50180 | OFFICE OF Indian Affairs Rec. AUG 7 | 1903

73/39

APPLICATION

FOR

LEAVE OF ABSENCE.

Indian Industrial School. ~~School,~~

CARLISLE, PA. ~~Agency,~~

August 6 1903

Edgar A. Allen
(Agent or Superintendent.) Acting Supt

Forwards application of

A.H. Murtoff

Instructor in Blacksmithing
(Applicant's position.)

for 13 *days' leave of absence,*

with *pay.*

E.

1632b3m-11-01

Ld. Dept. 8/8/03

File B

REMARKS.

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.

5–244.

Department of the Interior,

INDIAN SCHOOL SERVICE.

Indian Industrial School, ~~School,~~ Aug. 6, 1907

CARLISLE, PA

The Honorable

The Commissioner of Indian Affairs.

SIR:

I have the honor to request a leave of absence for thirteen (13) days, from 7th. day of August to 21st. day of August, both inclusive, but excluding holidays and Sundays.

*

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

A H Murtoff (Sign full name.) Instructor in Blacksmithing (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 ——— (or dis-) approved, with recommendation that the same be ——— (not) granted with (with or without) pay, for the following 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.