

Date: May 17, 2019

To: Tom Wilde, Teacher-UNEX

From: Katrin Kaehler, Director, UCLA Extension Human Resources

cc: Esther Hamil, Associate Director, UCLA Academic Personnel Office

Tara Neuwirth, Director, American Language Center

Mike Flaxman, Associate Director, UCLA Extension Human Resources

Re: Investigatory Leave

The investigatory leave that commenced on April 19, 2019 has been extended through May 24, 2019. During this time, you are not to come to the work area unless otherwise directed by the department. You are directed not to come to the department of the American Language Center (ALC) while on investigatory leave. If you need to come to ALC for any reason during the period of investigatory leave, please make arrangements in advance by contacting ALC at (310) 794-3251. You are further directed not to contact any of the employees within UCLA Extension or within the scope of your current employment assignment.