



Recurrent Tardiness:

“I used to have a glass of wine with dinner. Lately the glass has been turning into a bottle. I don’t intend to drink that much, but it has happened more and more over the past few months. I am a hard-working good employee, but it’s been getting harder and harder for me to get to work on time. I’m not an alcoholic, I just need to stop drinking this much. I can’t lose my job. I don’t know what to do.”



Withdrawing from Work:

“I used to love the people I worked with. We made a great team and had each other’s’ back. I don’t know what happened, but lately they have been leaving me out of everything. I feel like they are trying to get rid of me. I’m a really good worker. I found that taking some coke before my shift really helps me focus and concentrate. I can get so much done in such a short amount of time. I think they are jealous of me because I’m making them look bad. I love my job, but my so-called ‘friends’ are really irritating me and holding me back. I don’t know what to do.”



Less Engagement:

My 15 year old son has been playing soccer for as long as I can remember. He loves it. Last season he pulled his ACL and wasn’t able to play. I’ve noticed his been much more withdrawn and down lately. I thought he was just missing soccer. He told me last week that he thinks he might be addicted to prescribed pain medication. He said initially it was to help with the pain, but over the past few months it has escalated to the point where he can’t go without it. I’ve been missing work to try to find out how to help my son. There are so many options and so many appointments to take him to. I’m missing so much work, but I have to help my son. My son needs help, I need to work and I don’t know what to do.”



Performance Issues:

“I have been doing this job for 20 yrs. I love what I do and I am so thankful that I can work from home. I work hard and have flexible hours. Sometimes I drink during the day to take the edge off. I tend to focus better, and I’m not driving anywhere so it’s fine. I make up for the time, because I work well into the night to get the job done. Lately my manager has been nit picking every little thing I do. I think he’s targeting me for some reason. I don’t know what to do.”



Behavioral Issues:

“I have been so tired lately. I don’t know what is going on, everything is just so hard. No matter how hard I work I feel like I’m not good enough and I can’t keep up. I’ve been smoking more and more pot just to get out of bed. I used to be so good at my job and now I don’t even care. I just want to go to bed and not wake up. I don’t know what to do.”

A person who is diagnosed with a Substance Use Disorder, meaning someone who has ceased engaging in the illegal use of drugs and who is either in treatment and/or remission, is protected under the Americans with Disabilities Act (ADA). It is helpful to think of a Substance Use Disorder as any other chronic illness, such as diabetes, heart disease or cancer. If you believe you or your family member may have a Substance Use Disorder you may qualify for reasonable accommodations in order to take time off to receive treatment.

Refer to your company's Drug and Alcohol Policy:

Many questions you may have about how to take time off, job protection, confidentiality and where to seek assistance for SUD, can be found in your company's Drug and Alcohol Policy. If you are unaware of your company's Drug and Alcohol Policy, contact Human Resources and/or your Employee Assistance Program for guidance. For further information visit: <https://www.samhsa.gov/workplace/legal/federal-laws#FMLA>

FMLA:

In order to take time off under the FMLA, you will need a doctor to complete the medical section of the form. You will need to provide this documentation to your Leave Department, however you are not required to share your reasoning for leave and/or accommodations with your manager/supervisor.

Resources to be Aware of:

1. Available Employee Resources (EAP)
2. Family and Medical Leave Act (FMLA) - <https://www.congress.gov/bill/103rd-congress/house-bill/1>
3. Company leave policy
4. The contact information for the person who can assist employees in applying for FMLA