OFFICE OF Indian Affairs Rec. NOV 29 1902

70923

70/273

APPLICATION

FOR

LEAVE OF ABSENCE.

Indian Industrial School,

Carlisle Pa ~~Agency.~~

Nov. 28 1902

R H Pratt

(Agent or Superintendent.)

Forwards application of

Estaieue M DePellquestangue

Asst Clerk

(Applicant's position.)

for 38 *days' leave of absence,*

30 Da. with pay.

E. 8 " without "

1632b3m-11-01

To Carlisle Dec 6/02

File

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.

5—244.

Department of the Interior,

INDIAN SCHOOL SERVICE,

Indian Industrial School
CARLISLE, PA ~~School,~~ Nov. 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* 11th *day of* October *to* 11th *day of* November, *both inclusive, but excluding holidays and Sundays.* Also leave without pay from November 15th to November 22nd inclusive, 8 days. The above is to cover leave already taken by me.

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

Estaieue M. DePeltquestangue (Sign full name.) Asst. Clerk (Position of applicant.)

Respectfully forwarded. This applicant has been absent since January 1st of the present year, as follows: Annual leave, thirty (30) *days; sick,* ——— *days; without pay,* Eight (8) *days. This application is therefore* ——— (or dis) *approved, with recommendation that the same be* ——— (not) *granted* 30 days with pay 8 " without pay (with or without), *for the following reasons:* To cover leave already taken by applicant as above. She could not be spared during vacation as well as at the time the leave was taken. She failed to make application before taking her 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.