

34689

OFFICE OF
Indian Affairs
Rec. JUN 18

1902

68/230

Col. R. W. Pratt,
Carlisle School,

May 21, 1902,

Forwards applica-
tions for leave of
absence.

wrap x 21 inc

To Carlisle June 25/02

File.

E H

B

APPLICATION

FOR

LEAVE OF ABSENCE.

Indian Industrial School,

CARLISLE, PA

School,

Agency,

May 22, 1902

R. H. Pratt

Lt. Col. 1st Cavalry, Supt.

Forwards application of

Mariette Wood

Teacher

(Applicant's position.)

for 29 days' leave of absence,

with pay.

E.

REMARKS.

1. Applications for leave of absence must have the agent's and the superintendent's recommendation indorsed thereon, and if favorable it will be presumed that the application has been carefully considered and that the employee can be spared without additional expense to the Government.
2. Day school and temporary employees are not allowed leaves of absence with pay.
3. Where positions are abolished and the employees transferred to take effect before the beginning of annual leave previously granted, such leave is canceled. Applications can be renewed, however, after the employees have reported at their new post of duty.
4. All positions and salaries in the school service terminate June 30 each year. Should any position not be authorized for the ensuing fiscal year, the incumbent of such position is of course relieved from duty June 30, and has no claim against the Government for leave of absence or remuneration after that period.
5. Leaves granted to employees in advance of the receipt of information as to what positions will be authorized during the next fiscal year are subject to the explicit understanding that, should the services of such employee terminate prior to the expiration of such leave, the leave will expire with the termination of service.
6. Sundays and days declared to be public holidays by law or Executive order will not be charged when included in annual leave with pay, but will be charged in all other leaves.
7. Applications for summer leaves must be forwarded not later than June 15.

Department of the Interior,

INDIAN SCHOOL SERVICE,

Indian Industrial School,

CARLISLE, PA

School, May 22, 1902

The Honorable

The Commissioner of Indian Affairs.

Sir:

I have the honor to request a leave of absence for ~~twenty-nine~~
 (29) days, from ^{15th} 20th day of June to ^{8th} 8th day
^{14th} 9th " " August " 25th "
 of July, both inclusive, but excluding holidays and Sundays.
 " * August.

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

Mariette Wood

(Sign full name.)

Teacher

(Position of applicant.)

Through the Col. R. H. Pratt at Carlisle, Pa.

(Superintendent.)

(School.)

Respectfully forwarded. This applicant has been absent
 since January 1st of the present year, as follows: Annual leave
 May 1st = 1 day; sick — days; without pay — days.
 This application is therefore — approved, with recommendation
 that the same be — granted (or dis) (with or without)
 Annual leave.

Very respectfully,

R. H. Pratt

Lt. Col. 15th Cavalry, Supt.

(Superintendent.)

I recommend that the above application be

U. S. Indian Agent.

* If leave of absence is asked at a time when the school is not in vacation, applicant will state here specifically the reason therefor.

APPLICATION

FOR

LEAVE OF ABSENCE.

Indian Industrial School,

CARLISLE, PA

School,

Agency,

June 10, 1902

R. H. Pratt

(Agent or Supt.)

Lt. Col. 10th Cavalry, Supt.

Forwards application of

M. Burgess

Supt. Printing

(Applicant's position.)

for 28 days' leave of absence,

with pay.

E.

REMARKS.

1. Applications for leave of absence must have the agent's and the superintendent's recommendation indorsed thereon, and if favorable it will be presumed that the application has been carefully considered and that the employee can be spared without additional expense to the Government.
2. Day school and temporary employees are not allowed leaves of absence with pay.
3. Where positions are abolished and the employees transferred to take effect before the beginning of annual leave previously granted, such leave is canceled. Applications can be renewed, however, after the employees have reported at their new post of duty.
4. All positions and salaries in the school service terminate June 30 each year. Should any position not be authorized for the ensuing fiscal year, the incumbent of such position is of course relieved from duty June 30, and has no claim against the Government for leave of absence or remuneration after that period.
5. Leaves granted to employees in advance of the receipt of information as to what positions will be authorized during the next fiscal year are subject to the explicit understanding that, should the services of such employee terminate prior to the expiration of such leave, the leave will expire with the termination of service.
6. Sundays and days declared to be public holidays by law or Executive order will not be charged when included in annual leave with pay, but will be charged in all other leaves.
7. Applications for summer leaves must be forwarded not later than June 15.

Department of the Interior,

INDIAN SCHOOL SERVICE,

Indian Industrial School.

CARLISLE, PA

School, June 10, 1902

The Honorable

The Commissioner of Indian Affairs.

Sir:

I have the honor to request a leave of absence for ~~twenty-eight~~
 ✓ (28) days, from 17th day of June to 19th day
 of July, both inclusive, but excluding holidays and Sundays.

*

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

M. Burgess

(Sign full name.)

Supt. of Printing

(Position of applicant.)

Through the Superintendent

(Superintendent.)

at Carlisle, Pa.

(School.)

Respectfully forwarded. This applicant has been absent
 since January 1st of the present year, as follows: Annual leave
 May 10 + 12 = 2 days; sick — days; without pay — days.

This application is therefore (or dis) approved, with recommendation
 that the same be (not) granted with pay, for the following reasons:

Annual leave

Very respectfully,

R. H. Hart

Lt. Col. 15th Cavalry, Supt.

(Superintendent.)

I recommend that the above application be

, U. S. Indian Agent.

* If leave of absence is asked at a time when the school is not in vacation, applicant will state here specifically the reason therefor.

APPLICATION

FOR

LEAVE OF ABSENCE.

Indian Industrial School, ~~School,~~
CARLISLE, PA~~Agency,~~

May 23, 1902.

R. H. Pratt

(Agent or Supt.)
Lt. Col. 15th Cavalry, Supt.

Forwards application of

Clara L. Smith

Teacher

(Applicant's position.)

for 29 days' leave of absence,

with pay.

E.

REMARKS.

1. Applications for leave of absence must have the agent's and the superintendent's recommendation indorsed thereon, and if favorable it will be presumed that the application has been carefully considered and that the employee can be spared without additional expense to the Government.
2. Day school and temporary employees are not allowed leaves of absence with pay.
3. Where positions are abolished and the employees transferred to take effect before the beginning of annual leave previously granted, such leave is canceled. Applications can be renewed, however, after the employees have reported at their new post of duty.
4. All positions and salaries in the school service terminate June 30 each year. Should any position not be authorized for the ensuing fiscal year, the incumbent of such position is of course relieved from duty June 30, and has no claim against the Government for leave of absence or remuneration after that period.
5. Leaves granted to employees in advance of the receipt of information as to what positions will be authorized during the next fiscal year are subject to the explicit understanding that, should the services of such employee terminate prior to the expiration of such leave, the leave will expire with the termination of service.
6. Sundays and days declared to be public holidays by law or Executive order will not be charged when included in annual leave with pay, but will be charged in all other leaves.
7. Applications for summer leaves must be forwarded not later than June 15.

Annot. Serial 2 U.

The following card and file number are to be kept at hand at all times and are to be used in all cases in which it is necessary to refer to the records of the Bureau of Indian Affairs.

Department of the Interior,
INDIAN SCHOOL SERVICE,
Indian Industrial School
CARLISLE, PA

School, May 23, 1902

The Honorable

The Commissioner of Indian Affairs.

Sir:

I have the honor to request a leave of absence for twenty-nine
(29) days, from ²³24th day of June to ²¹21st day
of July, both inclusive, but excluding holidays and Sundays.
"Aug."

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

✓ Clara L. Smith
(Sign full name.)

✓ Teacher
(Position of applicant.)

Through the Superintendent
(Superintendent.)

at Carlisle
(School.)

Respectfully forwarded. This applicant has been absent
since January 1st of the present year, as follows. Annual leave
_____ days; sick _____ days; without pay _____ days.

This application is therefore _____ approved, with recommendation
that the same be _____ granted _____ pay, for the following reasons:
(not) (or dis) (with or without)

Annual leave

Very respectfully,

R. H. Rao

Lt. Col. 15th Cavalry, Supt.
(Superintendent.)

I recommend that the above application be _____

_____, U. S. Indian Agent.

* If leave of absence is asked at a time when the school is not in vacation, applicant will state here specifically the reason therefor.

APPLICATION

FOR

LEAVE OF ABSENCE.

Indian Industrial School,

CARLISLE, PA

School,

Agency,

May 23, 1902

R. A. Pratt

Lt. Col. 15th Cavalry, Supt.

Forwards application of

Emma A. Cutter

Senior Teacher

(Applicant's position.)

for 30 days' leave of absence,

with pay.

E.

REMARKS.

1. Applications for leave of absence must have the agent's and the superintendent's recommendation indorsed thereon, and if favorable it will be presumed that the application has been carefully considered and that the employee can be spared without additional expense to the Government.
2. Day school and temporary employees are not allowed leaves of absence with pay.
3. Where positions are abolished and the employees transferred to take effect before the beginning of annual leave previously granted, such leave is canceled. Applications can be renewed, however, after the employees have reported at their new post of duty.
4. All positions and salaries in the school service terminate June 30 each year. Should any position not be authorized for the ensuing fiscal year, the incumbent of such position is of course relieved from duty June 30, and has no claim against the Government for leave of absence or remuneration after that period.
5. Leaves granted to employees in advance of the receipt of information as to what positions will be authorized during the next fiscal year are subject to the explicit understanding that, should the services of such employee terminate prior to the expiration of such leave, the leave will expire with the termination of service.
6. Sundays and days declared to be public holidays by law or Executive order will not be charged when included in annual leave with pay, but will be charged in all other leaves.
7. Applications for summer leaves must be forwarded not later than June 15.

Department of the Interior,
INDIAN SCHOOL SERVICE,
Indian Industrial School

CARLISLE, PA

School, May 23, 1902

The Honorable
The Commissioner of Indian Affairs.

Sir:

I have the honor to request a leave of absence for thirty and
(30) days, from 2nd 26th day of June to 6th day
of July, both inclusive, but excluding holidays and Sundays.
* Aug.

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

Emma A. Cutler
(Sign full name.)

Senior Teacher
(Position of applicant.)

Through the Col. R. H. Pratt at Carlisle, Pa.
(Superintendent.) (School.)

Respectfully forwarded. This applicant has been absent
since January 1st of the present year, as follows: Annual leave
— days; sick — days; without pay — days.
This application is therefore — approved, with recommendation
that the same be — granted ^(or dis) with pay, for the following reasons:
Annual leave.
(not) (with or without)

Very respectfully,

R. H. Pratt

Lt. Col. 15th Cavalry, Supt.
(Superintendent.)

I recommend that the above application be

U. S. Indian Agent.

* If leave of absence is asked at a time when the school is not in vacation, applicant will state here specifically the reason therefor.

APPLICATION

FOR

LEAVE OF ABSENCE.

Indian Industrial School,

CARLISLE, PA.

School,

Agency,

May 22, 1902

R. H. Pratt

(Agent or Supt.)

Lt. Col. 15th Cavalry, Supt.

Forwards application of

Sadie E. Newcomer

Teacher

(Applicant's position.)

for 30 days' leave of absence,

with pay.

E.

REMARKS.

1. Applications for leave of absence must have the agent's and the superintendent's recommendation indorsed thereon, and if favorable it will be presumed that the application has been carefully considered and that the employee can be spared without additional expense to the Government.
2. Day school and temporary employees are not allowed leaves of absence with pay.
3. Where positions are abolished and the employees transferred to take effect before the beginning of annual leave previously granted, such leave is canceled. Applications can be renewed, however, after the employees have reported at their new post of duty.
4. All positions and salaries in the school service terminate June 30 each year. Should any position not be authorized for the ensuing fiscal year, the incumbent of such position is of course relieved from duty June 30, and has no claim against the Government for leave of absence or remuneration after that period.
5. Leaves granted to employees in advance of the receipt of information as to what positions will be authorized during the next fiscal year are subject to the explicit understanding that, should the services of such employee terminate prior to the expiration of such leave, the leave will expire with the termination of service.
6. Sundays and days declared to be public holidays by law or Executive order will not be charged when included in annual leave with pay, but will be charged in all other leaves.
7. Applications for summer leaves must be forwarded not later than June 15.

Department of the Interior,
INDIAN SCHOOL SERVICE,
Indian Industrial School,

Abolition
The Honorable
The Commissioner of Indian Affairs.

School, May 22, 1902

Sir:

I have the honor to request a leave of absence for thirty
(30) days, from ¹⁰20 { ²⁶7th day of August to ^{7th}31st day
of August } both inclusive, but excluding holidays and Sundays.

*

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

Sadie E Newcomer

(Sign full name.)

Teacher

(Position of applicant.)

Through the Superintendent at Carlisle, Pa.

(Superintendent.)

(School.)

Respectfully forwarded. This applicant has been absent
since January 1st of the present year, as follows: Annual leave
— days; sick — days; without pay — days.

This application is therefore — approved, with recommendation
that the same be — granted ^(or dis) with pay, for the following reasons:

Annual leave.

Very respectfully,

R. H. Hart

Lt. Col. 15th Cavalry, Supt.
(Superintendent.)

I recommend that the above application be

U. S. Indian Agent.

APPLICATION

FOR

LEAVE OF ABSENCE.

Indian Industrial School,

CARLISLE, PA

School,

Agency,

June 10, 1902

R. H. Pratt

Lt. Col. 15th Cavalry, Supt.

Forwards application of

Samuel G. Brown

Asst. Disciplinarian

(Applicant's position.)

for 30 days' leave of absence,

with pay.

E.

REMARKS.

1. Applications for leave of absence must have the agent's and the superintendent's recommendation indorsed thereon, and if favorable it will be presumed that the application has been carefully considered and that the employee can be spared without additional expense to the Government.
2. Day school and temporary employees are not allowed leaves of absence with pay.
3. Where positions are abolished and the employees transferred to take effect before the beginning of annual leave previously granted, such leave is canceled. Applications can be renewed, however, after the employees have reported at their new post of duty.
4. All positions and salaries in the school service terminate June 30 each year. Should any position not be authorized for the ensuing fiscal year, the incumbent of such position is of course relieved from duty June 30, and has no claim against the Government for leave of absence or remuneration after that period.
5. Leaves granted to employees in advance of the receipt of information as to what positions will be authorized during the next fiscal year are subject to the explicit understanding that, should the services of such employee terminate prior to the expiration of such leave, the leave will expire with the termination of service.
6. Sundays and days declared to be public holidays by law or Executive order will not be charged when included in annual leave with pay, but will be charged in all other leaves.
7. Applications for summer leaves must be forwarded not later than June 15.

Department of the Interior,
INDIAN SCHOOL SERVICE,
Indian Industrial School
CARLISLE, PA

School, June 10th, 1902.

The Honorable

The Commissioner of Indian Affairs.

Sir:

I have the honor to request a leave of absence for thirty
 (30) days, from twentieth day of June to second day
 of August, both inclusive, but excluding holidays and Sundays.

*

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

Samuel S. Brown

(Sign full name.)

Asst. Disciplinarian

(Position of applicant.)

Through the Superintendent at Carlisle, Pa.

(Superintendent.)

(School.)

Respectfully forwarded. This applicant has been absent
 since January 1st of the present year, as follows: Annual leave
 — days; sick — days; without pay — days.
 This application is therefore — approved, with recommendation
 that the same be — granted — pay, for the following reasons:
Annual leave.

Very respectfully,

R. H. Pratt

Lt. Col. 15th Cavalry, Supt.

(Superintendent.)

I recommend that the above application be

_____, U. S. Indian Agent.

* If leave of absence is asked at a time when the school is not in vacation, applicant will state here specifically the reason therefor.

APPLICATION

FOR

LEAVE OF ABSENCE.

Indian Industrial School,
CARLISLE, PA

School,

Agency,

June 3, 1902
R. H. Pratt
(Agent or Supt.)
Lt. Col. 15th Cavalry, Supt.

Forwards application of

Flora Laid
Teacher

(Applicant's position.)

for 30 days' leave of absence,

with pay.

E.

REMARKS.

1. Applications for leave of absence must have the agent's and the superintendent's recommendation indorsed thereon, and if favorable it will be presumed that the application has been carefully considered and that the employee can be spared without additional expense to the Government.
2. Day school and temporary employees are not allowed leaves of absence with pay.
3. Where positions are abolished and the employees transferred to take effect before the beginning of annual leave previously granted, such leave is canceled. Applications can be renewed, however, after the employees have reported at their new post of duty.
4. All positions and salaries in the school service terminate June 30 each year. Should any position not be authorized for the ensuing fiscal year, the incumbent of such position is of course relieved from duty June 30, and has no claim against the Government for leave of absence or remuneration after that period.
5. Leaves granted to employees in advance of the receipt of information as to what positions will be authorized during the next fiscal year are subject to the explicit understanding that, should the services of such employee terminate prior to the expiration of such leave, the leave will expire with the termination of service.
6. Sundays and days declared to be public holidays by law or Executive order will not be charged when included in annual leave with pay, but will be charged in all other leaves.
7. Applications for summer leaves must be forwarded not later than June 15.

Department of the Interior,
INDIAN SCHOOL SERVICE,
Indian Industrial School.

CARLISLE, PA

School,

June 3

, 1902

The Honorable

The Commissioner of Indian Affairs.

Sir:

I have the honor to request a leave of absence for thirty
(30) days, from ⁽⁴⁾ 30th day of June to ⁽²⁶⁾ 14th day of July, both inclusive, but excluding holidays and Sundays.
of July, both inclusive, but excluding holidays and Sundays.
" * August

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

✓ Flora Laird

(Sign full name.)

✓ Teacher

(Position of applicant.)

Through the Superintendent at Carlisle, Pa.

(Superintendent.)

(School.)

Respectfully forwarded. This applicant has been absent since January 1st of the present year, as follows: Annual leave — days; sick — days; without pay — days. This application is therefore — approved, with recommendation that the same be — granted — pay, for the following reasons:
Annual leave

Very respectfully,

R.H. Barr

Lt. Col. 15th Cavalry, Supt.

(Superintendent.)

I recommend that the above application be

, U. S. Indian Agent.

* If leave of absence is asked at a time when the school is not in vacation, applicant will state here specifically the reason therefor.

34689

Indian Office

19

1902

APPLICATION

FOR

LEAVE OF ABSENCE.

Indian Industrial School,
CARLISLE, PASchool,
Agency.

May 22, 1902

R. H. Pratt

(Agent or Supt.)
Lt. Col. 15th Cavalry, Supt.

Forwards application of

Jeanette L. Senseney

Music Teacher

(Applicant's position.)

for 28½ days' leave of absence,

with pay.

E.

REMARKS.

1. Applications for leave of absence must have the agent's and the superintendent's recommendation indorsed thereon, and if favorable it will be presumed that the application has been carefully considered and that the employee can be spared without additional expense to the Government.
2. Day school and temporary employees are not allowed leaves of absence with pay.
3. Where positions are abolished and the employees transferred to take effect before the beginning of annual leave previously granted, such leave is canceled. Applications can be renewed, however, after the employees have reported at their new post of duty.
4. All positions and salaries in the school service terminate June 30 each year. Should any position not be authorized for the ensuing fiscal year, the incumbent of such position is of course relieved from duty June 30, and has no claim against the Government for leave of absence or remuneration after that period.
5. Leaves granted to employees in advance of the receipt of information as to what positions will be authorized during the next fiscal year are subject to the explicit understanding that, should the services of such employee terminate prior to the expiration of such leave, the leave will expire with the termination of service.
6. Sundays and days declared to be public holidays by law or Executive order will not be charged when included in annual leave with pay, but will be charged in all other leaves.
7. Applications for summer leaves must be forwarded not later than June 15.

28 July 1 to Aug 3
1/2 Aug 4

5-244.

Department of the Interior,
INDIAN SCHOOL SERVICE,
Indian Industrial School
CARLISLE, PA

School, May 22^d, 1902

The Honorable

The Commissioner of Indian Affairs.

Sir:

I have the honor to request a leave of absence for ~~twenty eight~~ ^(28 1/2) days, from 1st day of July to 14th day of August, both inclusive, but excluding holidays and Sundays.

*

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

Jeannette L. Pensey

(Sign full name.)

Music Teacher

(Position of applicant.)

Through the Superintendent at Carlisle Pa

(Superintendent.)

(School.)

Respectfully forwarded. This applicant has been absent since January 1st of the present year, as follows: Annual leave _____ days; sick _____ days; without pay _____ days.

This application is therefore _____ approved, with recommendation that the same be _____ granted _____ pay, for the following reasons:

Annual leave.

Very respectfully,

R. H. Shaw

Lt. Col. 15th Cavalry, Supt.

(Superintendent.)

I recommend that the above application be _____

U. S. Indian Agent.

* If leave of absence is asked at a time when the school is not in vacation, applicant will state here specifically the reason therefor.

APPLICATION

FOR

LEAVE OF ABSENCE.

Indian Industrial School,

CARLISLE, PA.

~~School,~~~~Agency,~~

June 2, 1902

R. H. Pratt

(Agent or Supt.)

Lt. Col. 15th Cavalry, Supt.

Forwards application of

Florence M. Carter

Small Boys' Manager

(Applicant's position.)

for 30 days' leave of absence,

with pay.

E.

REMARKS.

1. Applications for leave of absence must have the agent's and the superintendent's recommendation indorsed thereon, and if favorable it will be presumed that the application has been carefully considered and that the employee can be spared without additional expense to the Government.
2. Day school and temporary employees are not allowed leaves of absence with pay.
3. Where positions are abolished and the employees transferred to take effect before the beginning of annual leave previously granted, such leave is canceled. Applications can be renewed, however, after the employees have reported at their new post of duty.
4. All positions and salaries in the school service terminate June 30 each year. Should any position not be authorized for the ensuing fiscal year, the incumbent of such position is of course relieved from duty June 30, and has no claim against the Government for leave of absence or remuneration after that period.
5. Leaves granted to employees in advance of the receipt of information as to what positions will be authorized during the next fiscal year are subject to the explicit understanding that, should the services of such employee terminate prior to the expiration of such leave, the leave will expire with the termination of service.
6. Sundays and days declared to be public holidays by law or Executive order will not be charged when included in annual leave with pay, but will be charged in all other leaves.
7. Applications for summer leaves must be forwarded not later than June 15.

Department of the Interior,
INDIAN SCHOOL SERVICE,
Indian Industrial School

CARLISLE, PA School, June 2, 1902
The Honorable
The Commissioner of Indian Affairs.

Sir:

I have the honor to request a leave of absence for thirty (30) days, from fifth day of July to eighth day of August, both inclusive, but excluding holidays and Sundays.

*

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

Florence M. Carter
(Sign full name.)

Small Boys Manager
(Position of applicant.)

Through the Superintendent at Carlisle, Pa.
(Superintendent.) (School.)

Respectfully forwarded. This applicant has been absent since January 1st of the present year, as follows: Annual leave _____ days; sick _____ days; without pay _____ days. This application is therefore _____ approved, with recommendation that the same be _____ granted _____ pay, for the following reasons:
(not) (or dis) (with or without)
Annual leave.

Very respectfully,

R. H. Pratt

Lt. Col. 15th Cavalry, Supt.
(Superintendent.)

I recommend that the above application be _____

_____, U. S. Indian Agent.

* If leave of absence is asked at a time when the school is not in vacation, applicant will state here specifically the reason therefor.

APPLICATION

FOR

LEAVE OF ABSENCE.

Indian Industrial School,

CARLISLE, PA

~~School,~~~~Agency~~

June 12, 1902
 R. A. Pratt
 (Agent or Supt.)
 Lt. Col. 15th Cavalry, Supt.

Forwards application of

Agnes May Robbins
 Teacher
 (Applicant's position.)

for 30 days' leave of absence,
 with pay.

E.

3560b3m4-02

REMARKS.

1. Applications for leave of absence must have the agent's and the superintendent's recommendation indorsed thereon, and if favorable it will be presumed that the application has been carefully considered and that the employee can be spared without additional expense to the Government.
2. Day school and temporary employees are not allowed leaves of absence with pay.
3. Where positions are abolished and the employees transferred to take effect before the beginning of annual leave previously granted, such leave is canceled. Applications can be renewed, however, after the employees have reported at their new post of duty.
4. All positions and salaries in the school service terminate June 30 each year. Should any position not be authorized for the ensuing fiscal year, the incumbent of such position is of course relieved from duty June 30, and has no claim against the Government for leave of absence or remuneration after that period.
5. Leaves granted to employees in advance of the receipt of information as to what positions will be authorized during the next fiscal year are subject to the explicit understanding that, should the services of such employee terminate prior to the expiration of such leave, the leave will expire with the termination of service.
6. Sundays and days declared to be public holidays by law or Executive order will not be charged when included in annual leave with pay, but will be charged in all other leaves.
7. Applications for summer leaves must be forwarded not later than June 15.

Department of the Interior,
INDIAN SCHOOL SERVICE,
Indian Industrial School
CARLISLE, PA

School, June 12, 1902

The Honorable

The Commissioner of Indian Affairs.

Sir:

I have the honor to request a leave of absence for thirty
 ✓ (30) days, from 21st day of July to 23rd day
 of August, both inclusive, but excluding holidays and Sundays.

*

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

✓ Agnes May Robbins

(Sign full name.)

✓ Teacher

(Position of applicant.)

Through the Superintendent at Carlisle

(Superintendent.)

(School.)

Respectfully forwarded. This applicant has been absent
 since January 1st of the present year, as follows: Annual leave
 days; sick days; without pay days.

This application is therefore approved, with recommendation
 that the same be granted ^(or dis) with pay, for the following reasons:
 (not) (with or without)

Annual leave

Very respectfully,

R. H. Leav

Lt. Col. 15th Cavalry. Supt.
 (Superintendent.)

I recommend that the above application be

, U. S. Indian Agent.

* If leave of absence is asked at a time when the school is not in vacation, applicant will state here specifically the reason therefor.

34689

Indian Office

21

Incl. No.

1902

APPLICATION

FOR

LEAVE OF ABSENCE.

Indian Industrial School,
CARLISLE, PA~~School,~~~~Agency,~~

May 21, 1902

R H Pratt
Lt. Col. 15th Cavalry, Supt.

Forwards application of

✓ Carrie E. Weekley
✓ Teacher

(Applicant's position.)

for 30 days' leave of absence,

with pay.

E.

REMARKS.

1. Applications for leave of absence must have the agent's and the superintendent's recommendation indorsed thereon, and if favorable it will be presumed that the application has been carefully considered and that the employee can be spared without additional expense to the Government.
2. Day school and temporary employees are not allowed leaves of absence with pay.
3. Where positions are abolished and the employees transferred to take effect before the beginning of annual leave previously granted, such leave is canceled. Applications can be renewed, however, after the employees have reported at their new post of duty.
4. All positions and salaries in the school service terminate June 30 each year. Should any position not be authorized for the ensuing fiscal year, the incumbent of such position is of course relieved from duty June 30, and has no claim against the Government for leave of absence or remuneration after that period.
5. Leaves granted to employees in advance of the receipt of information as to what positions will be authorized during the next fiscal year are subject to the explicit understanding that, should the services of such employee terminate prior to the expiration of such leave, the leave will expire with the termination of service.
6. Sundays and days declared to be public holidays by law or Executive order will not be charged when included in annual leave with pay, but will be charged in all other leaves.
7. Applications for summer leaves must be forwarded not later than June 15.

Department of the Interior,

INDIAN SCHOOL SERVICE,

Indian Industrial School

School,

May 21, 1902

The Honorable CARLISLE, PA

The Commissioner of Indian Affairs.

Sir:

I have the honor to request a leave of absence for thirty (30) days, from 24th day of July to 27th day of August, both inclusive, but excluding holidays and Sundays.

*

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

Carrie E. Huckleby, Teacher

(Sign full name.)

(Position of applicant.)

Through the Superintendent at Carlisle

(Superintendent.)

(School.)

Respectfully forwarded. This applicant has been absent since January 1st of the present year, as follows: Annual leave _____ days; sick _____ days; without pay _____ days. This application is therefore _____ approved, with recommendation that the same be _____ granted _____ pay, for the following reasons: Annual leave.

(or dis)

(not)

(with or without)

Very respectfully,

R. H. Pratt

Lt. Col. 15th Cavalry, Supt.

(Superintendent.)

I recommend that the above application be _____

_____, U. S. Indian Agent.

* If leave of absence is asked at a time when the school is not in vacation, applicant will state here specifically the reason therefor.

1902

APPLICATION

FOR

LEAVE OF ABSENCE.

Indian Industrial School,

CARLISLE, PA.

School,

Agency,

June 7, 1902

R. H. Pratt

(Agent or Supt.)

Lt. Col. 10th Cavalry, Supt.

Forwards application of

Kate S. Bowersox

Normal Teacher

(Applicant's position.)

for 30 days' leave of absence,

with pay.

E.

REMARKS.

1. Applications for leave of absence must have the agent's and the superintendent's recommendation indorsed thereon, and if favorable it will be presumed that the application has been carefully considered and that the employee can be spared without additional expense to the Government.
2. Day school and temporary employees are not allowed leaves of absence with pay.
3. Where positions are abolished and the employees transferred to take effect before the beginning of annual leave previously granted, such leave is canceled. Applications can be renewed, however, after the employees have reported at their new post of duty.
4. All positions and salaries in the school service terminate June 30 each year. Should any position not be authorized for the ensuing fiscal year, the incumbent of such position is of course relieved from duty June 30, and has no claim against the Government for leave of absence or remuneration after that period.
5. Leaves granted to employees in advance of the receipt of information as to what positions will be authorized during the next fiscal year are subject to the explicit understanding that, should the services of such employee terminate prior to the expiration of such leave, the leave will expire with the termination of service.
6. Sundays and days declared to be public holidays by law or Executive order will not be charged when included in annual leave with pay, but will be charged in all other leaves.
7. Applications for summer leaves must be forwarded not later than June 15.

Department of the Interior,

INDIAN SCHOOL SERVICE,

Indian Industrial School

CARLISLE, PA

School, June 7, 1902

The Honorable

The Commissioner of Indian Affairs.

Sir:

I have the honor to request a leave of absence for thirty
(30) days, from 25th day of July to 28th day
of August, both inclusive, but excluding holidays and Sundays.

*

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

Kate S. Bowersox

(Sign full name.)

Normal Teacher

(Position of applicant.)

Through the Superintendent

(Superintendent.)

at Carlisle, Pa

(School.)

Respectfully forwarded. This applicant has been absent
since January 1st of the present year, as follows: Annual leave
— days; sick — days; without pay — days.

This application is therefore — approved, with recommendation
that the same be — granted — pay, for the following reasons:

Annual leave

Very respectfully,

R. H. Pratt

Lt. Col. 15th Cavalry, Supt.

(Superintendent.)

I recommend that the above application be

, U. S. Indian Agent.

* If leave of absence is asked at a time when the school is not in vacation, applicant will state here specifically the reason therefor.

34689

Indian Office

2

1902

APPLICATION

FOR

LEAVE OF ABSENCE.

Indian Industrial School,

CARLISLE, PA

~~School,~~~~Agency,~~

1902

R. H. Pratt

Lt. Col. 15th Cavalry, Supt.

Forwards, application of

Elizabeth C. Forster

Drawing Teacher

(Applicant's position.)

for 28 days' leave of absence,

with pay.

E.

REMARKS.

1. Applications for leave of absence must have the agent's and the superintendent's recommendation indorsed thereon, and if favorable it will be presumed that the application has been carefully considered and that the employee can be spared without additional expense to the Government.
2. Day school and temporary employees are not allowed leaves of absence with pay.
3. Where positions are abolished and the employees transferred to take effect before the beginning of annual leave previously granted, such leave is canceled. Applications can be renewed, however, after the employees have reported at their new post of duty.
4. All positions and salaries in the school service terminate June 30 each year. Should any position not be authorized for the ensuing fiscal year, the incumbent of such position is of course relieved from duty June 30, and has no claim against the Government for leave of absence or remuneration after that period.
5. Leaves granted to employees in advance of the receipt of information as to what positions will be authorized during the next fiscal year are subject to the explicit understanding that, should the services of such employee terminate prior to the expiration of such leave, the leave will expire with the termination of service.
6. Sundays and days declared to be public holidays by law or Executive order will not be charged when included in annual leave with pay, but will be charged in all other leaves.
7. Applications for summer leaves must be forwarded not later than June 15.

Department of the Interior,
INDIAN SCHOOL SERVICE,
Indian Industrial School
CARLISLE, PA

School, June 10, 1902

The Honorable

The Commissioner of Indian Affairs.

Sir:

I have the honor to request a leave of absence for twenty eight
 (28) days, from 26th day of July to 27th day
 of August, both inclusive, but excluding holidays and Sundays.

*

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

Elizabeth E. Foster Drawing Teacher
 (Sign full name.) (Position of applicant.)

Through the Superintendent at Carlisle, Pa
 (Superintendent.) (School.)

Respectfully forwarded. This applicant has been absent
 since January 1st of the present year, as follows: Annual leave
March 25+26=2 days; sick days; without pay days.

This application is therefore approved, with recommendation
 that the same be granted ^(or dis) with pay, for the following reasons:
 (not) (with or without)

Annual leave

Very respectfully,

R. H. Pratt

Lt. Col. 15th Cavalry, Supt.
 (Superintendent.)

I recommend that the above application be

, U. S. Indian Agent.

* If leave of absence is asked at a time when the school is not in vacation, applicant will state here specifically the reason therefor.

17

APPLICATION

FOR

LEAVE OF ABSENCE.

Indian Industrial School,

CARLISLE, PA.

School

Agency

May 22, 1902

R. H. Pratt

Lt. Col. 15th Cavalry, Supt.

Forwards application of

Edith McHarg Steele
Librarian

(Applicant's position.)

for 27 1/2 days' leave of absence,

with pay.

E.

REMARKS.

1. Applications for leave of absence must have the agent's and the superintendent's recommendation indorsed thereon, and if favorable it will be presumed that the application has been carefully considered and that the employee can be spared without additional expense to the Government.
2. Day school and temporary employees are not allowed leaves of absence with pay.
3. Where positions are abolished and the employees transferred to take effect before the beginning of annual leave previously granted, such leave is canceled. Applications can be renewed, however, after the employees have reported at their new post of duty.
4. All positions and salaries in the school service terminate June 30 each year. Should any position not be authorized for the ensuing fiscal year, the incumbent of such position is of course relieved from duty June 30, and has no claim against the Government for leave of absence or remuneration after that period.
5. Leaves granted to employees in advance of the receipt of information as to what positions will be authorized during the next fiscal year are subject to the explicit understanding that, should the services of such employee terminate prior to the expiration of such leave, the leave will expire with the termination of service.
6. Sundays and days declared to be public holidays by law or Executive order will not be charged when included in annual leave with pay, but will be charged in all other leaves.
7. Applications for summer leaves must be forwarded not later than June 15.

Anch. April 23

Application and leave of absence must be forwarded to the Superintendent of the school at least 15 days before the expiration of the leave.

27 1/2 July 26 To Aug 26
1/2 Aug 27

5-244.

Department of the Interior,
INDIAN SCHOOL SERVICE,
Indian Industrial School
CARLISLE, PA

School, May 22, 1902.

The Honorable
The Commissioner of Indian Affairs.

Sir:

I have the honor to request a leave of absence for 27 1/2
(27 1/2) days, from 26th day of July to 27th day
of August, both inclusive, but excluding holidays and Sundays.
*

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

Edith McHarg Steel
(Sign full name.)

Librarian
(Position of applicant.)

Through the Superintendent at Carlisle, Pa.
(Superintendent.) (School.)

Respectfully forwarded. This applicant has been absent
since January 1st of the present year, as follows: Annual leave
* 2 1/2 days; sick — days; without pay — days.
This application is therefore — approved, with recommendation
that the same be — granted — pay, for the following reasons:
Annual leave.
(not) (or dis) (with or without)

Very respectfully,

R. H. Dean

Lt. Col. 15th Cavalry. Supt.
(Superintendent.)

I recommend that the above application be

U. S. Indian Agent.

* If leave of absence is asked at a time when the school is not in vacation, applicant will state here specifically the reason therefor.

* March 27th (1/2 day) 28th + 31st.

APPLICATION

FOR

LEAVE OF ABSENCE.

Indian Industrial School, ~~School,~~
CARLISLE, PA. ~~Agency,~~

May 23, 1902

R. H. Pratt

(Agent or Supt.)
Lt. Col. 15th Cavalry, Supt.

Forwards application of

Margaret Roberts
Teacher

(Applicant's position.)

for 30 days' leave of absence,

with pay.

E.

3560b3m4-02

REMARKS.

1. Applications for leave of absence must have the agent's and the superintendent's recommendation indorsed thereon, and if favorable it will be presumed that the application has been carefully considered and that the employee can be spared without additional expense to the Government.
2. Day school and temporary employees are not allowed leaves of absence with pay.
3. Where positions are abolished and the employees transferred to take effect before the beginning of annual leave previously granted, such leave is canceled. Applications can be renewed, however, after the employees have reported at their new post of duty.
4. All positions and salaries in the school service terminate June 30 each year. Should any position not be authorized for the ensuing fiscal year, the incumbent of such position is of course relieved from duty June 30, and has no claim against the Government for leave of absence or remuneration after that period.
5. Leaves granted to employees in advance of the receipt of information as to what positions will be authorized during the next fiscal year are subject to the explicit understanding that, should the services of such employee terminate prior to the expiration of such leave, the leave will expire with the termination of service.
6. Sundays and days declared to be public holidays by law or Executive order will not be charged when included in annual leave with pay, but will be charged in all other leaves.
7. Applications for summer leaves must be forwarded not later than June 15.

Department of the Interior,
INDIAN SCHOOL SERVICE,
Indian Industrial School,
CARLISLE, PA. School, May 28, 1902.

The Honorable

The Commissioner of Indian Affairs.

Sir:

I have the honor to request a leave of absence for thirty
(30) days, from 26th day of July to 29th day
of August, both inclusive, but excluding holidays and Sundays.

*

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

Margaret Roberts

(Sign full name.)

Teacher

(Position of applicant.)

Through the Col. R. H. Pratt at Carlisle, Pa.

(Superintendent.)

(School.)

Respectfully forwarded. This applicant has been absent
since January 1st of the present year, as follows: Annual leave
_____ days; sick _____ days; without pay _____ days.

This application is therefore _____ approved, with recommendation
that the same be _____ granted _____ pay, for the following reasons:

Annual leave

Very respectfully,

R. H. Pratt

Lt. Col. 15th Cavalry, Supt.

(Superintendent.)

I recommend that the above application be _____

_____, U. S. Indian Agent.

* If leave of absence is asked at a time when the school is not in vacation, applicant will state here specifically the reason therefor.

APPLICATION

FOR

LEAVE OF ABSENCE.

Indian Industrial School, *School,*
CARLISLE, PA*Agency,*

May 22, 1902

R. H. Pratt
(Agent or Supt.)
Lt. Col. 15th Cavalry, Supt.

Forwards application of

Fanny G. Paull
Teacher

(Applicant's position.)

for 28½ days' leave of absence,

with pay.

E.

3560b3m4-02

REMARKS.

1. Applications for leave of absence must have the agent's and the superintendent's recommendation indorsed thereon, and if favorable it will be presumed that the application has been carefully considered and that the employee can be spared without additional expense to the Government.
2. Day school and temporary employees are not allowed leaves of absence with pay.
3. Where positions are abolished and the employees transferred to take effect before the beginning of annual leave previously granted, such leave is canceled. Applications can be renewed, however, after the employees have reported at their new post of duty.
4. All positions and salaries in the school service terminate June 30 each year. Should any position not be authorized for the ensuing fiscal year, the incumbent of such position is of course relieved from duty June 30, and has no claim against the Government for leave of absence or remuneration after that period.
5. Leaves granted to employees in advance of the receipt of information as to what positions will be authorized during the next fiscal year are subject to the explicit understanding that, should the services of such employee terminate prior to the expiration of such leave, the leave will expire with the termination of service.
6. Sundays and days declared to be public holidays by law or Executive order will not be charged when included in annual leave with pay, but will be charged in all other leaves.
7. Applications for summer leaves must be forwarded not later than June 15.

28 6 - 7 July 28 to Aug 28
1/2 Aug. 29

5-244.

Department of the Interior,
INDIAN SCHOOL SERVICE,
Indian Industrial School
CARLISLE, PA

School, May 22, 1902

The Honorable
The Commissioner of Indian Affairs.

Sir:

I have the honor to request a leave of absence for twenty eight $\frac{1}{2}$ (28 $\frac{1}{2}$) days, from 28th day of July to 29th day of August, both inclusive, but excluding holidays and Sundays.

*

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

Fanny G. Paull

(Sign full name.)

Teacher

(Position of applicant.)

Through the Superintendent at Carlisle, Pa.

(Superintendent.)

(School.)

Respectfully forwarded. This applicant has been absent since January 1st of the present year, as follows: Annual leave _____ days; sick _____ days; without pay _____ days.

This application is therefore _____ approved, with recommendation that the same be _____ granted _____ with _____ pay, for the following reasons: Annual leave, _____

(or dis)

(with or without)

Very respectfully,

R. H. Swan

Lt. Col. 15th Cavalry. Supt.

(Superintendent.)

I recommend that the above application be _____

_____, U. S. Indian Agent.

* If leave of absence is asked at a time when the school is not in vacation, applicant will state here specifically the reason therefor.

FOR

CARLISLE, PA

~~School,~~

Agency,

June 2, 1907

R. H. Pratt

(Agent or Supt.)

Forwards application of

Annie B. Moore

Music Teacher

(Applicant's position.)

for 29½ days' leave of absence.

with pay.

E.

3560b3m4-02

REMARKS.

1. Applications for leave of absence must have the agent's and the superintendent's recommendation indorsed thereon, and if favorable it will be presumed that the application has been carefully considered and that the employee can be spared without additional expense to the Government.
2. Day school and temporary employees are not allowed leaves of absence with pay.
3. Where positions are abolished and the employees transferred to take effect before the beginning of annual leave previously granted, such leave is canceled. Applications can be renewed, however, after the employees have reported at their new post of duty.
4. All positions and salaries in the school service terminate June 30 each year. Should any position not be authorized for the ensuing fiscal year, the incumbent of such position is of course relieved from duty June 30, and has no claim against the Government for leave of absence or remuneration after that period.
5. Leaves granted to employees in advance of the receipt of information as to what positions will be authorized during the next fiscal year are subject to the explicit understanding that, should the services of such employee terminate prior to the expiration of such leave, the leave will expire with the termination of service.
6. Sundays and days declared to be public holidays by law or Executive order will not be charged when included in annual leave with pay, but will be charged in all other leaves.
7. Applications for summer leaves must be forwarded not later than June 15.

29 July 28 to Aug 30
1/2 Aug 30

5-244.

Department of the Interior,

INDIAN SCHOOL SERVICE,

Indian Industrial School

The Honorable
CARLISLE, PA
The Commissioner of Indian Affairs.

School, June 2nd, 1902

Sir:

I have the honor to request a leave of absence for twenty nine $\frac{1}{2}$ (29 $\frac{1}{2}$) days, from 28th day of July to 30th day of August, both inclusive, but excluding holidays and Sundays.

*

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

V Annie Belle Kroose

(Sign full name.)

Music Teacher

(Position of applicant.)

Through the Superintendent at Carlisle, Pa

(Superintendent.)

(School.)

Respectfully forwarded. This applicant has been absent since January 1st of the present year, as follows: Annual leave _____ days; sick _____ days; without pay _____ days. This application is therefore _____ approved, with recommendation that the same be _____ granted _____ pay, for the following reasons:
Annual leave

Very respectfully,

R. H. Brown

Lt. Col. 15th Cavalry, Supt.
(Superintendent.)

I recommend that the above application be _____

_____, U. S. Indian Agent.

* If leave of absence is asked at a time when the school is not in vacation, applicant will state here specifically the reason therefor.

APPLICATION

FOR

LEAVE OF ABSENCE.

Indian Industrial School,

CARLISLE, PA

School,

Agency,

June 7, 190

R. H. Pratt

(Agent or Supt.)

Lt. Col. 15th Cavalry, Supt.

Forwards application of

Jessie L. McIntire

Teacher

(Applicant's position.)

for 30 days' leave of absence,

with pay.

E.

REMARKS.

1. Applications for leave of absence must have the agent's and the superintendent's recommendation indorsed thereon, and if favorable it will be presumed that the application has been carefully considered and that the employee can be spared without additional expense to the Government.
2. Day school and temporary employees are not allowed leaves of absence with pay.
3. Where positions are abolished and the employees transferred to take effect before the beginning of annual leave previously granted, such leave is canceled. Applications can be renewed, however, after the employees have reported at their new post of duty.
4. All positions and salaries in the school service terminate June 30 each year. Should any position not be authorized for the ensuing fiscal year, the incumbent of such position is of course relieved from duty June 30, and has no claim against the Government for leave of absence or remuneration after that period.
5. Leaves granted to employees in advance of the receipt of information as to what positions will be authorized during the next fiscal year are subject to the explicit understanding that, should the services of such employee terminate prior to the expiration of such leave, the leave will expire with the termination of service.
6. Sundays and days declared to be public holidays by law or Executive order will not be charged when included in annual leave with pay, but will be charged in all other leaves.
7. Applications for summer leaves must be forwarded not later than June 15.

Department of the Interior,
INDIAN SCHOOL SERVICE,
Indian Industrial School,
CARLISLE, PA

School, June 7th, 1902.

The Honorable

The Commissioner of Indian Affairs.

Sir:

I have the honor to request a leave of absence for thirty
✓ (30) days, from twenty eighth day of July to thirty first day
of August, both inclusive, but excluding holidays and Sundays.

*

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

Jessie Louise McIntire

(Sign full name.)

Teacher

(Position of applicant.)

Through the Superintendent at Carlisle, Pa.

(Superintendent.)

(School.)

Respectfully forwarded. This applicant has been absent
since January 1st of the present year, as follows: Annual leave
— days; sick — days; without pay — days.
This application is therefore — (or dis) approved, with recommendation
that the same be — (not) granted with pay, for the following reasons:
Annual leave.

Very respectfully,

R. H. Pratt

Lt. Col. 15th Cavalry, Supt.

(Superintendent.)

I recommend that the above application be

U. S. Indian Agent.

* If leave of absence is asked at a time when the school is not in vacation, applicant will state here specifically the reason therefor.

APPLICATION
FOR
LEAVE OF ABSENCE.

Indian Industrial School,

CARLISLE, PA

School,

Agency,

May 29, 1902
R. H. Pratt

(Agent or Supt.)

Lt. Col. 15th Cavalry, Supt.

Forwards application of

Daisy C. Laird
Teacher

(Applicant's position.)

for 30 days' leave of absence,
with pay.

E.

REMARKS.

1. Applications for leave of absence must have the agent's and the superintendent's recommendation indorsed thereon, and if favorable it will be presumed that the application has been carefully considered and that the employee can be spared without additional expense to the Government.
2. Day school and temporary employees are not allowed leaves of absence with pay.
3. Where positions are abolished and the employees transferred to take effect before the beginning of annual leave previously granted, such leave is canceled. Applications can be renewed, however, after the employees have reported at their new post of duty.
4. All positions and salaries in the school service terminate June 30 each year. Should any position not be authorized for the ensuing fiscal year, the incumbent of such position is of course relieved from duty June 30, and has no claim against the Government for leave of absence or remuneration after that period.
5. Leaves granted to employees in advance of the receipt of information as to what positions will be authorized during the next fiscal year are subject to the explicit understanding that, should the services of such employee terminate prior to the expiration of such leave, the leave will expire with the termination of service.
6. Sundays and days declared to be public holidays by law or Executive order will not be charged when included in annual leave with pay, but will be charged in all other leaves.
7. Applications for summer leaves must be forwarded not later than June 15.

Department of the Interior,

INDIAN SCHOOL SERVICE,

Indian Industrial School

CARLISLE, PA

School, May 29

, 1902 -

The Honorable

The Commissioner of Indian Affairs.

Sir:

I have the honor to request a leave of absence for thirty
 (30) days, from 28 day of July to 31 day
 of August, both inclusive, but excluding holidays and Sundays.

*

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

Daisy C. Laird

(Sign full name.)

Teacher

(Position of applicant.)

Through the Superintendent at Carlisle, Pa.

(Superintendent.)

(School.)

Respectfully forwarded. This applicant has been absent
 since January 1st of the present year, as follows: Annual leave
 — days; sick — days; without pay — days.

This application is therefore — approved, with recommendation
 that the same be — granted — pay, for the following reasons:

Annual leave

Very respectfully,

R. H. Pratt

Lt. Col. 15th Cavalry, Supt.

(Superintendent.)

I recommend that the above application be

, U. S. Indian Agent.

* If leave of absence is asked at a time when the school is not in vacation, applicant will state here specifically the reason therefor.

APPLICATION

FOR

LEAVE OF ABSENCE.

Indian Industrial School.

CARLISLE, PA.

School.

Agency.

June 2, 1902

R. H. Pratt

(Agent or Supt.)

Lt. Col. 15th Cavalry, Supt.

Forwards application of

Anne K. Stewart

Sloyd Teacher

(Applicant's position.)

for 28 days' leave of absence,

with pay.

E.

3560b3m4-02

REMARKS.

1. Applications for leave of absence must have the agent's and the superintendent's recommendation indorsed thereon, and if favorable it will be presumed that the application has been carefully considered and that the employee can be spared without additional expense to the Government.
2. Day school and temporary employees are not allowed leaves of absence with pay.
3. Where positions are abolished and the employees transferred to take effect before the beginning of annual leave previously granted, such leave is canceled. Applications can be renewed, however, after the employees have reported at their new post of duty.
4. All positions and salaries in the school service terminate June 30 each year. Should any position not be authorized for the ensuing fiscal year, the incumbent of such position is of course relieved from duty June 30, and has no claim against the Government for leave of absence or remuneration after that period.
5. Leaves granted to employees in advance of the receipt of information as to what positions will be authorized during the next fiscal year are subject to the explicit understanding that, should the services of such employee terminate prior to the expiration of such leave, the leave will expire with the termination of service.
6. Sundays and days declared to be public holidays by law or Executive order will not be charged when included in annual leave with pay, but will be charged in all other leaves.
7. Applications for summer leaves must be forwarded not later than June 15.

Department of the Interior,

INDIAN SCHOOL SERVICE,

Indian Industrial School,

CARLISLE, PA

School, June 2nd, 1902

The Honorable

The Commissioner of Indian Affairs.

Sir:

I have the honor to request a leave of absence for twenty eight (28) days, from 30th day of July to 30th day of August, both inclusive, but excluding holidays and Sundays.

*

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

June H. Stewart

(Sign full name.)

Head Teacher

(Position of applicant.)

Through the Superintendent at Carlisle Pa

(Superintendent.)

(School.)

Respectfully forwarded. This applicant has been absent since January 1st of the present year, as follows: Annual leave Feb. 10 + 11 = 2 days; sick — days; without pay — days.

This application is therefore — approved, with recommendation that the same be — granted — pay, for the following reasons:

Annual leave.

Very respectfully,

R. H. Shaw

Lt. Col. 15th Cavalry, Supt.

(Superintendent.)

I recommend that the above application be

, U. S. Indian Agent.

* If leave of absence is asked at a time when the school is not in vacation, applicant will state here specifically the reason therefor.

APPLICATION

FOR

LEAVE OF ABSENCE.

Indian Industrial School.

CARLISLE, PA

School,

Agency,

June 2, 1902

R. H. Pratt

Lt. Col. 15th Cavalry, Supt.

Forwards application of

Effie Moul

Assk. Matron

(Applicant's position.)

for 30 days' leave of absence,

with pay.

E.

3560b3m4-02

REMARKS.

1. Applications for leave of absence must have the agent's and the superintendent's recommendation indorsed thereon, and if favorable it will be presumed that the application has been carefully considered and that the employee can be spared without additional expense to the Government.
2. Day school and temporary employees are not allowed leaves of absence with pay.
3. Where positions are abolished and the employees transferred to take effect before the beginning of annual leave previously granted, such leave is canceled. Applications can be renewed, however, after the employees have reported at their new post of duty.
4. All positions and salaries in the school service terminate June 30 each year. Should any position not be authorized for the ensuing fiscal year, the incumbent of such position is of course relieved from duty June 30, and has no claim against the Government for leave of absence or remuneration after that period.
5. Leaves granted to employees in advance of the receipt of information as to what positions will be authorized during the next fiscal year are subject to the explicit understanding that, should the services of such employee terminate prior to the expiration of such leave, the leave will expire with the termination of service.
6. Sundays and days declared to be public holidays by law or Executive order will not be charged when included in annual leave with pay, but will be charged in all other leaves.
7. Applications for summer leaves must be forwarded not later than June 15.

Assk. Matron 2, 3.

Effie Moul
 Assk. Matron
 Indian Industrial School
 Carlisle, Pa.
 June 2, 1902
 R. H. Pratt
 Lt. Col. 15th Cavalry, Supt.

Department of the Interior,

INDIAN SCHOOL SERVICE,

Indian Industrial School

CARLISLE, PA

School, June 2, 1902

The Honorable

The Commissioner of Indian Affairs.

Sir:

29 I have the honor to request a leave of absence for thirty
(30) days, from eleventh day of August to fourteenth day
of September both inclusive, but excluding holidays and Sundays.

*

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

Effie Mearl

(Sign full name.)

Assistant matron

(Position of applicant.)

Through the Superintendent at Carlisle

(Superintendent.)

(School.)

Respectfully forwarded. This applicant has been absent
since January 1st of the present year, as follows: Annual leave
— days; sick — days; without pay — days.

This application is therefore — approved, with recommendation
that the same be — granted — (or dis) — pay, for the following reasons:

Annual leave.

Very respectfully,

R. H. Pratt

Lt. Col. 15th Cavalry, Supt.

(Superintendent.)

I recommend that the above application be

, U. S. Indian Agent.

* If leave of absence is asked at a time when the school is not in vacation, applicant will state here specifically the reason therefor.