

40719

OFFICE OF  
Indian Affairs  
Rec. JUL 2

1903

*7/3/03*

*Carlisle School*

*Forwards applica.  
ertain employes for  
leave absence*

*wrap 73 in 5*

*To Dept. 7/13/03*

*E*

*File*

*B*



40719

Indian Office

Incl. No. 1

1903

APPLICATION

FOR

LEAVE OF ABSENCE.

Indian Industrial School,

Cashola Pemma Agency,

July 1 - 1903

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

Forwards application of

Fizzie James  
Asset Samdres  
(Applicant's position.)

for 20 - 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.

*Approved*

*Pratt*

*July 1st 1903*



# Department of the Interior,

INDIAN SCHOOL SERVICE,

Indian Industrial School

CARLISLE, PA

School, July 1<sup>st</sup>, 1903

The Honorable

The Commissioner of Indian Affairs.

SIR:

I have the honor to request a leave of absence for Twenty ( 20 ) days, from 6<sup>th</sup> day of July to 28<sup>th</sup> day of July, both inclusive, but excluding holidays and Sundays.

\*

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

*Lizzie James*  
(Sign full name.)

*Asst Landress*  
(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:

*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.



40719

Indian Office

Incl. No.

2

1903

## APPLICATION

FOR

## LEAVE OF ABSENCE.

Indian Industrial School,  
Carlisle, Pa., Agency.

July 1, — 1903

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

Forwards application of

✓ Ella Albert  
Asst. Samsdress  
(Applicant's position.)

for 24 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.

Received  
J. H. Pratt

Received  
J. H. Pratt



# Department of the Interior,

INDIAN SCHOOL SERVICE,

Indian Industrial School

CARLISLE, PA

School, July 1<sup>st</sup>, 1903

The Honorable  
The Commissioner of Indian Affairs.

SIR:

I have the honor to request a leave of absence for Twenty-four (24) days, from 3<sup>rd</sup> day of August to 29<sup>th</sup> day of August both inclusive, but excluding holidays and Sundays.

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

*Ella Albert.*

(Sign full name.)

*Asst Landress*

(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,

*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.



40719

Indian Office

1903

Incl. No. 3

## APPLICATION

FOR

## LEAVE OF ABSENCE.

Indian Industrial School,

Carlisle, Pa. Agency,

July 1 - 1903

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

Forwards application of

Ella G. Hill

Laundry 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.

small amount

Hill &amp; Hill



# Department of the Interior,

INDIAN SCHOOL SERVICE,

Indian Industrial School

School, July 1<sup>st</sup>, 1903

CARLISLE, PA

The Honorable

The Commissioner of Indian Affairs.

SIR:

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

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

Ella G. Hill  
(Sign full name.)

Laundry 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, with recommendation that the same be \_\_\_\_\_ granted with 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.