

**American Time Use Survey
2017-18 Leave and Job Flexibilities
Module Questionnaire**

June 2018

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2017-18 Leave and Job Flexibilities Module Questionnaire

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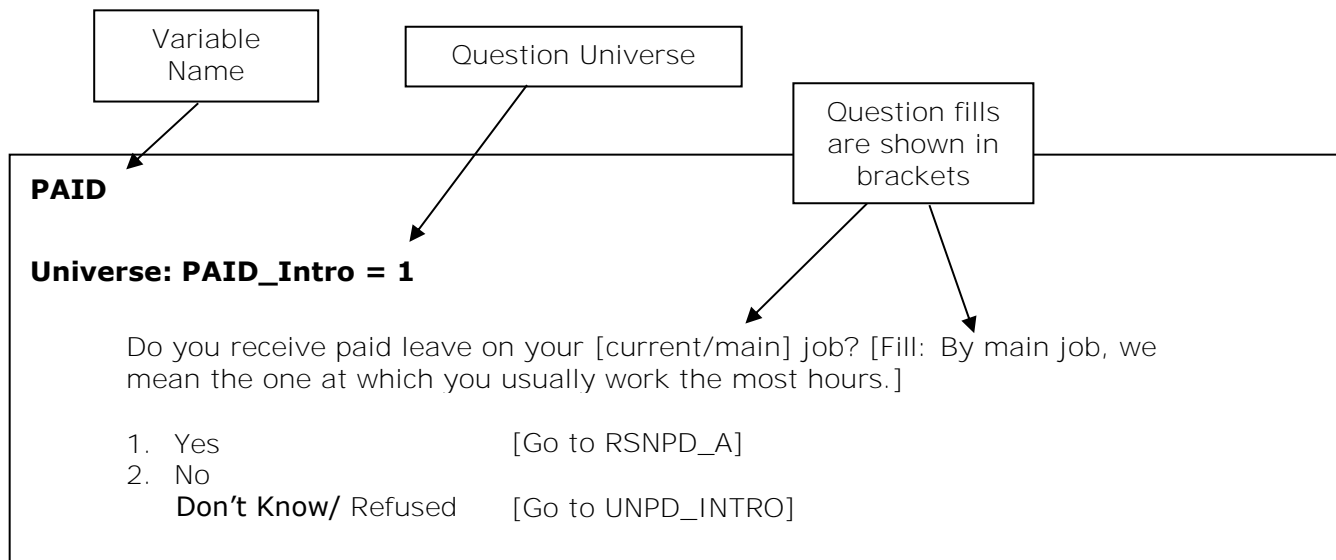
Introduction

Sponsored by the U.S. **Department of Labor Women’s Bureau**, the 2017-18 Leave and Job Flexibilities Module is being fielded with the American Time Use Survey (ATUS) from January 2017 through December 2018. The ATUS is a continuous survey that started in January 2003. The Leave and Job Flexibilities Module includes questions about workers' access to and use of paid and unpaid leave, job flexibility, and their work schedules.

Respondents who are coded as employed wage and salary workers (except those who are self-employed) in the ATUS and complete the 24-hour diary are selected for the Leave Module.

The Leave and Job Flexibilities 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.

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



Section 1: Access to Paid Leave

The Leave and Job Flexibilities Module includes all wage and salary workers except those who are self-employed. The Leave and Job Flexibilities 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)]]

Question Text:
 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.]

3. Yes [Go to RSNPD_A]
 4. 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 about whether workers are able to take leave without pay from their jobs and, if so, for which reasons. The questions in this section also ask workers if they have ever taken unpaid leave from their job.

UNPD_INTRO

Universe: PAID_Intro = 1

Now I'm going to ask you about UNPAID 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.

*Read if necessary: Don't Know is a valid response.

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]

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]

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 JF_INTRO]

LVMAIN_SP

Universe: LVMAIN = 8

Question text:

* Specify [Go TO JF_INTRO]

Section 4: Job flexibility and work schedules

The next set of questions collects information about **workers'** job flexibility and work schedules. This includes questions about shift work, advance notice of **schedules, workers' control over their** schedules, flexible start and stop times, and work at home arrangements.

JF_INTRO
Universe: PAID_Intro = 1

The next set of questions are about how much flexibility you have in arranging your 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 [Go to to JF_1A]
 2. No [Go to to JF_3]
 Don't know, Refusal [Go 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_2]

JF_2**Universe: JF_1 = 1**

Is your flexible work schedule part of a formal, written program or policy offered by your employer, or is it just an informal arrangement?

1. Formal program or policy
2. Informal arrangement

Don't know, Refusal

[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]

JF_4**Universe: PAID_Intro = 1**

How far in advance do you know your work schedule (at your 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.

1. Less than 1 week
2. From 1 to 2 weeks (not including 2 weeks)
3. From 2 to 3 weeks (not including 3 weeks)
4. From 3 to 4 weeks (not including 4 weeks)
5. 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- most work is done between 6 a.m. and 6 p.m. [Go to to JF_8]
 2. Some other schedule [Go to JF_6]
- Don't know, Refusal [Go 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_8]

JF_7_SP

Universe: JF_7 = 7

Question text:

* Specify

[Go TO JF_8]

JF_8

Universe: PAID_Intro = 1

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

* If respondent specifies 2 or more options, select all that apply

- 1 Day
- 2 Days
- 3 Days
- 4 Days
- 5 Days
- 6 Days
- 7 Days

Don't know, Refusal

[If JF_8 = 7 Go to JF_10 Else Go to JF_9]

JF_9

Universe: JF_8 = 1-6, DK, R

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?

1. Yes [Go to JF_11]
 2. No [Go to NOLV_Intro]
- Don't know, Refusal [Go to NOLV_Intro]

JF_11**Universe: JF_10 = 1**

Do you ever work at home?

1. Yes [Go to JF_12]
 2. No [Go to NOLV_Intro]
- Don't know, Refusal [Go to NOLV_Intro]

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
- 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

<1-5, Don't Know, Refusal> [Go to JF_14]

JF_13_SP

Universe: JF_13 = 6

Question text:

* Specify [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 [Go to NOLV_Intro]
- Don't know, Refusal [Go 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 [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 [Go to END]

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,

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/Refused

<1-7, Don't Know/Refusal> [If PAID=1 or Unpaid = 1, Go to RSNNO,
Otherwise Go to End}

NEEDLV_SP**Universe: NEEDLV = 8****Question text:**

* Specify

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

RSNNO

Universe: NOLV = 1 and (PAID = 1 or UNPAID=1)

Why did you decide not to take leave?

*Mark all that apply.

*Read if necessary: Did you decide not to take leave because you had too much work, you wanted to save your leave, leave was denied, you did not have enough leave, you feared 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]