

34514

OFFICE OF
Indian Affairs
Rec. JUN 8

1903

73/38

Carlisle School,

June 2, 1903,

Forwards applica-
tions for leave,

wrap x 3 in.

~~To Supt. June 10/03~~

~~E~~

FILE

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34514

Indian Office

Incl. No.

1903

APPLICATION

FOR

LEAVE OF ABSENCE.

Indian Industrial School
CARLISLE, PA

School,

Agency.

June 2, 1903
R. H. Pratt
(Agent & Supt)

Forwards application of

Enoch M. Sherry
Teacher
(Applicant's position.)

for 25 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.

Handwritten notes and signatures in the right margin, including a large signature that appears to be "R. H. Pratt".

28
W.K.

Department of the Interior,

INDIAN SCHOOL SERVICE,

Indian Industrial School

CARLISLE, PA

~~School~~, June 2

, 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 Aug to 29th day
of Aug, both inclusive, but excluding holidays and Sundays.

*

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

Enoch M. Sherry

(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:
_(not) _(with or without)

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.

34514

Indian Office

Incl. No. 3

1903

APPLICATION

FOR

LEAVE OF ABSENCE.

Indian Industrial School
CARLISLE, PA

School,

Agency,

June 2, 1903

R. H. Pratt

Agent in Charge

Cal. Sup

Forwards application of

Jeannette L. Sensoney
Music Teacher

(Applicant's position.)

for 26 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.

Handwritten notes and signatures in the right margin, including a large signature that appears to read "R. H. Pratt".

Vertical handwritten text on the far right edge of the page.

Q.R.

Department of the Interior,

INDIAN SCHOOL SERVICE,
Indian Industrial School

CARLISLE, PA

School, June 2, 1903

The Honorable
The Commissioner of Indian Affairs.

Sir:

I have the honor to request a leave of absence for twenty-six
(26) days, from 1st day of Aug to 31st day
of Aug, both inclusive, but excluding holidays and Sundays.

*

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

Janette L. Mulvey, 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 approved, with recommendation
that the same be granted ^(or dis) with pay, for the following reasons:
_(not) _(with or without)

Annual leave.

Very respectfully,

A. 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.

34514

Indian Office

Incl. No.

2

1903

APPLICATION

FOR

LEAVE OF ABSENCE.

Indian Industrial School, ~~School,~~

CARLISLE, PA

~~Agency,~~

June 2, 1903

R. W. Pratt, ~~Colo. Supt~~
(Agent or Supt)

Forwards application of

Mabel B. Sherry
Teacher

(Applicant's position.)

for 43 days' leave of absence.

17 days with pay.
26 "without"
E.

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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.

O.R.

Department of the Interior,

INDIAN SCHOOL SERVICE,

Indian Industrial School

CARLISLE, Pa.

School, *June 2*, 190-3

The Honorable

The Commissioner of Indian Affairs.

Sir:

I have the honor to request a leave of absence for *forty three* (43) days, *from 13th day of June to 30th day of August*, both inclusive, but excluding holidays and Sundays. *17*

from Aug. 4th to Aug 29th - 26 days - without pay

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

Mabel B. Sherry
(Sign full name.)

Teacher
(Position of applicant.)

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

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 *17 days with pay* ~~26 without pay~~ for the following reasons:

From June 13 to June 30 inc. ^{2d} of Aug. 1 to Aug. 3 inc. (17 days) Annual leave.
" Aug. 4 " Aug. 29 inc. (26 days) without pay.

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.