

## Introduction

We would like your help evaluating questions that ask about the availability of paid and unpaid leave on your job.

These questions might be used in a future survey, so we want them to be clear and easy to answer.

Please remember to talk out loud as you answer each question, and mention anything that confuses you or which you find difficult to answer.

Be sure to enter an answer for each question. The questions should take no more than 20 minutes to complete. However, don't worry if you are not able to complete all the questions within the allotted timeframe. Rather than rush, take your time and describe any problems you encounter.

The words "Follow-up Questions" may appear occasionally. These questions are not survey questions, and are meant to be answered by you talking out loud. These questions ask for additional information to help us better understand how you arrived at your answer. If you already provided this information when you were answering the initial question, you don't have to provide it again. Just skip the follow-up questions.

Thank you for your help. Click Next below when you are ready to continue.

Your participation in this research project is voluntary, and you have the right to stop at any time. We are collecting this information under OMB Number 1225-0141. Without this currently-approved number, we could not conduct this survey. (Expiration: April 30, 2018). This survey is being administered by SurveyMonkey.com and resides on a server outside of the BLS Domain. BLS cannot guarantee the protection of survey responses and advises against the inclusion of sensitive personal information in any response.

**Before we begin, please tell us the name or title of your occupation.**

## Paid Leave

**The next few questions are about the availability of paid and unpaid leave in your job. If you work more than one job, answer the following questions about your main job, or the job with the most hours.**

1. Do you receive paid leave on your job?

- Yes
- No
- Don't know

## Reasons for Paid Leave

**Here is a list of reasons for why you might have to miss work. For each reason, please indicate if you are able to take paid leave in your job.**

2. Your own illness or medical care

- Yes
- No
- Don't know

3. Illness or medical care of another family member

- Yes
- No
- Don't know

4. Childcare, other than for illness

- Yes
- No
- Don't know

5. Eldercare

- Yes
- No
- Don't know

**Follow-up Question (Reminder: Answer these questions by talking out loud):** What would you include under eldercare?

6. Following are more reasons why you might have to miss work. For each reason, please indicate if you are able to take paid leave in your job.

Vacation

- Yes
- No
- Don't know

7. Errands or personal reasons

- Yes
- No
- Don't know

8. Birth or adoption of a child

- Yes
- No
- Don't know

Types of Leave Plans

9. Now this next question asks 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. Please read the list below of different types of paid leave plans, and indicate which of these are available to you on your job.

**(Note:** If you have a consolidated leave plan or PTO, mark that column for vacation, sick leave, and personal days)

	Yes	No	Don't know	PTO
Vacation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sick leave	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>(For females only)</b> Separate plan for maternity leave	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>(For males only)</b> Separate plan for paternity leave	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Personal days	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Follow-up Question:** Was it clear this question was asking about types of leave plans, and not the reasons for taking leave?



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

- Yes
- No
- Don't know



Paid Time Off (PTO)

11. 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?

- Yes
- No
- Don't know

**Follow-up Question:** What's the simplest explanation you can give of a consolidated leave plan or PTO.

Access to unpaid leave - And have paid leave

**The following question asks about the availability of unpaid leave.**

12. In addition to your paid leave, are you allowed to take time off from work without pay?

- Yes
- No
- Don't know

Access to unpaid leave - and do not have paid leave in main job

**The following question asks about the availability of unpaid leave.**

13. In your main job, are you allowed to take time off from work without pay?

- Yes
- No
- Don't know

Reasons for unpaid leave

14. Following are 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?

- Yes
- No
- Don't know

15. Illness or medical care of another family member?

- Yes
- No
- Don't know

16. Childcare, other than for illness?

- Yes
- No
- Don't know

17. Eldercare?

- Yes
- No
- Don't know

18. Following are more 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.

Vacation?

- Yes
- No
- Don't know

19. Errands or personal reasons?

- Yes
- No
- Don't know

20. Birth or adoption of a child?

- Yes
- No
- Don't know

21. Is there another reason, not already covered, why you can take unpaid leave?

- Yes - if yes, please explain by talking out loud
- No

Time taken off in last week?

22. The following questions ask about your work time in the past week.

Did you take any paid or unpaid leave from your job over the past seven days?

- Yes
- No
- Don't know

Took leave in past week

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

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

- Yes, paid for all
- Yes, paid for some
- No, not paid

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

- Own illness or medical care
- Illness or medical care of another family member
- Childcare, other than for illness
- Eldercare
- Vacation
- Errands or personal reasons
- Birth or adoption of a child
- Other (please specify)

## Job Flexibility and Work Schedule

Before we move on to the next section of questions, please think about a hypothetical situation. Assume you work in a job where you occasionally had a week or more off with no scheduled work. For example, perhaps because you were a landscaper who did not work when there was no work, or you were a teacher who had summers off.

How would you answer the following question for the landscaper and the teacher if you had not worked the preceding week? For the landscaper because there was no scheduled work, and for the teacher because it was summer break.

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



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

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

- Yes
- No
- Don't know

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

- Frequent basis
- Occasionally
- Rarely

**Follow-up Question:** How did you define frequent, occasionally, and rarely?

Yes, can vary start and end times

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

- Yes
- No
- Don't know

29. 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?

- Completely flexible
- Must cover certain hours
- Other (please specify)

Input into hours you begin and end work?

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

- Worker has some input
- Employer decides
- Other - please explain

### Advance Notice

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

- 1 week or less
- Between 1 and 2 weeks
- Between 3 and 4 weeks
- 4 weeks or more

32.

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

- Daytime
- Other schedule

### Other Schedule

33. Which of the following best describes the hours you usually work at your main job?

- An evening shift – any time between 2 p.m. and midnight
- A night shift – any time between 9 p.m. and 8 a.m.
- A rotating shift – one that changes periodically from days to evenings or night
- A split shift– one consisting of two distinct periods each day
- An irregular shift
- Some other shift

**Follow-up Question:** Did you find a good match for your work schedule? If not, please explain why.

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

- Better arrangements for family or childcare
- Better pay
- Allows time for school
- Could not get any other shift
- Nature of the job
- Personal preference
- Other (please specify)

## Daytime

35. How many days of the week do you usually work?

- Please enter number of days in box below
- It varies

Number of days

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

- Yes
- No

**Follow-up Question:** What does an alternative work schedule mean to you in your own words?

37. Which days of the week do you usually work?

- Monday through Friday
- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- It varies

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

- Yes
- No
- Don't know

Can work at home

39. Do you ever work at home?

- Yes
- No

Yes, work at home

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

- Paid
- Take work home
- Both

**Follow-up Question:** Are you paid by the hour on your job, a salary, or are you considered self-employed? Do you consider hours that you work at home "paid hours?"

41. What is the main reason why you work at home?

- Finish or catch up on work
- Job requires working at home
- Coordinate work schedule with personal or family needs
- Reduce commuting time or expense
- Personal preference
- Other (please specify)

42. Are there days when you work only at home?

- Yes
- No

**Follow-up Question:** In your own words what does it mean to work only at home?

43. How often do you work only at home?

- Everyday
- At least once a week
- Once every 2 weeks
- Once a month
- Less than once a month

## Non-Use of Leave

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

During the past month, were there situations in which you needed to take off from work but did not?

- Yes
- No
- Don't know

## Needed to take time off in past month but did not

45. Why did you need to take off work? (Select all that apply)

- Own illness or medical care
- Illness or medical care of another family member
- Childcare, other than for illness
- Eldercare
- Vacation
- Errands or personal reasons
- Birth or adoption of a child
- Other (please specify)

## Decided Not to Take Time Off in Past Month

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46. Why did you decide not to take leave?

- Too much work
- Wanted to save leave
- Leave was denied
- Did not have enough leave
- Fear of job loss or other negative employment-related consequence
- Could not afford the loss in income
- Other (please specify)

Thank you! You are done!

**Thank you! You have finished evaluating all of the questions.**