

Education-
Employees.
31334-1912
36459-1912
B S G

Leave of
Mollie V. Gaither.

APR 27 1912

FOR FILE

Mr. Moses Friedman,
Sup't. Carlisle School.

Sir:

The Office has received your letter of April 12, in answer to its letter of April 8, regarding the leave of Miss Mollie V. Gaither.

You are advised that the records of the Office show that Miss Gaither had twenty-seven ^{1/2} days annual leave during the past calendar year and that she is charged on the records as being on leave without pay from July 1 to 6, inclusive, although you have paid her for that period. As the law **limits annual leave with pay to thirty days, you have paid her in excess of the legal limit.** However, the records clearly show that Miss Gaither was unable to perform the duties of her position from July 1 to 6, and instead of recommending that she be granted leave without pay you should have granted her sick leave for that period in view of the fact that you did not employ temporarily in the position, which fact was known to you at the time the request

E-31334-2.

for leave without pay was submitted. The records of the Office have been changed to show Miss Gaither on sick leave from July 1 to 6, inclusive, instead of on leave without pay, and your records should be corrected accordingly.

The Office has had considerable difficulty in connection with leave matters at your school, as you were advised in its letter of September 6 and subsequent correspondence. For your information and guidance in the future, you are advised that employees must be required to take first the annual or sick leave, if necessary, to which they may be entitled before applying for leave without pay, unless it is necessary to employ temporarily in the position during the absence.

Respectfully,

(Signed) C. F. Hauke.

Second Assistant Commissioner.

4-AAC-25.



DEPARTMENT OF THE INTERIOR,
UNITED STATES INDIAN SCHOOL,
CARLISLE, PA.

Education-
Employees
31334-1912
B S G

Leave

April 12, 1912.



To the Honorable,
Commissioner of Indian Affairs,
Washington, D. C.

Sir:

In reply to Office letter of April 8, 1912, which was in reference to my letter of March 29, 1912, transmitting two communications; one from the Chief Clerk to Miss Gaither; the other Miss Gaither's reply thereto regarding her leave, I have the honor to answer thereto as follows:

A request dated July 10, 1911, for leave without pay July 1-6 inclusive, was signed by Miss Gaither and approved by me, which you state was approved July 15, but was not approved until my letter was submitted to you under date of September 8, which was in reply to yours of September 6 requesting information on certain leaves, among them being this particular one, and the report was made thereon as noted in Office letter. Inasmuch as no reply was received during the time from July 10 to September 8, when my letter specifically states the following: "If the Office desires this to be made annual leave, it will be necessary to pay her for six days and charge same to annual leave," the matter of her leave was overlooked and payment was made for the full time.

The blank submitted with the notation "It will be necessary to have the services of a temporary employee in the absence of the

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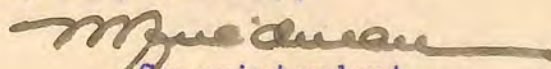
applicant," was a clerical notation, as a temporary employee might have been employed in her stead from July 1 to 6, but it would have been of no special benefit to the Service, for the person appointed would have had to be advised as to the methods, etc., of the work, and would have taken practically all the time for the necessary instruction. Consequently, one of our own employees, who had been detailed otherwise, was compelled to do this work in connection with her other duties.

The request for leave without pay was made at the solicitation of Miss Gaither herself, and my letter on this same subject submitted under date of April 8, 1912, enclosing a communication from Miss Gaither and from the Chief Clerk, gives the necessary explanation.

The application having been submitted July 10, 1911 to your Office for approval and action, and not having been returned to me acted upon until September 8, 1911, and not knowing whether the Office would make these six days chargeable to annual leave or leave without pay, the matter was overlooked and payment was made for July 1 to 6.

This request could not have been approved July 15, for on the face of it are notations covering July 24 and August 1, made by some clerk in your Office, which dates are subsequent to July 15.

Very respectfully,


Superintendent.

SJN-BH



DEPARTMENT OF THE INTERIOR,
UNITED STATES INDIAN SCHOOL,
CARLISLE, PA.



April 8, 1912.

The Honorable
Commissioner of Indian Affairs,
Washington, D. C.

Sir:-

I beg to transmit herewith communication from Miss Mollie V. Gaither, Outing Agent, at this school, relative to the matter mentioned in your letter of March 26, 1912, and Office letter of April 6, 1912, voucher 1-2, concerning refund for salary which she received, which according to the Office she was not entitled to. In addition to the statement of Miss Gaither, I send you herewith a statement of the Chief Clerk relative to the matter, and as far as I am aware the Chief Clerk states the situation in accordance with the facts.

Very respectfully,

M. Friedman
Superintendent.

MF:SR

Ernst

U. S. Indian School,
Carlisle, Pennsylvania.

April 1, 1912.



Hon. Commissioner of Indian Affairs,
Washington, D. C.

Sir:

I respectfully submit the following statement.

Enclosed find copy of letter received March 28th from Chief Clerk Nori, which embraces part of letter to yourself from Supt. Friedman, concerning my leave of absence for last year.

Supt. Friedman states, "Mollie V. Gaither, Girls' Field Agent, six days, July 1st to July 6th inc., to recover from over-exertion, was for personal reasons. This leave was taken without pay at her own solicitation, as she could not have been spared without impairing the efficiency of the work in her department at that time." The above statement made by Supt. Friedman is incorrect. If you remember, last summer was extremely hot. June 27th, an excessively hot day, while visiting girls in West Chester, Pennsylvania, I was overcome by the heat. Had it not been for the timely

assistance of Dr. J. R. Baker, I do not know what the outcome would have been. I remained in Dr. Baker's house two days. As I was not then able to leave, Dr. Baker advised me to return to Carlisle and said I was running a great risk to continue working in the extreme heat. I telegraphed Supt. Friedman that I would return to the school as I was sick. I reached Carlisle at 4 P. M. on June 29th, suffering with pain at base of my brain and head as I had been suffering in West Chester. Dr. Hess, who was As'st. School Physician at that time, came to see me. He had an ice-bag put on my head. For two days I was in bed with the ice-bag at the base of my brain. July 1st I was able to be up and to go to my meals, but not well enough to work.

Supt. Friedman states that this leave was taken without pay at my own solicitation, as I could not have been spared at that time without impairing the efficiency of the work in my department. This is also a mistake. There was vacation at the school, the teachers being detailed to work in different departments. Two had been detailed in the dining-room to take the matron's place while she was having vacation. One worked in the forenoon, the other in the afternoon. On July 3rd, Miss Kaup, teacher, was relieved of duty in the dining-room and detailed to take my place in the Outing. I had

visited nearly all the Outing girls except those at different sea-shore places. Miss Kaup did not object to taking my place. In a few days I felt well enough to resume work, but not well enough to venture out in the heat. I was detailed to the dining-room and remained there in Miss Kaup's place until July 10th. I felt I could resume my Outing work on that day and went to Rising Sun, Maryland, reaching there at 2 P. M. The weather was still excessively hot. I was taken sick just as in West Chester. I was not able to stand the heat. Again I telegraphed Supt. Friedman, telling him I should have to return to the school. I reached Carlisle July 11th, having the same pain at base of brain and in my head --, also peculiar sensations. All that day and night I kept the ice-bag on my head. The next morning I went into the dining-room, far from well, but did the work and continued there until the matron returned from her vacation. Miss Kaup finished the Outing visiting and went on her vacation.

In the meantime, Miss Mabel E. Curtis, teacher of 3rd grade, whose position had been abolished, was returned to the school by your direction, to report for duty. Miss Curtis was ready for service and not on duty. She was detailed to my work, as I was not able then to go out in the hot sun. Under these circumstances I could be conveniently spared from the school and asked

Supt. Friedman to permit me to take a part of my annual leave. He said I might do so, taking the time without pay. I was willing to do so to get away, although I knew it was not just to me, as the school incurred no inconvenience or extra expense by my leaving. I left for Kentucky July 27th and returned August 9th, the day before Miss Curtis went away. I should not have taken my leave at this time had I been well, as I greatly prefer having it in the fall, the time I have always taken it. I resumed work August 10th, having been entirely restored to health by the rest and change of two weeks. When I received my check for my August salary, I found that leave was given me with pay. Supt. Friedman also states that I had annual leave, eight days, in February 1911. In February 1911, I was run down and not over the effects of grip, but continued at work, not losing a day. I was under treatment of Dr. James M. Anders, one of the best physicians in Philadelphia. After treating me for several weeks, as I felt no better, Dr. Anders advised a rest for a few days. I wrote Supt. Friedman to this effect; he did not reply to my letter. I then telephoned him, he gave me permission, and I took eight days off, February 14th to 21st inclusive. As there was no extra expense or inconvenience to the school or anyone for time I was off duty, February 14th to 21st, I hoped to be given this time as sick leave. The time was taken off my annual leave.

During Christmas holidays schools are all closed, which our boys and girls attend in the country. Consequently we do not visit during that time. Since I took charge of the Field work seven years ago, both myself and the boys' Field Agent have returned to Carlisle for the holidays and during this time at the school, performed any duty assigned to us. December 23rd 1911, I returned to Carlisle. This is the first time I have been required to take the time off my annual leave. It is no fault of mine that I did not continue visiting, as above statement shows. I was not assigned regular work, but I substituted a number of times as in former years.

It was unfortunate that I was sick eight days in February 1911, and from the excessive heat of last summer. I regretted to lose the time, but owing to the fact that I have been in the Indian Service for over twenty years and have had but three sick leaves during the time, which my record in your office will show, I respectfully ask that enough sick leave will be given me to cover the fifteen dollars (\$15.00), which is charged against me. I am thankful to be able to state that I am now in perfect health, weigh more than ever before, and have lost but one day since I resumed work August 10, 1911.

Enclosed find copy of certificate from my attending physician.

I am respectfully yours,

Wesley V. Gaither, Field Agent

Through Superintendent Friedman,
U. S. Indian School,
Carlisle, Pennsylvania.

M. FRIEDMAN, SUPERINTENDENT.

DEPARTMENT OF THE INTERIOR,
UNITED STATES INDIAN SCHOOL,
CARLISLE, PA.

OUTING SYSTEM.
MRS. N. R. DENNY, Manager.
MISS M. V. GAITHER, Girls' Agent.
MR. D. H. DICKEY, Boys' Agent.

Apr. 2nd 1912.

Mr. M. Friedman Esq.
U. S. Ind. School.
Carlisle, Pa.



Sir: Will you please forward
enclosure to Hon. Commissioner
Office Washington D. C.

and oblige

Yours respectfully
Miss M. V. Gaither
Field Agent.

Cyberg

DEPARTMENT OF THE INTERIOR

UNITED STATES INDIAN SCHOOL,

CARLISLE, PA.

West Chester, Pa.,

Mar. 30th., 1912.



OUTING SYSTEM.
MRS. N. R. DENNY, Manager.
MISS M. V. GAITHER, Girls' Agent.
MR. D. H. DICKEY, Boys' Agent.

To whom it may be concerned.

Miss Gaither reached my home on an exceedingly hot day last summer, too sick for it to be either good judgement or prudent for her to continue working. After some difficulty I succeeded in convincing her that another day out in the heat was unsafe. I feared a heat stroke and she remained with me two days.

Jane R. Baker *M. L.*

COPY

1605 Walnut St. Philadelphia.

February 11, 1911.

Mr. M. Friedman, Supt.,
Carlisle Indian School,
Carlisle, Pa.



My dear Mr. Friedman:

After making a careful examination of Miss Gaither's case, I feel strongly that it is necessary for her to have a complete rest and change the air for a short period of time. If this course be pursued, then she will soon be perfectly well, and in a condition to resume work.

With kind regards, believe me,

Sincerely yours,

J. W. Anders.

Copy

DEPARTMENT OF THE INTERIOR
UNITED STATES INDIAN SCHOOL,
CARLISLE, PA.

OUTING SYSTEM.
MRS. N. R. DENNY, Manager.
MISS M. V. GAITHER, Girls' Agent.
MR. D. H. DICKEY, Boys' Agent.

March 28, 1912.



Miss Mollie V. Gaither,
Carlisle Indian School.

My dear Miss Gaither:

There is a communication from the Indian office to this effect in regard to your request for leave without pay from July 1 to July 6, 1911: "The office still shows that she was on leave without pay from July 1-6. Payment for \$15 for this period must be taken up." The Superintendent had written to the office in regard to this request for leave from July 1 to 6 as follows:

" Mollie V. Gaither, Girls' Field Agent, six days, July 1 to 6 inclusive, to recover from overexertion, was for personal reasons. This leave was taken without pay at her own solicitation, as she could not have been spared without impairing efficiency of the work in her department at that time. Miss Gaither has had annual leave eight days in February, 6½ days in July, and as per attached report 7½ days in August, making 22 days. It is her desire to retain a certain number of days to be taken during the winter season, and hence her desire to have this leave without pay. If the office desires this to be made annual leave, it will be necessary to pay her for six days and charge the same to annual leave."

No definite answer having been received with the exception of the approved leave without pay, this matter was overlooked and payment should have been deducted from July 1-6 in lieu of the authority granted. Please remit the sum of \$15 to cover this overpayment to you.

Very respectfully,
(Signature) S. J. K...
Chief Clerk.



DEPARTMENT OF THE INTERIOR.
UNITED STATES INDIAN SCHOOL,
CARLISLE, PA.

April 3, 1912.

Mr. Friedman, Supt.

Sir:

As near as I can recollect, the request of Miss Gaither's
leave without pay from July 1 to 6, 1911, is as follows:

Miss Gaither came and requested blanks to make application
for leave without pay, which I filled out for her in duplicate.
She signed both blanks, and with your endorsement thereon, they
were submitted to Washington for action and approval. Later in the
day, she came back and requested it to read "Annual leave with pay."
She was told that her first request had already been mailed to the
Commissioner at Washington for approval and actions, and she was
willing to let it stand at that.

The Indian Office did not take any action on this request until
September 6, when a letter was received signed by Abbott, Asst. Com.,
requesting information on certain requests for leave without pay,
among them being this request of Miss Gaither's. This request went
in to the Office in July. Action was not taken until after Sept. 8,
and on the request upon its return to this office was noted; "For
reasons given in Superintendent's letter."

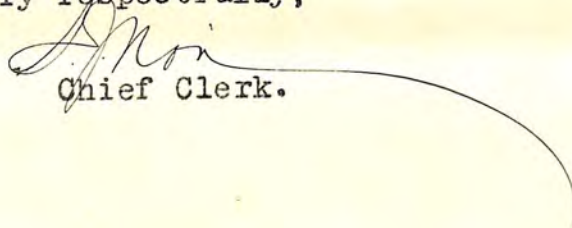
It may be presumed that Miss Gaither was advised that she could
not be spared at the time on account of most of the teachers already
having left the school on their annual leave vacations, and those
who were detained here were detailed to relieve some of the employees



2-

who would otherwise not be able to enjoy the privilege of an annual leave. Consequently, there was no one to take Miss Gaither's place at such time that the Outing work was in full progress. A readjustment of the various assignments of the duties of the employees would have had to be made, and most of them had already formulated their plans in accordance with their assignments.

Very respectfully,


Chief Clerk.

SJN-BH

Education-
Employees.
34633-1912
B S G

APR 27 1912

Leave.

APR 27 1912

FOR FILE

Miss Mollie V. Gaither,
(Through Sup't. Carlisle School).

Madam:

Referring to your letter of April 1, regarding your leave during the past calendar year, you are advised that the records of the Office show that you had twenty-seven days annual leave with pay and six days without pay from July 1 to 6, inclusive, although it appears that you were actually paid for that period. As the law limits annual leave with pay to thirty days in one calendar year, you will readily see that you have received pay for three days in excess of the annual leave to which you were entitled.

However, in view of the statement in your letter of April 1, that you were physically incapacitated to perform the duties of your position from July 1 to 6, inclusive, and the further fact that no person was employed temporarily in your position, you are hereby granted sick leave for that period.

Respectfully,

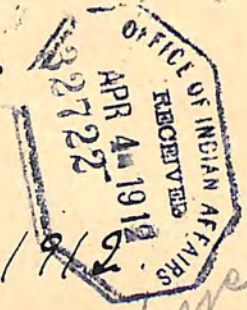
(Signed) C. F. Hauke.
Second Assistant Commissioner.

4-AAC-25.

(Carbon to Carlisle).

DEPARTMENT OF THE INTERIOR,
UNITED STATES INDIAN SCHOOL.

CARLISLE, PA.



April 2-1912

4 me

OUTING SYSTEM.
MRS. N. R. DENNY, Manager.
MISS M. V. GAITHER, Girls' Agent.
MR. D. H. DICKEY, Boys' Agent.

Mr. Robt. G. Valentini
Commissioner Ind. Affs.
Washington D.C.

Sir: I respectfully submit to you a
copy of letter I have sent through
Supt. Freedman.

Respectfully
Mollie V. Gaither.
Field Agent.

[Handwritten signature]

Copy

DEPARTMENT OF THE INTERIOR

UNITED STATES INDIAN SCHOOL,

CARLISLE, PA.

ROUTING SYSTEM.
MRS. N. R. DENNY, Manager.
MISS M. V. GAITHER, Girls' Agent.
MR. D. H. DICKEY, Boys' Agent.

March 28, 1912.



Miss Mollie V. Gaither,
Carlisle Indian School.

My dear Miss Gaither:

There is a communication from the Indian office to this effect in regard to your request for leave without pay from July 1 to July 6, 1911: "The office still shows that she was on leave without pay from July 1-6. Payment for \$15 for this period must be taken up." The Superintendent had written to the office in regard to this request for leave from July 1 to 6 as follows:

" Mollie V. Gaither, Girls' Field Agent, six days, July 1 to 6 inclusive, to recover from overexertion, was for personal reasons. This leave was taken without pay at her own solicitation, as she could not have been spared without impairing efficiency of the work in her department at that time. Miss Gaither has had annual leave eight days in February, 6 1/2 days in July, and as per attached report 7 1/2 days in August, making 22 days. It is her desire to retain a certain number of days to be taken during the winter season, and hence her desire to have this leave without pay. If the office desires this to be made annual leave, it will be necessary to pay her for six days and charge the same to annual leave."

No definite answer having been received with the exception of the approved leave without pay, this matter was overlooked and payment should have been deducted from July 1-6 in lieu of the authority granted. Please remit the sum of \$15 to cover this overpayment to you.

Very respectfully,

Signia, S. J. Urie
Chief Clerk.

COPY:

DEPARTMENT OF THE INTERIOR
UNITED STATES INDIAN SCHOOL.

32722

CARLISLE, PA. --

West Chester, Pa.,
Mar. 30th., 1912.



Copy.

OUTING SYSTEM.
MRS. N. R. DENNY, Manager.
MISS M. V. GAITHER, Girls' Agent.
MR. D. H. DICKEY, Boys' Agent.

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Jane R. Baker *J.R.B.*

COPY

1605 Walnut St. Philadelphia

February 11, 1911.

Mr. M. Friedman, Supt.,
Carlisle Indian School,
Carlisle, Pa.



My dear Mr. Friedman:-

After making a careful examination of Miss Gaither's case, I feel strongly that it is necessary for her to have a complete rest and change the air for a short period of time. If this course be pursued, then she will soon be perfectly well, and in a condition to resume work.

With kind regards, believe me,

Sincerely yours,

J. W. Anders

Copy.

U. S. Indian School,
Carlisle, Pennsylvania.

April 1, 1912.



Hon. Commissioner of Indian Affairs,
Washington, D. C.

Sir:

I respectfully submit the following statement.

Enclosed find copy of letter received March 28th from Chief Clerk Nori, which embraces part of letter to yourself from Supt. Friedman, concerning my leave of absence for last year.

Supt. Friedman states, "Mollie V. Gaither, Girls' Field Agent, six days, July 1st to July 6th inc., to recover from over-exertion, was for personal reasons. This leave was taken without pay at her own solicitation, as she could not have been spared without impairing the efficiency of the work in her department at that time." The above statement made by Supt. Friedman is incorrect. If you remember, last summer was extremely hot. June 27th, an excessively hot day, while visiting girls in West Chester, Pennsylvania, I was overcome by the heat. Had it not been for the timely

assistance of Dr. J. R. Baker, I do not know what the outcome would have been. I remained in Dr. Baker's house two days. As I was not then able to leave, Dr. Baker advised me to return to Carlisle and said I was running a great risk to continue working in the extreme heat. I telegraphed Supt. Friedman that I would return to the school as I was sick. I reached Carlisle at 4 P. M. on June 29th, suffering with pain at base of my brain and head as I had been suffering in West Chester. Dr. Hess, who was As'st. School Physician at that time, came to see me. He had an ice-bag put on my head. For two days I was in bed with the ice-bag at the base of my brain. July 1st I was able to be up and to go to my meals, but not well enough to work.

Supt. Friedman states that this leave was taken without pay at my own solicitation, as I could not have been spared at that time without impairing the efficiency of the work in my department. This is also a mistake. There was vacation at the school, the teachers being detailed to work in different departments. Two had been detailed in the dining-room to take the matron's place while she was having vacation. One worked in the forenoon, the other in the afternoon. On July 3rd, Miss Kaup, teacher, was relieved of duty in the dining-room and detailed to take my place in the Outing. I had

visited nearly all the Outing girls except those at different sea-shore places. Miss Kaup did not object to taking my place. In a few days I felt well enough to resume work, but not well enough to venture out in the heat. I was detailed to the dining-room and remained there in Miss Kaup's place until July 10th. I felt I could resume my Outing work on that day and went to Rising Sun, Maryland, reaching there at 2 P. M. The weather was still excessively hot. I was taken sick just as in West Chester. I was not able to stand the heat. Again I telegraphed Supt. Friedman, telling him I should have to return to the school. I reached Carlisle July 11th, having the same pain at base of brain and in my head --, also peculiar sensations. All that day and night I kept the ice-bag on my head. The next morning I went into the dining-room, far from well, but did the work and continued there until the mastron returned from her vacation. Miss Kaup finished the Outing visiting and went on her vacation.

In the meantime, Miss Mabel E. Curtis, teacher of 3rd grade, whose position had been abolished, was returned to the school by your direction, to report for duty. Miss Curtis was ready for service and not on duty. She was detailed to my work, as I was not able then to go out in the hot sun. Under these circumstances I could be conveniently spared from the school and asked

Supt. Friedman to permit me to take a part of my annual leave. He said I might do so, taking the time without pay. I was willing to do so to get away, although I knew it was not just to me, as the school incurred no inconvenience or extra expense by my leaving. I left for Kentucky July 27th and returned August 9th, the day before Miss Curtis went away. I should not have taken my leave at this time had I been well, as I greatly prefer having it in the fall, the time I have always taken it. I resumed work August 10th, having been entirely restored to health by the rest and change of two weeks. When I received my check for my August salary, I found that leave was given me with pay. Supt. Friedman also states that I had annual leave, eight days, in February 1911. In February 1911, I was run down and not over the effects of grip, but continued at work, not losing a day. I was under treatment of Dr. James M. Anders, one of the best physicians in Philadelphia. After treating me for several weeks, as I felt no better, Dr. Anders advised a rest for a few days. I wrote Supt. Friedman to this effect; he did not reply to my letter. I then telephoned ^{him}, he gave me permission, and I took eight days off, February 14th to 21st inclusive. As there was no extra expense or inconvenience to the school or anyone for time I was off duty, February 14th to 21st, I hoped to be given this time as sick leave. The time was taken off my annual leave.

During Christmas holidays schools are all closed, which our boys and girls attend in the country. Consequently we do not visit during that time. Since I took charge of the Field work seven years ago, both myself and the boys' Field Agent have returned to Carlisle for the holidays and during this time at the school, performed any duty assigned to us. December 23rd 1911, I returned to Carlisle. This is the first time I have been required to take the time off my annual leave. It is no fault of mine that I did not continue visiting, as above statement shows. I was not assigned regular work, but I substituted a number of times as in former years.

It was unfortunate that I was sick eight days in February 1911, and from the excessive heat of last summer. I regretted to lose the time, but owing to the fact that I have been in the Indian Service for over twenty years and have had but three sick leaves during the time, which my record in your office will show, I respectfully ask that enough sick leave will be given me to cover the fifteen dollars (\$15.00), which is charged against me. I am thankful to be able to state that I am now in perfect health, weigh more than ever before, and have lost but one day since I resumed work August 10, 1911.

Enclosed find copy of certificate from my attending
physician.

I am respectfully yours,

Mollie V. Gaither, Field Agent

Through Superintendent Friedman,
U. S. Indian School,
Carlisle, Pennsylvania.



March 28, 1912.

Miss Mollie V. Gaither,
Carlisle Indian School.

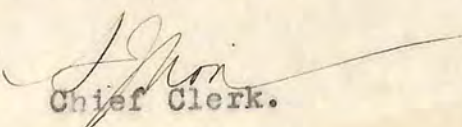
My dear Miss Gaither:

There is a communication from the Indian Office to this effect in regard to your request for leave without pay from July 1 to 6, 1911: "The Office still shows that she was on leave without pay from July 1-6. Payment for \$15 for this period must be taken up." The Superintendent had written to the Office in regard to this request for leave from July 1 to 6 as follows:

"Mollie V. Gaither, Girls' Field Agent, six days, July 1 to July 6 inclusive, to recover from overexertion, was for personal reasons. This leave was taken without pay at her own solicitation, as she could not have been spared without impairing the efficiency of the work in her department at that time. Miss Gaither has had annual leave eight days in February, 6½ days in July, and as per attached report, 7½ days in August, making 22 days. It is her desire to retain a certain number of days to be taken during the winter season, and hence her desire to have this leave without pay. If the Office desires this to be made annual leave, it will be necessary to pay her for six days and charge the same to annual leave."

No definite answer having been received with the exception of the approved leave without pay, this matter was overlooked and payment should have been deducted from July 1-6 in lieu of the authority granted. Please remit the sum of \$15 to cover this overpayment to you.

Very respectfully,


Chief Clerk.

SJN-BH



Education
Schools
W B F

DEPARTMENT OF THE INTERIOR.

UNITED STATES INDIAN SCHOOL.

CARLISLE, PA.

Annual leave.

September 8, 1911.

The Honorable
Commissioner of Indian Affairs,
Washington, D. C.



Sir:-

In reply to Office letter of September 6, 1911, requesting information in regard to annual leave of certain employees, I have to respectfully advise as follows:

George T. Rose, Teacher of Agriculture, one day, August 8th, for personal business. This employee could not be well spared without impairing the efficiency of the Service at the time.

Emps Mollie V. Gaither, Girls' Field Agent, six days, July 1st to July 6th inclusive, to recover from over exertion, was for personal reasons. This leave was taken without pay at her own solicitation, as she could not have been spared without impairing the efficiency of the work in her department at that time. Miss Gaither has had annual leave eight days in February, 6½ days in July, and as per attached report, 7½ days in August, making 22 days. It is her desire to retain a certain number of days to be taken during the winter season, and hence her desire to have this leave without pay. If the

Office desires this to be made annual leave, it will be necessary to pay her for six days and charge the same to annual leave. //

Dora S. Lecrone, Teacher, 31 days, August 11th to the 31st inclusive, personal affairs. This employee was absent 3 days in April, $17\frac{1}{2}$ days in July, and the attached report shows $9\frac{1}{2}$ days in August, making in all 30 days. Her resignation is effective September 1, 1911, hence her leave without pay would extend from August 12th to the 31st, making 20 days.

Reports submitted to the Office show that Wm. H. Dietz was absent 6 days in April, 1 day in June, $22\frac{1}{2}$ days in July, and was absent without pay from August 1st to August 27th inclusive, as per attached report herewith.

Angel DeCora Dietz, leave without pay 24 days from August 9th to September 1st, inclusive, personal business. As per report submitted to your Office, Mrs. Dietz was absent 1 day in June, $22\frac{1}{2}$ days in July and $6\frac{1}{2}$ days in August, as per attached report she was absent without pay 22 days from August 9th to the 30th.

Katherine Bingley Tranbarger, Teacher, 31 days, July 27th to August 26th, both inclusive, personal business. This employee was reported on leave during June, 11 days, and July, 19 days, making 30 days annual leave. She was absent without pay during July, 5 days, and as per attached report herewith, 11 days in August.

Fernando G. Tranbarger, Teacher, 31 days, July 27th to August 26th inclusive, personal affairs. Leave taken by this employee is similar to the report of Katherine Bingley Tranbarger. ✓

Mary Yarnall Henderson, Teacher, 31 days, August 1st to August 31, inclusive. Report submitted to your Office shows this employee to be absent 7 days in June, 22½ days in July. A request was submitted prior to taking leave without pay from August 1st to August 31st, but has not as yet been approved. She was absent on leave without pay during the time stated, as per her request. ✓

Bessie B. Beach, Librarian, 15 days, August 8th to August 22nd. Report on file shows Miss Beach absent on annual leave with pay for 2 days in June, 22½ days in July, which added to the 5½ days in August, as per attached report, makes 30 days. Her request to be absent on leave without pay from August 8th to August 22nd, which has not as yet been approved, was taken by her as noted on the report. ✓

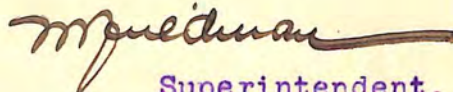
Murray A. Collins, Teacher Mechanical Drawing, requests leave without pay for one day, June 10th, personal reasons. As per report submitted to your Office, Mr. Collins absence is shown to be one day in February, March, April and May, 2 days in June, 9 days in July, making 15 days. The attached report shows his leave for the month of August for 15 days, making a total of 30 days leave with pay. On June

*Not taken
reported
as Annual*

10th, he was absent at his own request for leave without pay, for the reason that he could not at that time be well spared without impairing the efficiency of the Service.

It will be noted that these requests for leave without pay were submitted for approval during the time that these employees were on leave with pay. The records in your Office should show that these employees have had leaves during the time stated, and the requests for leave without pay should be approved immediately, in order to complete the records of this office.

Very respectfully,


Superintendent.

SJN:SAR

Education
Schools
W B F

Annual
leave.

Eussie B. Beach, Librarian, 15 days, Aug 3 to
Aug 18.

It is noted that these employees have been on

and leave only as follows:

FOR FILE. SEP -6 1911

Mollie V. Gaither, 8 days
Mr. M. Friedman, 3 days
Wm. H. Deitz, 5 days

Superintendent Carlisle Indian School,
Carlisle, Pennsylvania.

Sir:

The Office has before it the requests for leave
without pay of the following employees of your school:

- George T. Rose, Teacher of Agriculture,
1 day, Aug 8, for personal business;
- Mollie V. Gaither, Girls' Field Agent
6 days, July 1 to 6 inclusive, to recover from
over exertion;
- Dora S. Lecrone, Teacher, 21 days, Aug 11-31
inclusive; personal affairs;
- Wm. H. Deitz, Indian Assistant, 30 days from Aug 2-31
inclusive; personal business;
- Angel DeCora-Dietz, Native Indian Art Teacher;
24 days from Aug 9-Sep 1 inclusive; personal
business;
- Katherine Bingley Tranbarger, Teacher, 31 days,
July 27 to Aug 26, both inclusive; personal
business;
- Fernando G. Tranbarger, Teacher, 31 days, July 27
to Aug 26, inclusive; personal affairs;
- Mary Yarnall Henderson, Teacher, 31 days, Aug 1
to Aug 31, inclusive; for needed rest;

Respectfully,
S. H. ...

Bessie B. Beach, Librarian, 15 days, Aug 8 to
Aug 22.

It is noted that these employees have taken annual leave only as follows:

Mollie V. Gaithers,	8 days,
Dora S. Lecrone,	3 days,
William H. Deitz,	6 days.

The others have taken no annual leave. All these requests for leave have been made to cover periods during which your school was not in session. In view of the fact that these employees have annual leave coming to them and have arranged to take it during the period in which the school is not in session, the Office wishes from you an explanation ^{their} for not taking their annual leave with pay at this period. In view of the fact that, so far as the Office knows, there is nothing in the record of these employees which will prevent your granting annual leave not to exceed 2 1/2 days for each month ~~employed~~ ⁱⁿ the year, a prompt report from you is desired covering each case specifically.

The Office also has before it (as yet unapproved) a request of Murray A. Collins, Teacher Mechanical Drawing, who requests leave without pay for one day, June 10, personal reasons. He has had four days annual leave. The Office cannot understand why he did not charge this day to his annual leave. Please explain this also.

Respectfully,

(Signed) F. H. Abbott.

Educ on-
Emp- ees
W B F

Annual leave.

be such an exceptional case as is referred to in the fore-
going paragraph, or unless you find it necessary in the
absence to employ temporarily.

FOR FILE OCT 17 1911

Mr. Moses Friedman,
Supt., Carlisle Indian School,
10-NO-7 Carlisle, Pennsylvania.

Respectfully,
(Signed) C.F. Drake,
Acting Commissioner.

Sir:

I have your letter of September 8 in which you explain your reasons for permitting employees to take leave without pay while they still had annual leave charged to them.

While there is no law or regulation bearing on this particular point, it is the unwritten rule of the Department to require employees always to use their annual leave before taking leave without pay. Leave without pay is supposed to be the final arrangement under which an employee may be absent from duty and still carried on the rolls, and therefore it should be used only in exceptional cases, and in these cases the request for leave must be accompanied by a statement setting forth the reasons why this leave without pay should be granted and the annual leave not used.

In the future you will please see that employees use up their annual leave before taking leave without pay unless it

be such an exceptional case as is referred to in the foregoing paragraph, or unless you find it necessary in their absence to employ temporarily.

Respectfully,

(Signed) C.F. Hauke,

Acting Commissioner.

10-EO-7

Education- DEPARTMENT OF THE INTERIOR
Schools
P C OFFICE OF INDIAN AFFAIRS

WASHINGTON

Leaves of
absence.

SEP -6 1911

Mr. Moses Friedman,
Superintendent Carlisle Indian School,
Carlisle, Pennsylvania.

Sir:

The Office has before it for consideration the applications for leaves of absence ^{without pay} from a number of your employees for from one to fifteen days. In one case, the employee requested leave for one day without pay, although the amount of annual leave and sick leave charged against this employee was four days in each case. In another, six days were asked for, while the blank showed that the employee had had annual leave for only three days, having taken no sick leave. In another fifteen days were asked for, although no leave of any character had been granted to the employee. In all these cases you report that it was not necessary to employ temporarily in the absence of the applicant. In each instance the employee had been in the service from a year and a half to seven years.

E-2

The Office feels that the management of the employees of an Indian School should be left to the fullest extent possible in the hands of the superintendent and it has uniformly adhered to the plan of upholding them under reasonable circumstances in their directions affecting employees. It may happen, however, in some cases that superintendents, having in mind the economical administration of affairs, permit undue hardships to be imposed upon the employees of the service. When this is done, it not only injures the efficiency of the work of the employees primarily affected by the regulations, but it unduly disturbs the entire employee force. The Office is continually confronted with the problem of securing efficient employees with a limited fund at its disposal to be used in the way of salaries and it must avail itself of every means which will accomplish this object. Any efforts that the superintendents can put forth to encourage employees in their work and ^{to} create a feeling of contentment and satisfaction, redounds directly to the benefit of the Indian Service, and a superintendent who neglects to use these means, to that extent fails to perform his

E-3

entire duty. In some of the cases referred to above, and they but indicate one phase of this matter, it is believed that a proper regard for the welfare of your school and of the entire Service, would have justified you in permitting these employees to have taken leave with pay.

Respectfully,

7-PLH-6

Second Assistant Commissioner.

Education-
Employees.
31334-1912
B S G

had annual leave eight days in February, 4-1/2 days in July, and as per attached report 1-1/2 days in August, making 22 days. **APR -8 1912** desires to retain a certain number of days to be taken during the winter season, and hence her desire to have this leave without pay. If the Office desires this to be made annual leave, it will be necessary to pay her for six days and charge the same to annual leave.

Mr. Moses Friedman,

Sup't. Carlisle School.

FOR FILE.

Sir:

The Office has received your letter of March 29, transmitting two communications; one from the Chief Clerk to Miss Mollie V. Gaither, the other Miss Gaither's reply thereto, regarding her leave.

Your attention is invited to a request, dated July 10, 1911, for leave without pay from July 1 to 6, inclusive, signed by Miss Gaither and approved by you, with the notation "it will not be necessary to have the services of a temporary employee in the absence of the applicant". This request for leave without pay was approved by the Office on July 15. Under date of September 8, 1911, in reporting on the leaves of absence of various employees you submitted the following regarding Miss Gaither:

Mollie V. Gaither, Girls' Field Agent, six days, July 1st to July 6th inclusive, to recover from over exertion, was for personal reasons. This leave was taken without pay at her own solicitation, as she could not have been spared without impairing the efficiency of the work in her department at that time. Miss Gaither has

E-31334-2.

had annual leave eight days in February, 6-1/2 days in July, and as per attached report, 7-1/2 days in August, making 22 days. It is her desire to retain a certain number of days to be taken during the winter season, and hence her desire to have this leave without pay. If the Office desires this to be made annual leave, it will be necessary to pay her for six days and charge the same to annual leave.

Before taking action on your letter of March 29, the Office desires a statement from you regarding the discrepancies in the application of July 10 and your letter of September 8, and also as to why Miss Gaither was paid from July 1 to 6, after the Office had approved your recommendation that she be granted leave without pay for that period.

Respectfully,

(Signed) C. F. Hauke.

Second Assistant Commissioner.

4-AAC-2.

Education-
Employees.
31334-1912
B S G

Leave.

APR -8 1912

Mr. Moses Friedman,
Sup't. Carlisle School.

Sir:

The Office has received your letter of March 29, transmitting two communications; one from the Chief Clerk to Miss Mollie V. Gaither, the other Miss Gaither's reply thereto, regarding her leave.

Your attention is invited to a request, dated July 10, 1911, for leave without pay from July 1 to 6, inclusive, signed by Miss Gaither and approved by you, with the notation "it will not be necessary to have the services of a temporary employee in the absence of the applicant". This request for leave without pay was approved by the Office on July 15. Under date of September 8, 1911, in reporting on the leaves of absence of various employees you submitted the following regarding Miss Gaither:

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E-31334-2.

had annual leave eight days in February, 6-1/2 days in July, and as per attached report, 7-1/2 days in August, making 22 days. It is her desire to retain a certain number of days to be taken during the winter season, and hence her desire to have this leave without pay. If the Office desires this to be made annual leave, it will be necessary to pay her for six days and charge the same to annual leave.

Before taking action on your letter of March 29, the Office desires a statement from you regarding the discrepancies in the application of July 10 and your letter of September 8, and also as to why Miss Gaither was paid from July 1 to 6, after the Office had approved your recommendation that she be granted leave without pay for that period.

Respectfully,

(Signed) C. F. Hauke.

Second Assistant Commissioner.

4-AAC-2.



DEPARTMENT OF THE INTERIOR.
UNITED STATES INDIAN SCHOOL,
CARLISLE, PA.

March 29, 1912.



To the Honorable,
Commissioner of Indian Affairs,
Washington, D. C.

Sir:

With reference to your letter of exceptions dated March 26, 1912, relative to the item of overpayment of \$15.00 to Miss Mollie V. Gaither, which the Office has decided should be reimbursed to the Government, I respectfully transmit herewith two communications; one from the Chief Clerk to Miss Gaither, the other Miss Gaither's reply, which shows her attitude relative to the matter. The communications are sent for the information of the Office.

Very respectfully,

Superintendent.

MF-BH

DEPARTMENT OF THE INTERIOR,
UNITED STATES INDIAN SCHOOL.

CARLISLE, PA.

OUTING SYSTEM.
MRS. N. R. DENNY, Manager.
MISS M. V. GAITHER, Girls' Agent.
MR. D. H. DICKEY, Boys' Agent.

Dec-25-1912.



Mr. S. J. Nisi.
City Club.
Carlisle Ind. School.

Dear Sir:
Your letter of today asking
me to remit the sum of \$10.00 to cover
our payment to me recently.
I will take this matter up with the
Commissioner of Ind. Affairs very early
in a few days

Very respectfully,
Mollie V. Gaither.
Inca Agent.