7/7/261

R. H. Pratt,
Carlisle School.
May 6. 1903.
Forwards applications for leave of absence.
wrap & 4 inc.

To Supt. 5/9/03

File

Indian Office
29232 Incl. No. 1 1903

APPLICATION

FOR

LEAVE OF ABSENCE.

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

~~Agency,~~

May 6 1903

R. H. Pratt, Col. & Supt
(Agent or Superintendent.)

Forwards application of

Elizabeth E. Forster
Drawing Teacher
(Applicant's position.)

for 29 *days' leave of absence,*

with *pay.*

E.

1632b3m-11-01

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 ~~School,~~ May 6, 1903

CARLISLE, PA

The Honorable

The Commissioner of Indian Affairs.

SIR:

I have the honor to request a leave of absence for twenty nine (29) *days, from* 27th *day of* May *to* 30th *day of* June, 1903, *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.)

Respectfully forwarded. This applicant has been absent since January 1st of the present year, as follows: Annual leave, February 16th, 1 *day; sick,* ——— *days; without pay,* ——— *days. This application is therefore* ——— (or dis) *approved, with recommendation that the same be* ——— (not) *granted* with (with or without) *pay, for the following reasons:*

Annual leave. Applicant can be spared for the time requested without incurring additional expense.

Very respectfully,

R. H. Pratt Col. & Supt. ~~Lt. Col. 7th 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.

29232

Indian Office
Incl. No. 2
1903

APPLICATION

FOR

LEAVE OF ABSENCE.

Indian Industrial School,
Carlisle, Pa., ~~Agency~~
May 5, 1903
R. H. Pratt,
(Agent or Supt.) Col. & Supt

✓ *Forwards application of*
W. Grant Thompson
✓ Disciplinarian
(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.

5—244.

Department of the Interior,

INDIAN SCHOOL SERVICE,

Indian Industrial School, May 5th, 1903.

The Honorable
The Commissioner of Indian Affairs.

Sir:

I have the honor to request a leave of absence for Thirty (30) days, from fifteenth day of May to nineteenth day of June, both inclusive, but excluding holidays and Sundays. * This is the most convenient time for me to take my leave

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

W. Grant Thompson, Disciplinarian.
(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 ——— days; sick ——— days; without pay ——— days. This application is therefore ——— approved, with recommendation that the same be — granted ~~with~~ (or dis) pay, for the ~~following~~ reason stated above. Annual leave.
(not) (with or without)

Very respectfully, R. H. Pratt Col. & 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.

29232 | Indian Office Incl. No. 3 | 1903

APPLICATION

FOR

LEAVE OF ABSENCE.

Indian Industrial School,
Carlisle, Pa., Agency.
May 6, 1903
R H Pratt
(Agent or Supt.) Col. & Supt

Forwards application of

Annie B. Moore
Music 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.

5—244.

Department of the Interior,

INDIAN SCHOOL SERVICE,

Indian Industrial School
CARLISLE, PA

School, May 6th, 1903

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 May to 30th day of June, both inclusive, but excluding holidays and Sundays.*

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

Annie Belle Moore — Music 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 ——— days; sick ——— days; without pay ——— days. This application is therefore ——— (or dis) approved, with recommendation that the same be — (not) granted with (with or without) pay, for the following reason:

Annual leave

Very respectfully,

R. H. Pratt — Col & 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.

29232 | Indian Office Incl. No. 4 | 1903

APPLICATION

FOR

LEAVE OF ABSENCE.

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

May 6 1903

R. H. Pratt, Col. & Supt.
(Agent or Superintendent.)
~~Lt. Col. 10th Cavalry, Supt.~~

Forwards application of

Jessie L. McIntire
Teacher
(Applicant's position.)

for 30 *days' leave of absence,*

with *pay.*

E.

1632b3m-11-01

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~~, May 6", 1903

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 May to 30th day of June, both inclusive, but excluding holidays and Sundays.

*

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

Jessie L. McIntire (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, ——— days; sick, ——— days; without pay, ——— days. This application is therefore ——— approved, (or dis) with recommendation that the same be ——— granted ~~with~~ pay, for the following (not) (with or without) reason: Annual leave

Very respectfully,

R H. Pratt, Col. & Supt. ~~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.