

SAMPLE



Grayken Center  
for Addiction  
Boston Medical Center

## INTERNAL RESOURCE GUIDE

**Your Company's Name**  
Mental Health & Addiction Resource  
Guide  
*for employees*

Insert image here (could be of company's core value,  
mission, or a general supportive image)

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*Insert statement of support from Senior Leadership here*  
*(For example: "We are committed to providing an environment that is free of stigma and ensuring that our employees have the necessary resources to support their needs as it relates to mental health and substance use disorders.")*

Name, Title

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## Support Available to Employee

### **Employee Assistance Program (EAP) (\*\*\_\*\*\_\*\*\_\*\*)**

The EAP provides employees and their families with confidential counseling and referral services for a wide range of concerns including mental health, alcohol/substance use disorder, smoking cessation, anxiety and more. They are available 24/7. You can also access their website to take different addiction and mental health assessments:

[www.\\*\\*\\*\\*\\*.com](http://www.*****.com)

### **Health Plan Mental Health/Substance Use Disorder Services (\*\*\_\*\*\_\*\*\_\*\*)**

If you are enrolled in our group medical plan, you may visit any provider that accepts \*\*\* insurance. Referrals are not required, regardless of which plan you're on. You may also look up providers at [www.\\*\\*\\*\\*\\*.com](http://www.*****.com) or call them directly.

### **Behavioral Health Services: Telemedicine ([www.\\*\\*\\*\\*\\*.com](http://www.*****.com))**

Medical plan members can receive convenient and confidential behavioral health visits through online video chat with licensed practitioners. Conditions treated include depression, anxiety, addiction, trauma and loss. Psychology appointments with talk therapy are 25 or 50 minute sessions. Psychiatry appointments addressing biological imbalance start with a 45-minute visit, and then 15-minute follow-up visits after that. Psychiatrists can prescribe medicine as part of a treatment plan.

## How to Take Time off for Treatment

### **Leave of Absence**

You may qualify for time off from work for the treatment of mental health and/or substance use disorders on an intermittent or continuous basis.

To request time off, complete the "Leave for Employee" request packet from [www.\\*\\*\\*\\*.org](http://www.****.org) and call \*\*\*\*\* at \*\*\_\*\*\_\*\*\_\*\*. The completed packet should be returned to the Absence Management team by email to \*\*\*\*\*@\*\*\_.org or faxed to \*\*\_\*\*\_\*\*\_\*\*. Only give your manager the request for time off form to sign. You do not need to share the reason for your leave with your manager.

## Company Policies

All company policies can be found on our employee portal at [\\*\\*\\*\\*\\*.org/policy](http://*****.org/policy).

To learn about your rights, responsibilities and our expectations for employees, please review the following Human Resources policies:

- Employee Conduct: This policy provides guidelines and examples of unacceptable conduct related to drug and alcohol use and its potential impact on your employment.
- Drug and Alcohol: This policy explains that the use of drugs and/or alcohol while on the job, working impaired, and/or possessing, selling, distributing, or diverting drugs is prohibited. It also states that if you voluntarily disclose your

substance use disorder before job performance is affected, you may be eligible for protected time off for treatment.

If you need time off for treatment or are in recovery, you have certain rights for protected time out of work or needed accommodations, as described in the following Human Resources policies:

- **FMLA**: This policy provides information on taking either a continuous or an intermittent leave of absence to treat your substance use disorder.
- **Reasonable Accommodation**: This policy states that we will make good faith efforts to accommodate the physical and mental limitations of qualified employee with a disability to enable them to perform the essential functions of their job.

### Community Resources and Support Programs

There are multiple community resources and support programs that are available such as:

- Alcoholics Anonymous ([www.aa.org](http://www.aa.org)), and
- Narcotics Anonymous ([nera.org](http://nera.org)).

Visit their websites to find a meeting location and time that works for you.

The **Police Assisted Addiction Recovery** Initiative supports local police departments as they work to support those with substance use disorder by providing them with medical assistance for people asking for help. Visit their website to see if your town participates: [paariusa.org/our-partners](http://paariusa.org/our-partners).

### Screening Tools

Screening tools are a quick and easy way to determine whether you are experiencing symptoms of a mental health disorder or have a substance use disorder.

#### Mental Health

- [www.mentalhealthamerica.net/mental-health-screening-tools](http://www.mentalhealthamerica.net/mental-health-screening-tools)

#### Alcohol/Substance Use Disorder

- [www.asam.org/education/live-online-cme/fundamentals-of-addiction-medicine/additional-resources/screening-assessment-for-substance-use-disorders/screening-assessment-tools](http://www.asam.org/education/live-online-cme/fundamentals-of-addiction-medicine/additional-resources/screening-assessment-for-substance-use-disorders/screening-assessment-tools)
- [alcoholtreatment.niaaa.nih.gov/FAQs-searching-alcohol-treatment#topic-what-is-alcohol-use-disorder-and-its-symptoms](http://alcoholtreatment.niaaa.nih.gov/FAQs-searching-alcohol-treatment#topic-what-is-alcohol-use-disorder-and-its-symptoms)
- [www.bmc.org/research/alcohol-treatment-research/signs-problems](http://www.bmc.org/research/alcohol-treatment-research/signs-problems)

## Safe Disposal of Unused Medication

To prevent unused medication from getting into the wrong hands or harming the environment, it is important that you safely dispose of them. Call your local pharmacy to see if they have safe disposal receptacle for public use.

Information about drug disposal is available online at:

[www.fda.gov/Drugs/ResourcesForYou/Consumers/BuyingUsingMedicineSafely/EnsuringSafeUseofMedicine/SafeDisposalofMedicines/ucm186187.htm](http://www.fda.gov/Drugs/ResourcesForYou/Consumers/BuyingUsingMedicineSafely/EnsuringSafeUseofMedicine/SafeDisposalofMedicines/ucm186187.htm).

### Contact Us

Email:

Phone:

Address:

Insert your company's logo  
here