time for school
4. Could not get any other shift
5. Nature of the job
6. Personal preference
7. Some other reason - specify

Don't know. Refusal

**JF\_9**

**Universe: All Leave Module respondents**

How many days of the week do you usually work?

1. Days = \_\_\_\_\_
2. It varies

Don't know, Refusal

(Skip to JF\_10)

**JF\_9A**

**Universe: All Leave Module respondents**

Do you work an alternative work schedule where you can work fewer days during a pay period by working more hours per day?

1. Yes
2. No

Don't know, Refusal (skip to JF\_10)

**JF\_10**

**Universe: All Leave Module respondents**

Which days of the week do you usually work?

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Monday through Friday
- Varies

Don't know, Refusal

**JF\_11**

**Universe: All Leave Module respondents**

As part of your job, can you work at home?

1. Yes (skip to JF\_12)
2. No (skip to NOLV\_Intro)  
Don't know, Refusal (skip to NOLV\_Intro)

**JF\_12**

**Universe: Respondents who can work from home**

Do you ever work at home?

1. Yes (skip to JF\_13)
2. No (skip to NOLV\_Intro)  
Don't know, Refusal (skip to NOLV\_Intro)

**JF\_13**

**Universe: Respondents who indicate they do work at home**

Are you paid for the hours that you work at home, or do you just take work home from the job?

1. Paid
2. Take work home
3. Both  
Don't know, Refusal  
(Skip to JF\_14)

**JF\_14****Universe: Respondents who indicate they do work at home**

What is the main reason why you work at home?

1. Finish or catch up on work
2. Coordinate work schedule with personal or family needs
3. Reduce commuting time or expense
4. Personal preference
5. Other - specify

Don't know, Refusal

(Skip to JF\_15)

**JF\_15****Universe: Respondents who can work from home**

Are there days when you work only at home?

1. Yes (skip to JF\_16)
  2. No (skip to NOLV\_Intro)
- Don't know, Refusal (skip to NOLV\_Intro)

**JF\_16****Universe: Respondents who work exclusively from home**

How often do you work only at home?

1. Everyday
2. At least once a week
3. Once every 2 weeks
4. Once a month
5. Less than once a month

Don't know, Refusal (skip 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: All Leave Module respondents**

**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: All Leave Module respondents**

**Question text:**

During the past month, that is from last [fill = ONE MONTH AGO] 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: Respondents who needed to take off from work in the previous month, but did not**

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**
- 5. Vacation**
- 6. Errands or personal reasons**
- 7. Birth or adoption of a child**
8. Other, specify  
Don't Know/Refusal [If (PAID = 2 and UNPAID = 2), go to HEALTH]  
[Else go to RSNNO]

## **RSNNO**

**Universe: Respondents who had paid or unpaid leave available to them and who needed to take time off from work in the previous month but did not**

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, specify  
Don't Know/Refusal [Go to HEALTH]

## Section 6: General Health

The last section collects information about workers' general health.

### **HEALTH**

#### **Universe: All Leave Module respondents**

Finally, I have a question 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