

**Date:** April 19, 2019

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**To:** Tom Wilde, Teacher-UNEX

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**From:** Mike Flaxman, Associate Director, UCLA Extension Human Resources

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**cc:** Tara Neuwirth, Director, UCLA Extension American Language Center

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Esther Hamil, Associate Director, UCLA Academic Personnel Office

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Katrin Kaehler, Director, UCLA Extension Human Resources

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**Re:** Investigatory Leave

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You are being placed on investigatory leave through May 3, 2019 in suspected violation of the UCLA Acceptable Use Policy to allow the department time to review allegations of misconduct. 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 me at (310) 825-4287. You are further directed not to contact any of the employees within UCLA Extension or within the scope of your current employment assignment.