American Time Use Survey
Leave Module Questionnaire

August 2012

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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.)

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**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 [current day] through yesterday?

1. Yes [Go to LVHRS]
2. No [Go to ADJ_Intro]
3. Don’t know/Refusal [Go to ADJ_Intro]
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: \((FWK = 1) \text{ OR } (BUS2 = 1) \text{ OR } (ABSRSN = 4-12, 14, \text{ Don’t Know, Refused})\)

AND

\([IO1INC = 1, \text{ Don’t Know, Refused, or empty}]\)

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

Enter 1 to Continue  [Go to PAID]

PAID

Universe: \(\text{PAID}_{-}\text{INTRO} = 1\)

[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: \(\text{PAID} = 1\)

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]
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  
2. No  

Don’t know/Refusal  
[Go to PTO]
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]
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: \((\text{FABS}=1 \ \text{AND} \ \text{PAID_INTRO} = 1) \ \text{OR} \ (\text{FWK}=3 \ \text{AND} \ \text{RET1a}=3 \ \text{AND} \ \text{ABRSN} = 4\text{-}12,14, \text{Don’t Know, Refused})\)

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: \(\text{LEAVE_Intro2} = 1\text{-}99\)

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: \((\text{PAID} = 1 \ \text{and} \ \text{LEAVE} = 1) \ \text{OR} \ (\text{PAID} = 1 \ \text{and} \ \text{FABS} = 1)\)

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
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

<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
   Don’t Know/Refusal
   [Go to LVILL_SP]
   <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:** \(VARY_b = 1, 2, \text{Don’t Know, or Refused}\)

**Question text:**

The location where you work?

1. Yes
2. No
   Don’t Know/Refusal

\(<1, 2, \text{Don’t Know, Refusal}>\)  
[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]

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**ADJWK_a**

**Universe:** \((VARY_c = 1, 2, \text{Don’t Know, or Refused}) \text{ AND } (FABS \neq 1) \text{ AND } (PAID \neq 1 \text{ and } UNPAID \neq 1)\)

**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]

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**ADJWK_b**

**Universe:** \((VARY_c = 1, 2, \text{Don’t Know, or Refused}) \text{ AND } (FABS \neq 1) \text{ AND } (LEAVE = 1) \text{ AND } (PAID = 1 \text{ or } UNPAID = 1)\)

**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 ≠ 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]
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]