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OFFICE OF  
Indian Affairs  
Rec. NOV 18

1902

70/233

Indian Industrial School,

Carlisle, Pa. Nov 17 1902

Pratt, L. H.

Lt. Col. 15th Cav'y, Supt.

Forwards loan of  
absence of Agnes May  
Robbins and also  
corrects clerical errors.

Wic

To Carlisle Nov. 24/02

File

B

**Department of the Interior,**  
INDIAN SCHOOL SERVICE,

Carlisle, Pa., Nov. 17, 1902.

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

Sir:--

Referring to your letter dated Oct. 21st., marked "Education 57377, 57378-1902," relative to details to summer schools and annual leave of various employees of this school, I have the honor to reply as follows:

✓ By a clerical error the absence of Carrie E. Weekley was reported as beginning June 25th. The report should read from June 27th.

✓ Jessie W. Cook and Agnes May Robbins did not attend summer school.

✓ The application of Agnes May Robbins for leave of absence without pay, covering her absence from August 1 to 31 inclusive, is enclosed herewith.

✓ W. Grant Thompson did not take the leave without pay granted him in your letter of April 30th.

The absence of Elizabeth E. Forster from August 8th. to September 10th., inclusive appears to be 28 days instead of 27 days claimed by your letter.

The differences with reference to the other employees have been noted on my records in accordance with your letter.

Very respectfully,



Lt. Col. 15th. Cavalry, Supt.

(N)

*N.B.B.*

68739

Indian Office

Incl. No. /

1902

## APPLICATION

FOR

## LEAVE OF ABSENCE.

Indian Industrial School.

CARLISLE, PA

School,

Agency,

Nov. 17

1902

R. H. Pratt

Lt. Col. 1st (Agent or Superintendent.)

Forwards application of

Agnes May Robbins  
Teacher

(Applicant's position.)

for 31 days' leave of absence,  
without 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.
8. Applicants must read Indian School Rules, 154 to 168.

## Department of the Interior,

## INDIAN SCHOOL SERVICE,

Indian Industrial School, Carlisle, Pa., Nov. 17, 1902.

The Honorable

The Commissioner of Indian Affairs.

SIR:

I have the honor to request a leave of absence for thirty-one (31) days,  
 from 1st day of Aug. 1902 to 31st day of Aug. 1902  
 both inclusive, ~~but excluding half days and Sundays.~~

\* To cover time I was absent in excess of  
 my annual leave with pay.

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

Sign-

Agnes May Robbins

(Sign full name)

Teacher

(Position of applicant.)

Respectfully forwarded. This applicant has been absent since January 1st of the present  
 year, as follows: Annual leave, 30 days; sick,        days;  
 without pay, 31 days. This application is therefore        approved,  
 (or dis)  
 with recommendation that the same be        granted without pay, for the following  
 (not) (with or without)  
 reason, stated above. See Indian Office letter dated Oct. 21, 1902,  
marked "Education 57377, 57378-1902."

Very respectfully,

R. H. Ball

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.