

35041

OFFICE OF
Indian Affairs
Rec. JUN 8

1903

73/48

Carlisle School,

June 5, 1903,

Forwards applica-
tions for leave,
wrap it in,

To Supr 6/16/03

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FILE

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35041

Indian Office

Incl. No.

5

1903

APPLICATION

FOR

LEAVE OF ABSENCE.

Indian Industrial School

CARLISLE, PA

School,

Agency,

June 5 1903

R. L. Pratt

Supt.

Forwards application of

Agnes May Robbins
Teacher

(Applicant's position.)

for 33 days' leave of absence,

{ 26 days with pay.
E "without"

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

School, June 5, 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 *24th* day of *July* to *22nd* day of *August*. *Annual*
*leave with pay from 23rd Aug. * 29th Aug. without pay*
both inclusive, but excluding holidays and Sundays.

*

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

Agnes May Robbins - 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, *(April 28 to May 1st)* 4 days; sick, _____ days; without pay, _____ days. This application is therefore _____ approved, with recommendation that the same be _____ granted. { *26 days with pay* (or dis) *7 " without pay* (with or without) reasons: *26 days annual leave.*

7 " leave without pay. (Aug. 23rd to 29th inc.)

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.

35041

Indian Office

Incl. No. 4

1903

APPLICATION

FOR

LEAVE OF ABSENCE.

Indian Industrial School

CARLISLE, PA.

School,

Agency,

June 5, 1903
 R. H. Pratt
 (Agent or Supt.)
 Col. Supt

Forwards application of

Frances R. Scales

Teacher

(Applicant's position.)

for 27 days' leave of absence,

{ 21 days with pay.
 { 6" without "

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. 6/5-1903

The Honorable

The Commissioner of Indian Affairs.

Sir:

I have the honor to request a leave of absence for ~~thirty-one~~ ²¹ (31) days, from first day of August to thirty-first day of August, both inclusive, but excluding holidays and Sundays.

*

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

Frances R. Scales

(Sign full name.)

Teacher

(Position of applicant.)

Through the Superintendent at Indian Industrial School

(Superintendent.)

(School.)

Respectfully forwarded. This applicant has been absent since January 1st of the present year, as follows: Annual leave (April 3 to 13 inc.) 9 days; sick — days; without pay — days.

This application is therefore — approved, with recommendation that the same be — granted ^(or dis) ~~21 days with pay~~ ^(not) ~~6 " without pay~~ ^(with or without) for the following reasons:

Annual leave, Aug 1 to 25 inc. = 21 days
Without pay " 26 " 31 " = 6 "

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.

The leaves already
taken by these
two employees

I do not think
have been applied
for.

35041

Indian Office

Incl. No. *v*

1903

APPLICATION

FOR

LEAVE OF ABSENCE.

Indian Industrial School

CARLISLE, PA

~~School~~~~Agency~~

June 4, 1903
R. H. Pratt
 (Agent or Supt.)
Col. & Supt

Forwards application of

E. G. Sprow
Laborer
 (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.

Department of the Interior,

Indian Industrial School SERVICE,

CARLISLE, PA

School,

June 4, 1903

The Honorable

The Commissioner of Indian Affairs.

Sir:

I have the honor to request a leave of absence for thirty
 (30) days, from 1st day of July to 5th day
 of August, both inclusive, but excluding holidays and Sundays.

*

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

E. G. Spraw

(Sign full name.)

Laborer

(Position of applicant.)

Through the Superintendent at

(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
 (or dis)
 that the same be _____ granted _____ 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.

35041

Indian Office

Incl. No.

1903

APPLICATION

FOR

LEAVE OF ABSENCE.

Indian Industrial School
CARLISLE, PA

School

Agency

June 5, 1903

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

Forwards application of

W. D. Beitzel
Clerk

(Applicant's position.)

for 10 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.

Department of the Interior,

INDIAN SCHOOL SERVICE,

Indian Industrial School, Carlisle, Pa. June 5, 1903

The Honorable

The Commissioner of Indian Affairs.

Sir:

I have the honor to request a leave of absence for *ten*
(~~10~~) days, from *11th* day of *June* to *22nd* day
of *June*, both inclusive, but excluding holidays and Sundays.

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

H. B. Dietzel
(Sign full name)

clerk
(Position of applicant.)

Through the *Superintendent* at

(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
(or dis)
that the same be — granted *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.

35041

OFFICE OF
Indian Affairs

Division 6

1903

APPLICATION

FOR

LEAVE OF ABSENCE.

Indian Industrial School,

Carlisle Pa Agency,

June 5 1903

R. H. Pratt
(Agent or Superintendent)

Forwards application of

Florence M. Carter

Small Boys Manager
(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.

Department of the Interior,

INDIAN SCHOOL SERVICE,

Indian Industrial School

CARLISLE, PA

School, June 5, 1903.

The Honorable

The Commissioner of Indian Affairs.

SIR:

I have the honor to request a leave of absence for Twenty-nine (29) days, from 20th day of July to 21st day of August, both inclusive, but excluding holidays and Sundays.

*

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

Florence M. Learter,
(Sign full name.)

Small Boys Manager.
(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 _____ 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.

35041

OFFICE OF
Indian Affairs

1903

APPLICATION

FOR

LEAVE OF ABSENCE.

Indian Industrial School,

Earlisk P. Agency,

June 5 1903

R. H. Pratt

(Agent of Superintendent)

Forwards application of

Wm. G. Snyder

Laborer

(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.

Department of the Interior,

INDIAN SCHOOL SERVICE,

Indian Industrial School, Carlisle, Pa. June 5, 1903

The Honorable

The Commissioner of Indian Affairs.

SIR:

I have the honor to request a leave of absence for thirty (30) days,
from 15th day of June to 20th day of July, 1903,
both inclusive, but excluding holidays and Sundays.

*
APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

Wm. G. Snyder
(Sign full name.)Laborer
(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,
with recommendation that the same be _____ granted with pay, for the following
reasons: Annual leave

Very respectfully,

R. H. PrattCol. & 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.

35041

Indian Office

Incl. No. 3

1903

APPLICATION

FOR

LEAVE OF ABSENCE.

Indian Industrial School
CARLISLE, PA~~School,~~~~Agency,~~June 4, 1903
R. H. Pratt,
(Agent on Supr.)
Chl. & Supt

Forwards application of

Mariette Wood
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.

Department of the Interior,

INDIAN SCHOOL SERVICE,

Indian Industrial School

CARLISLE, PA

School,

June 4, 1903

The Honorable

The Commissioner of Indian Affairs.

Sir:

I have the honor to request a leave of absence for thirty (30) days, from { 23rd day of June to 5th day of July } both inclusive, but excluding holidays and Sundays.
 { 4th day of August }
 { August }

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

Mariette Wood

(Sign full name.)

Teacher

(Position of applicant.)

Through the Superintendent at Carlisle Ind. School.

(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) — (not) — (with or without) — pay, for the following reasons: 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.