

## **Alcohol and Drug Rehabilitation Policy**

### **POLICY STATEMENT**

This policy outlines the rights and responsibilities of an employee who voluntarily enters and participates in an alcohol or drug rehabilitation program.

### **REASON FOR THE POLICY**

The University wishes to assist employees who recognize that they have a problem with alcohol or drugs that may interfere with their ability to perform their job in a satisfactory manner.

### **POLICY**

#### **ALCOHOL AND DRUG REHABILITATION LEAVE**

Employees who have a problem with alcohol and/or drugs and who decide to enroll voluntarily in a rehabilitation program will be given unpaid time off to participate in the program unless it would result in an undue hardship to Chapman University to provide the time off. If an employee requests time off to participate in such a program, the University will also ensure that the employee's enrollment in the program remains confidential.

Employees may use any accrued sick leave or vacation benefits while on leave for alcohol and/or drug rehabilitation. Faculty may consult with the Office of Faculty Affairs for more information on pay options. The leave will be subject to the same provisions and rules as apply to medical leaves ([Family Medical Leave policy](#)). Employees may also be eligible for family medical leave and other reasonable accommodations while participating in a rehabilitation program. For more information, contact Human Resources.

The participation in an alcohol or drug rehabilitation program does not prevent the University from taking corrective actions against an employee for policy violations relating to alcohol or drug use.

### **OFFICE RESPONSIBLE FOR THE POLICY**

Human Resources

Contact: Tim Frenchcampbell, [frenchca@chapman.edu](mailto:frenchca@chapman.edu), 714-997-6979

### **WEBSITE ADDRESS FOR THIS POLICY**

[https://www.chapman.edu/faculty-staff/human-resources/\\_files/policies/alcohol-and-drug-rehabilitation-policy.pdf](https://www.chapman.edu/faculty-staff/human-resources/_files/policies/alcohol-and-drug-rehabilitation-policy.pdf)

## **WHO APPROVED THIS POLICY**

Senior Staff

Date Approved: 9/8/2020

(Signed)

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President

## **PUBLICATION DATES:**

Effective: 11/1/2020

## **RELATED MATERIALS:**

<https://www.chapman.edu/faculty-staff/human-resources/files/policies/family-medical-leave-policy.pdf>