

### Absence due to Substance Abuse:

All Waterloo employees are expected to not be impaired by alcohol, illicit drugs and/or prescription drugs at the workplace, or while otherwise performing Waterloo job responsibilities.

In cases where **substance abuse – which includes alcohol, illicit drugs, and or prescription drugs**, is identified, sick leave will be paid as long as the employee provides verifiable medical evidence showing that he/she is actively engaged in treatment for resolving this illness. If the illness is self-reported and the employee is requesting help, the same expectations will apply. Each situation will be individually assessed.

### Responsibilities

It is the responsibility of the **employee** to:

- Be actively engaged in treatment for the substance abuse
- Be available for phone calls/meeting requests by the Disability Advisor or Occupational Health Nurse (unless alternative arrangements have been made). Failure to be available may result in disruption of sick leave benefits
- Provide the Disability Advisor or Occupational Health Nurse with identifiable/verifiable **medical\*** information supporting absence from work (medical should indicate first day absent, nature of condition, expected return to work date and any limitations or restrictions). Forms are located at: [http://www.hr.uwaterloo.ca/forms/phys\\_release.pdf](http://www.hr.uwaterloo.ca/forms/phys_release.pdf)
- Not be impaired by alcohol, illicit drugs and/or prescription drugs at the workplace, or while otherwise performing job responsibilities
- Actively engage in the return to work process leading to a safe, early return to work
- Maintain regular contact with his/her manager/supervisor/department head regarding the possible return to work date which may include modified work and/or accommodations unless otherwise arranged by the Disability Advisor
- When there is reasonable suspicion of impairment in the workplace, the employee will be directed and attend Occupational Health for investigation
- Consult with the available Waterloo Resources as needed

It is the responsibility of the **manager/department** head to:

- Address performance issues with the employee using progressive, corrective actions in a timely manner. This action would include verbal counselling; corrective warning letters and offering help such as providing accommodation-as long as improvement is occurring.
- Actively engage in the return to work process as described by Human Resources
- Maintain regular contact with the Disability Advisor as appropriate
- Participate in discussions leading to a safe, early return to work
- Facilitate appropriate accommodation where necessary which may include modified work and other accommodations (In most cases these accommodations will be temporary)
- When there is reasonable suspicion of impairment in the workplace, the manager/department head will direct the employee to attend Occupational Health for investigation
- Understand and respect the employee's right to not share **medical\*** information with manager/department head

- Maintain the confidentiality of any **medical\*** information which is shared by the employee
- Document the expectation of duties/hours in the return to work meeting and follow up on the expectations
- Facilitate and promote a supportive return to work environment including the employee's co-workers
- Consult the available Waterloo Resources as needed

It is the responsibility of the **Disability Advisor** to:

- Maintain regular contact with Occupational Health and the manager regarding progress and possible return to work date
- Maintain the confidentiality of the employee's **medical\*** information
- Ensure the employee is aware of sick leave/LTD benefits and the need to actively engage in treatment to support ongoing benefit payment
- Ensure the employee is provided with the LTD application forms if required
- Coordinate a safe, early return to work by working with the employee, manager/supervisor and Occupational Health Nurse
- Provide help for any substance abuse/addiction through referral to the Occupational Health Nurse
- Ensure that the employee is aware of his/her responsibility to provide verifiable medical documentation indicating active participation in treatment for the substance abuse

It is the responsibility of the **Occupational Health Nurse** to:

- Maintain regular contact with the employee regarding his/her health condition
- Maintain the confidentiality of the employee's **medical\*** information
- Manage the employee's **medical\*** documentation /file including clarifying health information through the employee's health care providers
- Support the employee during the transition back into the workplace
- Provide ongoing support to the employee as they continue to achieve/maintain wellness
- Refer the employee to appropriate care for substance abuse/addictions to off campus community resources
- Provide the employee with information regarding treatment options available
- Refer the employee to Waterloo Resources as needed
- During or after the rehab process, when there is reasonable suspicion that the employee is under the influence of an alcohol/drugs or where a serious incident has occurred, a random urine or blood toxicology screening can take place in order to support the employee's active ongoing involvement in treatment and to promote employee wellness
- Advise employee that refusal to be assessed or to follow recommendations for rehabilitation once the abuse is confirmed may be grounds for termination

**\* The University of Waterloo adheres to PHIPA (Personal Health Information Protection Act, 2004) and all other relevant legislation including the Regulated Health Professions Act, 1991, Workplace Safety and Insurance Act, 1997 and Occupational Health and Safety Act, 1990. All medical information provided is confidential. The employee is not obligated to share medical information with his/her manager/department head. However the employee must provide appropriate medical to the Occupational Health Nurse, Health Services and/or Disability Advisor, Human Resources in order to support payment of sick leave and application for long-term disability.**