

40034

OFFICE OF
Indian Affairs
Rec. JUN 29

1903

2/13/125

Carlisle school

Reports leave taken
by certain Empls

wrap 25 in.

To Supt. 7/13/03

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Fill


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40034

Indian Office

Incl. No. /

1903

APPLICATION

FOR

LEAVE OF ABSENCE.

Indian Industrial School,
 Carlisle, Penna, Agency,

June 27 - 1903

Edgar A. Allen Acting Supt
 (Agent or Superintendent)

Forwards application of

M. J. Zeigler
 Harnessmaker
 (Applicant's position.)

for 26 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 Industrial School, SCHOOL SERVICE,
CARLISLE, PA School, *June 27*, 190*3*

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 *August* to *31st.* day of *August, 1903.*
 both inclusive, but excluding holidays and Sundays.

*

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

M. J. Zeigler,
 (Sign full name.)

Harnessmaker
 (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)
 reasons:

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.

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Indian Office

Incl. No.

2 1903

Indian Industrial School

CARLISLE, PA

~~Agency,~~

June 27, 1903

Edgar A. Allen

~~United States Indian Agent~~

Acting Supt

Reports leave of absence taken by

✓ H. B. Beitzel,

(Name.)

Clerk, at this school.

(Position.)

A

To be sent to Indian Office immediately after return of employee from leave of absence.

Department of the Interior,

UNITED STATES INDIAN SERVICE,
Indian Industrial School,
CARLISLE, PA ~~Agency,~~

June 27, 1903.

To the Honorable

The COMMISSIONER OF INDIAN AFFAIRS,

Washington, D. C.

SIR:

I have the honor to report that

W. B. Beitzel

(Name.)

clerk

(Position.)

at this ~~agency,~~ school, who was granted leave of

absence for 10 days by your office letter of June 16, 1903,

was absent from duty under said leave from June 11, 1903,

to June 22, 1903, both dates included, a total of 10

days, Sundays and legal holidays excepted.

Very respectfully,

Edgar Allen

~~United States Indian Agent~~

Acting Supt.

40034

Indian Office

Incl. No. 3

1903

Indian Industrial School

CARLISLE, PA. ~~Agency~~

June 27, 1903

Edgar A. Allen
~~United States Indian Agent~~
Acting Supt.

Reports leave of absence taken by

✓ Della C. Munch
(Name.)

Asst. Matron, at this ~~agency~~ school
(Position.)

A

To be sent to Indian Office immediately after return of
employee from leave of absence.

Department of the Interior,

UNITED STATES INDIAN SERVICE,

Indian Industrial School

CARLISLE, PA

Agency,

June 27, 1903

To the Honorable

The COMMISSIONER OF INDIAN AFFAIRS,

Washington, D. C.

SIR:

I have the honor to report that

Oella C. Murch

(Name.)

Asst. Matron

(Position.)

at this school, who was granted leave of

absence for 23 days by your office letter of May 21, 1903,

was absent from duty under said leave from June 1, 1903,

to June 23, 1903, both dates included, a total of 20

days, Sundays and legal holidays excepted.

Very respectfully,

Edmund Allen

United States Indian Agent

Acting Supt.

40034

Indian Office

Incl. No. ⁴ 247

1903

Indian Industrial School,

CARLISLE, PA.

~~Agency,~~

June 27, 1903

Edgar A. Allen.

~~United States Indian Agent~~

Acting Supt.

Reports leave of absence taken by

W. Grant Thompson

(Name.)

Disciplinarian, at this school.

(Position.)

~~agency.~~

A

To be sent to Indian Office immediately after return of
employee from leave of absence.

Department of the Interior,

UNITED STATES INDIAN SERVICE,

Indian Industrial School

CARLISLE, PA

~~Agency,~~

June 27, 1903

To the Honorable

The COMMISSIONER OF INDIAN AFFAIRS,

Washington, D. C.

SIR:

I have the honor to report that

W. Grant Thompson

(Name.)

Disciplinarian

(Position.)

school

at this ~~agency~~, who was granted leave of absence for 30 days by your office letter of

May 9, 1903,

was absent from duty under said leave from

May 15, 1903,

to June 19, 1903, both dates included, a total of 30

days, Sundays and legal holidays excepted.

Very respectfully,

Edgar B. Allen

~~United States Indian Agent~~

Acting Supt.

40034

Indian Office

Incl. No.

1903

Indian Industrial School.

CARLISLE, PA. ~~Agency~~

June 27, 1903

Edgar A. Allen,
~~United States Indian Agent~~
Acting Supt.

Reports leave of absence taken by

✓ Johnson Bradley
(Name.)
Laborer, at this ~~agency~~ school.
(Position.)

A

To be sent to Indian Office immediately after return of
employee from leave of absence.

Department of the Interior,

UNITED STATES INDIAN SERVICE,

Indian Industrial School

CARLISLE, PA

~~Agency,~~

June 27, 1903

To the Honorable

The COMMISSIONER OF INDIAN AFFAIRS,

Washington, D. C.

SIR:

I have the honor to report that

Johnson Bradley

(Name.)

Laborer

(Position.)

at this school

~~agency,~~

who was granted leave of

absence for 17 days by your office letter of May 15, 1903,

was absent from duty under said leave from June 1, 1903,

to June 19, 1903, both dates included, a total of 17

days, Sundays and legal holidays excepted.

Very respectfully,

E. J. Allen

~~United States Indian Agent.~~

Acting Supt.