

UCLA SABBATICAL & LEAVE OF ABSENCE FORM

APM 740

NAME (Last, First, Middle Initial) Carlson, Ann E.	EMPLOYEE ID NO 101003101	DATE PREPARED 1/19/2021
TITLE Professor of Law	DEPARTMENT UCLA School of Law	

SABBATICAL - COMPLETE A, C, D				LEAVE OF ABSENCE CODES - COMPLETE SECTIONS A & B										
Regular Full	Regular Partial	In-Res Full	In-Res Partial	Pregnancy Disability	Extended Illness	Gov/Pub Service	Prof Dev	Workers' Personal	Comp	Military	Special	Family & Med Leave	Family & Med Leave	Other
Salary <input type="checkbox"/> 01	Salary <input type="checkbox"/> 02	Salary <input type="checkbox"/> 03	Salary <input type="checkbox"/> 14	<input type="checkbox"/> 04	<input type="checkbox"/> 05	<input checked="" type="checkbox"/> 06	<input type="checkbox"/> 07	<input type="checkbox"/> 08	<input type="checkbox"/> 09	<input type="checkbox"/> 11	<input type="checkbox"/> 12	<input type="checkbox"/> 15	<input type="checkbox"/> 16	<input type="checkbox"/> 99

PAY PERIOD OF LEAVE	BEGIN DATE 01 20 21	RETURN DATE 07 01 21	ACADEMIC YEAR SERVICE QUARTERS AFFECTED	SUM	FALL	WTR	SPR X
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A	LEAVE SUMMARY	<p>THE REASON FOR OR SPECIFIC PURPOSE OR PROPOSED LEAVE (SABBATICAL INCLUDE LOCATION WHILE ON PROPOSED LEAVE)</p> <p>Appointed by the Biden administration to serve as the Chief Counsel for the National Highway Traffic Safety Administration.</p> <p>OTHER SOURCES OF INCOME AND AMOUNT WHILE ON LEAVE:</p> <p>The position with NHTSA will pay \$150,000 annually.</p> <p>ARE YOU A PRINCIPAL INVESTIGATOR? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>HAS SPONSORING AGENCY APPROVED SUBSTITUTE?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Name of Substitute: _____</p>
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B	LEAVE OF ABSENCE	<p>DISPOSITION OF WORK WHILE ON LEAVE:</p> <p>The agency is in charge of climate standards for cars and trucks; I will be serving as Chief Counsel.</p> <p>U.C. COMPENSATION WHILE ON LEAVE:</p> <p><input checked="" type="checkbox"/> No Salary <input type="checkbox"/> Full Salary <input type="checkbox"/> Other _____</p> <p>IS THIS AN EXTENSION OF A PREVIOUS LEAVE?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
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C	SABBATICAL LEAVE	<p>I hereby certify that I have read and understand the order of the Regents 103.4 and the Regulations of the President governing the award of sabbatical leaves, and that I shall accept the requested leave, if granted, under the conditions set forth in these regulations and shall continue my service at the University following said leave or a period of at least equal to the period of the leave.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%; border-bottom: 1px solid black;"></div> <div style="width: 35%; text-align: center;">EMPLOYEE SIGNATURE</div> <div style="width: 5%; text-align: center;">DATE</div> </div>
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D	CHAIRPERSON FOR SABBATICAL LEAVE	<p>IF IN-RESIDENCE, WHAT COURSES PER QUARTER TO BE TAUGHT BY APPLICANT:</p> <table style="width: 100%;"> <tr> <td style="width: 33%;">QUARTER: _____</td> <td style="width: 33%;">QUARTER: _____</td> <td style="width: 33%;">QUARTER: _____</td> </tr> <tr> <td>COURSES: _____</td> <td>COURSES: _____</td> <td>COURSES: _____</td> </tr> <tr> <td>NAMES: _____</td> <td>NAMES: _____</td> <td>NAMES: _____</td> </tr> </table> <p>DOES APPLICANT HAVE FULL RESPONSIBILITY FOR COURSES: _____</p>	QUARTER: _____	QUARTER: _____	QUARTER: _____	COURSES: _____	COURSES: _____	COURSES: _____	NAMES: _____	NAMES: _____	NAMES: _____
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REMARKS					
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APPROVAL	<p>DEPARTMENT CHAIR _____ DATE PROVOST _____</p> <p>DEAN DATE 1/20/21</p>	<p>DATE _____</p> <p>CHANCELLOR Michael Levine Digitally signed by Michael Levine Date: 2021.01.26 16:21:08</p>
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-08 00

REVISED APO 8/29/01

University of California

PRIOR APPROVAL FORM FOR OUTSIDE ACTIVITIES (CATEGORY I)

For each Category I Outside Professional Activity in which you wish to engage, please complete the information requested below, obtain your Department Chair's signature.

Organization Name:

United States Department of Transportation, National Highway Traffic Safety Administration

Type:

Non Profit

Activity Type(s)/Role(s):

Employment outside the University (Cat. 1)

Assuming an executive or managerial position outside of the University (Cat. 1)

Activity Label:

Chief Counsel

Student Involvement:

No

Intellectual Properties

NEW: as of Feb 5, 2020

Does this activity use or propose to use intellectual property (IP) developed at the University of California (using University resources)?: No

Did you or do you plan to create any IP in your outside activity (and assign your rights to the entity)?: No

Did you make any invention and/or create any non-scholarly/non-aesthetic copyright material (e.g. software) in the course of your outside activity?: No

Name: Carlson, Ann E.

Dept: D0250 Law

School: UCLA

Type of Category I Activity in which you will be involved:

Employment outside the University

Assuming an executive or managerial position outside of the University

Organization name:

United States Department of Transportation, National Highway Traffic Safety Administration

General description of the business / agency / organization / group / individual:

responsible for United States transportation funding, policy, legal activity

Please list the web address of the company:

<https://www.nhtsa.gov>

Nature of your relationship to entity named above (check all that apply):*

☐ Board Member

☐ Equity/Royalty Interest

☐ Owner

☐ Stockholder/Partnership Interest

☐ Consultant (1099)

☐ Founder/Co-Founder

☒ Salaried Employee (W-2)

☐ Other , please explain:

Description of the nature of your participation in this activity, including, if you wish, possible beneficial outcomes to areas of research, industry, and public service:

to work on transportation climate mitigation

Start date for which you are seeking approval:	2021-01-20 Fiscal Year: 2021	Last date for which you are seeking approval:	2021-06-30 Fiscal Year: 2021
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Please note approvals are granted generally for one Academic/Fiscal Year but may be granted for a longer term, up to three years.

Estimated number of hours of involvement during a Fiscal Year appointment:	2000
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From: 2021-01-20 To: 2021-06-30

Have you engaged in the activity before receiving permission?

☐ Yes ☒ No

APM 025 requests: Please note approval to engage in this activity does not convey approval to exceed the policy time limits. This activity, either alone or in combination with other professional activities during the fiscal year, should not exceed the time limits.

Signed by: Carlson, Ann E. (carlson@law.ucla.edu) 01/20/2021 01:26:42 pm

I attest that my submittal is true

Historical Actions

01/20/2021 01:26:42 pm	Submit	Ann E. Carlson (carlson@law.ucla.edu)	
01/20/2021 01:50:58 pm	Reviewed	James Warren (warrenj@law.ucla.edu)	
01/25/2021 11:43:24 am	Approved	Jennifer L. Mnookin (mnookin@law.ucla.edu)	
01/26/2021 12:05:04 pm	Reviewed	Mary Tam (mtam@conet.ucla.edu)	
01/27/2021 05:38:32 am	Approved (Approved to 06/30/2021)	Michael Levine (mlevine@conet.ucla.edu)	MSL

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-08 00

REVISED APO 8/29/01

From: [Warren, James](#)
To: [Carlson, Ann E.](#)
Subject: RE: form

Thanks Ann!

From: Carlson, Ann <carlson@law.ucla.edu>
Sent: Wednesday, January 20, 2021 1:46 PM
To: Warren, James <WARRENJ@law.ucla.edu>
Subject: Re: form

ok I've filled in the form. Thanks!

Ann Carlson
Shirley Shapiro Professor of Environmental Law
Faculty Co-Director, Emmett Institute on Climate Change and the Environment
UCLA School of Law
(310) 206-9496

From: Warren, James <WARRENJ@law.ucla.edu>
Sent: Wednesday, January 20, 2021 11:22 AM
To: Carlson, Ann <carlson@law.ucla.edu>
Subject: RE: form

Hi Ann,

So what's most needed I think is the 'prior approval', which should apparently come up as part of adding a new outside activity to the year. There should be a walkthrough here:

<https://info.ucoats.org/pages/faculty-adding-025>

It sounds like the VCAP will want this online step complete before signing off, so let me know if this does the trick, or if any other speed bumps.

Sorry as ever for the bureaucracy!

Best,
James

From: Carlson, Ann <carlson@law.ucla.edu>
Sent: Tuesday, January 19, 2021 5:32 PM
To: Warren, James <WARRENJ@law.ucla.edu>
Subject: Re: form

Hi James,
Not quite sure what form I am supposed to fill out. When I sign onto the website I get the outside activity report screen. Is that what I'm supposed to be filling out?

On Jan 19, 2021, at 4:20 PM, Warren, James <WARRENJ@law.ucla.edu> wrote:

Thanks Ann,

I think I follow – there's a limit on the federal side? I'll send this to Jennifer and go from there.

In the meantime, APO has also asked if you can file a prior approval request in OATS: <https://ucla.ucoats.org/>. I think for now it should just be for the same period as this form: 1/20/21 through 6/30/21. Let me know if any technical difficulties on this front.

Thanks much!

James

From: Carlson, Ann <carlson@law.ucla.edu>
Sent: Tuesday, January 19, 2021 4:15 PM
To: Warren, James <WARRENJ@law.ucla.edu>
Subject: Re: form

I can't make any more money than what they're paying me. Yes, a big cut. \$150k is annual.

Thanks for trying though!

Ann Carlson
Shirley Shapiro Professor of Environmental Law
Faculty Co-Director, Emmett Institute on Climate Change and the Environment
UCLA School of Law
(310) 206-9496

From: Warren, James <WARRENJ@law.ucla.edu>
Sent: Tuesday, January 19, 2021 4:13 PM
To: Carlson, Ann <carlson@law.ucla.edu>
Subject: RE: form

Thanks Ann,

I can plug in the amount. Not to complicate the case but is the 150K an annual rate? There may be space in policy for this to be a partial leave with pay if the government would be paying you less than your current annual base salary (352,000). It would I think require some additional levels of approval (possibly up to UCOP), but we could look into it if it does seem like there'd be a stark difference in pay.

Parallel to that though, I think we will have to suspend your admin stipend for the duration of the leave, and probably summer money too.

FYI I also just took off one signature in section C which actually is just for sabbatical leaves. Let me know if any other questions!

Best,
James

From: Carlson, Ann <carlson@law.ucla.edu>
Sent: Tuesday, January 19, 2021 3:57 PM
To: Warren, James <WARRENJ@law.ucla.edu>
Subject: form

Here's the signed form. The salary will be \$150,000. Can you add it to the form so I don't screw it up? is that everything you need?

Ann Carlson
Shirley Shapiro Professor of Environmental Law
Faculty Co-Director, Emmett Institute on Climate Change and the Environment
UCLA School of Law
(310) 206-9496

From: Warren, James <WARRENJ@law.ucla.edu>
Sent: Tuesday, January 19, 2021 1:40 PM
To: Carlson, Ann <carlson@law.ucla.edu>
Cc: Parr, Tracey <PARR@law.ucla.edu>
Subject: RE: Me

Thanks Ann,

APO confirms we should just set up through June 30 for now and extend as necessary. If you can email me the completed form we'll get Jennifer's sign-off and forward to APO for approval.

Thanks!
James

From: Carlson, Ann <carlson@law.ucla.edu>
Sent: Tuesday, January 19, 2021 11:39 AM
To: Warren, James <WARRENJ@law.ucla.edu>
Cc: Parr, Tracey <PARR@law.ucla.edu>
Subject: Re: Me

Happy to do whatever is easiest. Thanks!

Ann Carlson
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From: Warren, James <WARRENJ@law.ucla.edu>
Sent: Tuesday, January 19, 2021 11:38 AM
To: Carlson, Ann <carlson@law.ucla.edu>
Cc: Parr, Tracey <PARR@law.ucla.edu>
Subject: RE: Me

Hi Ann,

We can ask for that stretch and see, though I vaguely recall some preference from the center for setting these up on the AY calendars. Presuming it's okay with you I can check with the director there (Erika Chau) and see which approach is cleaner, two years up front or year by year.

Best,
James

From: Carlson, Ann <carlson@law.ucla.edu>
Sent: Tuesday, January 19, 2021 11:30 AM
To: Warren, James <WARRENJ@law.ucla.edu>
Cc: Parr, Tracey <PARR@law.ucla.edu>
Subject: Re: Me

It's definitely extended -- my guess is two years? Does it make sense to extend for two years?

Ann Carlson
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UCLA School of Law
(310) 206-9496

From: Warren, James <WARRENJ@law.ucla.edu>
Sent: Tuesday, January 19, 2021 10:55 AM
To: Carlson, Ann <carlson@law.ucla.edu>
Cc: Parr, Tracey <PARR@law.ucla.edu>
Subject: RE: Me

Presuming it's an extended leave we could conceivably set through the end of this AY (June 30) and work from there. I've set the attached form as such.

APO might also ask us the amount of compensation from the feds. If you happen to know you can just add to the second part of section A in the attached.

If that all sounds good you can finish with an e-signature at the bottom and we'll forward to Jennifer and then APO for approval. In an ideal world we can get the leave in by tomorrow sometime just to get ahead of pay compute for this month. Not a huge issue if we don't, but the sooner we can get everything set up the more likely it will be that Path can adjust your January earnings accordingly and avoid any overpayment.

Let me know if anything else!
James

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From: Carlson, Ann <carlson@law.ucla.edu>
Sent: Tuesday, January 19, 2021 10:32 AM
To: Warren, James <WARRENJ@law.ucla.edu>
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Subject: Re: Me

I don't know how long the leave will be. Is that ok? And thank you!

> On Jan 19, 2021, at 10:23 AM, Warren, James <WARRENJ@law.ucla.edu> wrote:

>

> Hi Ann,

>

> Wow, congrats! We'll get a leave form together. Do you know how long the leave is likely to last? Health benefits should continue through January.

>

> Best,

> James

>

> -----Original Message-----

> From: Carlson, Ann <carlson@law.ucla.edu>

> Sent: Monday, January 18, 2021 4:06 PM

> To: Warren, James <WARRENJ@law.ucla.edu>

> Cc: Parr, Tracey <PARR@law.ucla.edu>

> Subject: Me

>

> So, you are probably aware that my life has taken a mysterious turn and I'm ready to update you on it and get the appropriate paperwork in motion. I have been appointed by the Biden administration to serve as the chief counsel for the National Highway Traffic Safety Administration. The agency is in charge of climate standards for cars and trucks, which is why they have recruited me for the position. The job starts Wednesday, believe it or not. I was just offered a job yesterday although this has been in the works for a few weeks.

>

> So, I will be taking a leave from UCLA and need to get the appropriate paperwork in motion. I will also need to carry my UCLA health insurance through the end of January since I won't get onto federal benefits until then. Thank you! Let me know what else I need to do.

>

> I will begin to send emails to people tomorrow and Wednesday letting them know about my new position so if you could keep this somewhat under wraps I would appreciate it.

From: [Warren, James](#)
To: [Carlson, Ann E.](#)
Cc: [Parr, Tracey](#)
Subject: RE: Me
Attachments: [Carlson S2021.xlsx](#)

Thanks Ann,

APO confirms we should just set up through June 30 for now and extend as necessary. If you can email me the completed form we'll get Jennifer's sign-off and forward to APO for approval.

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If that all sounds good you can finish with an e-signature at the bottom and we'll forward to Jennifer and then APO for approval. In an ideal world we can get the leave in by tomorrow sometime just to get ahead of pay compute for this month. Not a huge issue if we don't, but the sooner we can get everything set up the more likely it will be that Path can adjust your January earnings accordingly and avoid any overpayment.

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Type:

Non Profit

Activity Type(s)/Role(s):

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Assuming an executive or managerial position outside of the University (Cat. 1)

Activity Label:

Chief Counsel

Student Involvement:

No

Intellectual Properties

NEW: as of Feb 5, 2020

Does this activity use or propose to use intellectual property (IP) developed at the University of California (using University resources)?: No

Did you or do you plan to create any IP in your outside activity (and assign your rights to the entity)?: No

Did you make any invention and/or create any non-scholarly/non-aesthetic copyright material (e.g. software) in the course of your outside activity?: No

Name: Carlson, Ann E.

Dept: D0250 Law

School:

UCLA

Type of Category I Activity in which you will be involved:

Employment outside the University

Assuming an executive or managerial position outside of the University

Organization name: United States Department of Transportation, National Highway Traffic Safety Administration

General description of the business / agency / organization / group / individual: responsible for United States transportation funding, policy, legal activity

Please list the web address of the company: <https://www.nhtsa.gov>

Nature of your relationship to entity named above (check all that apply):*

- ☐ Board Member
- ☐ Consultant (1099)
- ☐ Equity/Royalty Interest
- ☐ Founder/Co-Founder
- ☐ Owner
- ☒ Salaried Employee (W-2)
- ☐ Stockholder/Partnership Interest
- ☐ Other , please explain:

Description of the nature of your participation in this activity, including, if you wish, possible beneficial outcomes to areas of research, industry, and public service:

to work on transportation climate mitigation

Start date for which you are seeking approval:	2021-01-20 Fiscal Year: 2021	Last date for which you are seeking approval:	2021-06-30 Fiscal Year: 2021
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Please note approvals are granted generally for one Academic/Fiscal Year but may be granted for a longer term, up to three years.

Estimated number of hours of involvement during a Fiscal Year appointment: 2000

From: 2021-01-20 To: 2021-06-30

Have you engaged in the activity before receiving permission?

☐ Yes ☒ No

APM 025 requests: Please note approval to engage in this activity does not convey approval to exceed the policy time limits. This activity, either alone or in combination with other professional activities during the fiscal year, should not exceed the time limits.

Signed by: Carlson, Ann E. (carlson@law.ucla.edu) 01/20/2021 01:26:42 pm

I attest that my submittal is true

Historical Actions

01/20/2021 01:26:42 pm	Submit	Ann E. Carlson (carlson@law.ucla.edu)	
01/20/2021 01:50:58 pm	Reviewed	James Warren (warrenj@law.ucla.edu)	
01/25/2021 11:43:24 am	Approved	Jennifer L Mnookin (mnookin@law.ucla.edu)	
01/26/2021 12:05:04 pm	Reviewed	Mary Tam (mtam@conet.ucla.edu)	
01/27/2021 05:38:32 am	Approved (Approved to 06/30/2021)	Michael Levine (mlevine@conet.ucla.edu)	MSL

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From: [Warren, James](#)
To: [Mnookin, Jennifer](#)
Cc: [Kim, Lauren](#)
Subject: RE: Carlson LWOP
Date: Wednesday, January 20, 2021 1:55:49 PM
Attachments: [image001.png](#)

Thanks Jennifer!

We've submitted the leave form to APO. There should also now be a prior approval request in your queue with OATS: <https://ucla.ucoats.org/>

It sounds like Levine will need the prior approval in OATS as well to sign off, so once you're able to approve that online I think we'll have everything we need for his stamp. Let me know if any questions!

All best,
James

From: Mnookin, Jennifer <MNOOKIN@law.ucla.edu>
Sent: Wednesday, January 20, 2021 12:06 AM
To: Warren, James <WARRENJ@law.ucla.edu>
Subject: Re: Carlson LWOP

Yes, please go ahead!

Jennifer L. Mnookin

Dean and Ralph and Shirley Shapiro Professor of Law
Co-Director, PULSE@UCLA Law
(310) 825-8202



From: Warren, James <WARRENJ@law.ucla.edu>
Date: Tuesday, January 19, 2021 at 4:29 PM
To: Mnookin, Jennifer <MNOOKIN@law.ucla.edu>
Subject: Carlson LWOP

Hi Jennifer,

Ann has reached out about her impending leave to go help with the Biden administration. We've put the attached form together. I understand she's already run by you so presuming this looks okay we'll add your signature and send on to APO for approval. We should also be seeing a prior approval request coming in through OATS at some point. Let me know if any questions!

All best,

James Warren

Academic Personnel Director

UCLA School of Law

Office of the Dean

385 Charles E. Young Dr. E.

Los Angeles, CA 90095-1476

Phone: 310-825-4684

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