

33272

OFFICE OF
Indian Affairs
Rec. MAY 27

1903

73/21

Carlisle School,

May 26, 1903,

Forwards applica-
tions for leave,
wrap & inc.

June

To Dept June 8/03

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33272

Indian Office

Incl. No.

3

1903

APPLICATION

FOR

LEAVE OF ABSENCE.

Indian Industrial School,

Carlisle Pa. Agency

May 26 —, 1903

Edgar A. Allen, Acting Supt.
(Agent or Supt.)

Forwards application of

Emma H. Foster,

Teacher
(Applicant's position.)

for (30) Thirty 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.

30

Department of the Interior,

INDIAN SCHOOL SERVICE,

Indian Industrial School

CHARLESTON, PA

School, May 26, 1903

The Honorable
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 24th day of August both inclusive, but excluding holidays and Sundays.

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

Emma H. Foster, Teacher

(Sign full name.)

(Position of applicant.)

Through the Superintendent, Charlestown 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:

(or dis)

(not)

(with or without)

Annual leave.

Very respectfully,

Edgar Allen

Acting 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.

33272

Indian Office

Incl. No. 1

1903

APPLICATION

FOR

LEAVE OF ABSENCE.

Indian Industrial School,

Carlisle Pa

May 26, 1903

Edgar A. Allen, Acting Supt.
(Agent or Supt.)

Forwards application of

William Davis

Teacher

(Applicant's position.)

for 27 days' leave of absence,

without 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 Industrial School

CARLISLE, PA

School, 5/26, 1903

The Honorable

The Commissioner of Indian Affairs.

Sir:

I have the honor to request a leave of absence for twenty seven (27) days, from fourth day of June to 30th day of June, both inclusive, but excluding holidays and Sundays. An account of illness of mother. Without pay.

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

William Davies - 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 _____ approved, with recommendation that the same be _____ granted _____ pay, for the following reason stated above.

Very respectfully,

Edgar A. Allen

Acting Supt.

(Superintendent.)

I recommend that the above application be

, U. S. Indian Agent.

33272

Indian Office

Incl. No. 2

1903

APPLICATION

FOR

LEAVE OF ABSENCE.

Indian Industrial School,

Carlisle, Penna Agency,

May 26, 1903.

R. H. Pratt per Edgar A. Allen
(Agent or Supt.) act. Supt.

Forwards application of

William Davies

Teacher

(Applicant's position.)

for 25 days ~~days~~ leave of absence,with ~~pay~~ 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, 5/26, 1903.

The Honorable

The Commissioner of Indian Affairs.

Sir:

I have the honor to request a leave of absence for twenty-five (25) days, from 1st day of August to 29th day of August, both inclusive, but excluding holidays and Sundays.

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

William Davies 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 approved, with recommendation that the same be granted with pay, for the following reasons:

Annual leave.

Very respectfully,

E. J. Allen Acting 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.