2024 Leave Module Questionnaire

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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 and reasons for which workers were able to take paid leave from their jobs.

PAID_Intro

Universe: [All wage and salary workers, excluding all self-employed]
[[(TUFWK=1 and not (io1wp=2 and n_hrusl1 lt 15 and n_hrusl1 ne -4))
or (TUBUS2=1) or (tubus2 in (2,-2,-3,9,8) and (n_hrusl1 ge 15 or n_hrusl1=-4))
or (tubus1=1 and tubus2=-1)
or 4 <= TUABSRSN <= 12 OR (TUABSRSN in (14,-2,-3,99,98) and not (io1wp=2 and n_hrusl1 lt 15 and n_hrusl1 ne -4))]

and

[(IODP1=**1** and IO1COW in (1, 2, 3, 4, 5)) or IO1INT in (1, 2, 3,-2,-3)]]

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

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: PAID = 1

I'm going to read you a list of reasons why you might have to miss work. Can you take paid leave for...

*Read if necessary: Don't Know is a valid response.
*Read if necessary for multiple jobholders: Please focus on your main job when you answer.

   Your own illness or medical care?

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

RSNPD_B

Universe: PAID = 1

   The illness or medical care of another family member?

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

RSNPD_C

Universe: PAID = 1

   Childcare, other than for illness?

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

RSNPD_D

Universe: PAID = 1

   Eldercare?

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

RSNPD_E

Universe: PAID = 1

Vacation?

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

RSNPD_F

Universe: PAID = 1

Errands or personal reasons?

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

RSNPD_G

Universe: PAID = 1

The birth or adoption of a child?

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_Intro = 1

Now I'm going to ask you about <u>UNPAID</u> leave.

Enter 1 to Continue   [Go to UNPAID]

UNPAID

Universe: PAID_Intro = 1

[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?

*Read if necessary: Earlier I asked you whether you receive PAID leave on your job. Now I'd like to know whether you can take time off WITHOUT pay.

1. Yes   [Go to RSNUN_A]
    2. No
           Don't know/Refused   [If PAID ≠ 1, go to JF_INTRO],
                                  [Else go to LEAVE_INTRO]

RSNUN_A

Universe: UNPAID = 1

Would your employer approve of you taking UNPAID leave for the following reasons…?

*Read if necessary: Don't Know is a valid response.
*Read if necessary for multiple jobholders: Please focus on your main job when you answer.

Your own illness or medical care?

1. Yes
2. No
3. It depends
    Don't know/Refusal [Go to RSNUN_B]

RSNUN_B

Universe: UNPAID = 1

The illness or medical care of another family member?

1. Yes
2. No
3. It depends
   Don't know/Refusal [Go to RSNUN_C]

RSNUN_C

Universe: UNPAID = 1

Childcare, other than for illness?

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

RSNUN_D

Universe: UNPAID = 1

Eldercare?

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

RSNUN_E

Universe: UNPAID = 1

Vacation?

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

RSNUN_F

Universe: UNPAID = 1

Errands or personal reasons?

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

RSNUN_G

Universe: UNPAID = 1

The birth or adoption of a child?

1. Yes   [Go to UNEVER]
2. No
3. It depends
   Don't know/Refusal

   [If RSNUN_A = 1 or RSNUN_A=3 or RSNUN_B = 1 or RSNUN_B=3 or
   RSNUN_C = 1 or RSNUN_C=3 or RSNUN_D = 1 or RSNUN_D=3 or
   RSNUN_E = 1 or RSNUN_E=3 or RSNUN_F = 1 or RSNUN_F=3 or
   RSNUN_G = 1 or RSNUN_G=3, Go to UNEVER]

                   [Else go to LEAVE_Intro]

UNEVER

Universe: RSNUN_A = 1 or RSNUN_A=3 or RSNUN_B = 1 or RSNUN_B=3 or
RSNUN_C = 1 or RSNUN_C=3 or RSNUN_D = 1 or RSNUN_D=3 or
RSNUN_E = 1 or RSNUN_E=3 or RSNUN_F = 1 or RSNUN_F=3 or
RSNUN_G = 1 or RSNUN_G=3

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 and reasons for which workers took paid or unpaid leave in the week prior to the interview day.

LEAVE_Intro

Universe: PAID = 1 or UNPAID = 1

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

    * Enter 1 to continue.   [Go to LEAVE]

LEAVE

Universe: PAID = 1 or UNPAID = 1

    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: LEAVE = 1

    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: LEAVE = 1 and PAID = 1

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

*Read if necessary: Did you use paid leave for all of this time off or just some of it?

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

[Skip to LVMAIN]

LVMAIN

Universe: LEAVE = 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 if necessary: Was your longest period of leave due to your own illness or medical care, the illness or medical care of a family member, childcare other than for illness, eldercare, vacation, errands or personal reasons, or the birth or adoption of a child?

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   [Go to LVMAIN_SP]
    Don't Know/Refusal

<1-7, Don't Know, Refusal> [Go TO IF_Intro]

LVMAIN_SP

Universe: LVMAIN = 8

Question text:

* Specify
                        [Go TO JF_Intro]

work schedule (at your main job).

* Enter 1 to continue.   [Go to JF_1]

JF_1
Universe: PAID_Intro = 1

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_3)
       Don't know, Refusal (skip to JF_3)

JF_1A
Universe: JF_1 = 1

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

(Go to JF_4)

JF_3
Universe: JF_1 = 2, DK, RF

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

       (Go to JF_4)

11

JF_4
Universe: PAID_Intro = 1

How far in advance do you know your work schedule (at your main job)?
By work schedule, we mean the days and hours you work at your
[current/main] job.

*Interviewer instructions: if the respondent reports that he has a set work schedule, it is
permissible to record "4 or more weeks" without any additional probing.
<DO NOT READ RESPONSE OPTIONS>

1. 1 day or less
2. From 2 to 3 days
3. From 4 to 6 days
4. From 7 to 10 days
5. From 11 days to 4 weeks (not including 4 weeks)
6. 4 weeks or more
      Don't know, Refusal

   (Go to JF_5)

JF_5
Universe: PAID_Intro = 1

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

*Read if necessary: By daytime, I mean a schedule in which most work is done between
the hours of 6 a.m. and 6 p.m.

1. Daytime (skip to JF_8) – most work is done between 6 a.m. and 6 p.m.
2. Some other schedule (Go to JF_6)
      Don't know, Refusal (skip to JF_8)

JF_6
Universe: JF_5 = 2

What hours do you usually work (at your main job)?

*Read if necessary: Do you usually work evenings, nights, a rotating shift, a split shift, an irregular schedule, or some other shift?

1. An evening shift – most work is done between 2 p.m. and midnight
2. A night shift – most work is done between 9 p.m. and 8 a.m.
3. A rotating shift – hours change periodically from days to evenings or night
4. A split shift – hours consist of two distinct periods each day
5. An irregular schedule
6. Some other shift

   Don't know, refusal

   (Go to JF_7)

JF_7

Universe: JF_5 = 2

(Read list and choose one)

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

*Read if necessary: Do you work this shift because of family or childcare arrangements, better pay, to allow time for school, because you could not get another shift, it's the nature of the job, because it's your personal preference, or some other reason?

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   (Go to JF_7_SP)

     Don't know, Refusal

<1-6, Don't Know, Refusal> (Go to JF_8A)

JF_7_SP

Universe: JF_7 = 7

Question text:

    * Specify

            (Go TO JF_8A)

JF_8A

Universe: PAID_Intro = 1

In the last month, what is the greatest number of hours you've worked in a week at your [current/main] job? Include any extra hours, overtime, work you did at home, and so forth.

[ACTUAL HOUR AMOUNT]

Don't know, Refusal

All entries: (Go to JF_8B)

JF_8B

Universe: PAID_Intro = 1

In the last month, what is the fewest number of hours you've worked in a week at your [current/main] job? Do not include weeks in which you missed work because of illness or vacation.

[ACTUAL HOUR AMOUNT]

Don't know, Refusal

All entries: (Go to JF_8C)

JF_8C

Universe: PAID_Intro = 1

How difficult would it be for you to take an hour or two off during work hours, to take care of personal or family matters?

<READ OPTIONS>

1. Not difficult
2. Somewhat difficult
3. Very difficult

All entries: (Go to JF_9)

JF_9
Universe: PAID_Intro = 1

Which days of the week do you usually work (at your main job)?

*Select all that apply

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

Don't know, Refusal

(Go to JF_10)

JF_10
Universe: PAID_Intro = 1

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

*Read if necessary: "Include any other remote or off-site location where you CHOOSE to work."

1. Yes (Go to JF_11)
2. No (skip to NOLV_Intro)
    Don't know, Refusal (skip to NOLV_Intro)

JF_11
Universe: JF_10 = 1

Do you ever work at home?

1. Yes (Go to JF_12)
2. No (skip to NOLV_Intro)
    Don't know, Refusal (skip to NOLV_Intro)

---

3. Both
    Don't know, Refusal

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(Go to JF_13)

JF_12

Universe: JF_11 = 1

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

      (Go to JF_13)

JF_13

Universe: JF_11 = 1

What is the main reason why you work at home?

*Read if necessary: Do you work at home to finish or catch up on work, because your job requires working at home, to coordinate your work schedule with personal or family needs, to reduce your commuting time or expense, because it's your personal preference, or for some other reason?

1. Finish or catch up on work
2. Job requires working at home   (Go to JF_14)
3. Coordinate work schedule with personal or family needs
4. Reduce commuting time or expense
5. Personal preference
6. Other – specify   (Go to JF_13_SP)

      Don't know, Refusal

<1, 3-5, Don't Know, Refusal>   (Go to JF_13A)

JF_13_SP

Universe: JF_13 = 6

Question text:

    * Specify

              (Go to JF_13A)

JF_13A

Universe: JF_12 = 1 or 3 or DK/RF, AND JF_13 does not equal 2

At your main job, are you REQUIRED to work at home on a regular basis?

1. Yes
2. No

Don't know, Refusal

All entries: (Go to JF_14)

JF_14
Universe: JF_11 = 1

Are there days when you work only at home?

1. Yes (Go to JF_15)
2. No (skip to NOLV_Intro)
        Don't know, Refusal (skip to NOLV_Intro)

JF_15
Universe: JF_14 = 1

How often do you work only at home?

1. 5 or more days a week
2. 3 to 4 days a week
3. 1 to 2 days a week
4. At least once a week
5. Once every 2 weeks
6. Once a month
7. Less than once a month

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: 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: PAID_Intro = 1

Question text:

> During the past month, that is from last [fill = ONE MONTH AGO] through yesterday, were there times when you needed to take off from work but DID NOT?
>
> 1. Yes   [Go to NEEDLV]
> 2. No
>   Don't Know/Refusal

NEEDLV

Universe: NOLV = 1

Why did you need to take off work?

*Mark all that apply.

*Read if necessary: Did you need time off work for your own illness or medical care, the illness or medical care of a family member, childcare other than for illness, eldercare, vacation, errands or personal reasons, or the birth or adoption of a child?

    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   [Go to NEEDLV_SP]
    Don't Know/Refusal

    <1-7, Don't Know, Refusal>   [If PAID=1 or UNPAID=1 go to RSNNO]

NEEDLV_SP

RS

Universe: NEEDLV = 8

Ur

Question text:

   * Specify

                 [If PAID=1 or UNPAID=1 go to RSNNO]

job loss or other negative employment-related consequences, or because you could not afford the loss of income?

    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   [Go to RSNNO_SP]
    Don't Know/Refusal
  <1-6, Don't Know, Refusal>   [Go to END]

RSNNO_SP

Universe: RSNNO = 7

Question text:

      * Specify

                                     [Go to END]