

39405

OFFICE OF
Indian Affairs
Rec. JUN 25

1903

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Carlisle School

Applications for leave of
absence

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To Supth 6/27/03

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File

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39405

Indian Office

Incl. No.

1903

APPLICATION

FOR

LEAVE OF ABSENCE.

Indian Industrial School,

Carlisle, Pa. Agency,

June 24, 1903. 190

Edgar A. Allen, Acting Supt.

(Agent or Supt.)

Forwards application of

Ida Swallow

Asst. Clerk

(Applicant's position.)

for thirty 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

School, June 24, 1903

The Honorable
The Commissioner of Indian Affairs.

Sir:

I have the honor to request a leave of absence for thirty
(30) days, from 25th day of June to 30th day
of July, both inclusive, but excluding holidays and Sundays.

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

Ida Swallow

(Sign full name.)

Asst. Clerk

(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 reasons:

(or dis)

(not)

(with or without)

Annual leave.

Very respectfully,

Edward 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.

39405

Indian Office

Incl. No. 2

1903

APPLICATION

FOR

LEAVE OF ABSENCE.

Indian Industrial School,

Carlisle, Pa. Agency.

June 24, 1903

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

Forwards application of

Agnes May Robbins

Teacher

(Applicant's position.)

for 4 (four) days' leave of absence,

with pay.

E.

Handwritten notes in left margin:
The 24th of June is the date of the beginning of the school year. The leave should be granted from June 24 to June 30, 1903. The application should be forwarded to the Superintendent of the school.

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 in right margin:
The leave should be granted from June 24 to June 30, 1903. The application should be forwarded to the Superintendent of the school.

Department of the Interior,

INDIAN SCHOOL SERVICE,

Indian Industrial School

School, Carlisle, Pa. June 24, 1903.

The Honorable
The Commissioner of Indian Affairs.

Sir:

I have the honor to request a leave of absence for four
(4) days, from 28th day of April to 1st day
of May, both inclusive, but excluding holidays and Sundays.

*
to cover my absence from duty during
above period of time by permission of Supt.

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

Agnes May Rubbens

(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 (or dis) granted with pay, for the following reasons:
(not) (with or without)

To cover annual leave taken as above. See Indian
Office letter June 16, 1903, "Education 35041-1903"

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.

39405

Indian Office

Incl. No. 3

1903

APPLICATION

FOR

LEAVE OF ABSENCE.

Indian Industrial School,
Carlisle, Penna., Agency,
June 24 - 1903

(Agent or Superintendent.)

Forwards application of

Francis R. Scales,
Teacher.

(Applicant's position.)

for nine (9) 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.
8. Applicants must read Indian School Rules, 154 to 168.

Handwritten notes in the left margin:
 1. Application 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.

Handwritten notes in the right margin:
 See application of Francis R. Scales for leave of absence for nine (9) days with pay from June 15 to June 24, 1903.
 Approved by Superintendent
 June 24, 1903

Miss Scales

5-244.

Department of the Interior,

INDIAN SCHOOL SERVICE,

Indian Industrial School,

CARLISLE, PA

School, June 24, 1903

The Honorable

The Commissioner of Indian Affairs.

SIR:

I have the honor to request a leave of absence for Nine (9) days, from 3rd day of April to 13th day of April, both inclusive, but excluding holidays and Sundays.

* To cover my absence from duty during above time by furlmission of Supt.

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

Frances R. Scales,
(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, with recommendation that the same be _____ granted _____ pay, for the following reasons: To cover annual leave taken as above.

See Indian Office letter June 16, 1903, "Education 35041-1903"

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.