

61469

OFFICE OF  
Indian Affairs  
Rec. SEP 25

1903

7/1/92

Carlisle School,

Sept. 24-03

Reports leave taken  
by employees.

wrap + 3 inc.

To Supr. 10/2/03

E. J. ✓  
FILE



61469

Indian Office

Incl. No.

1903

## APPLICATION

FOR

## LEAVE OF ABSENCE.

Indian Industrial School,

CARLISLE, PA

School,

Agency,

Sept. 24 1903

Edgar A. Allen  
(Agent or Superintendent)  
Acting Supt

Forwards application of

M. Burgess  
Supt. Printing  
(Applicant's position.)for 5 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

School, Sept. 24, 1903

The Honorable  
The Commissioner of Indian Affairs.

SIR:

I have the honor to request a leave of absence for five (5) days,  
from 10th day of Sept. to 15th day of Sept.  
both inclusive, but excluding holidays and Sundays.

*To cover absence in excess of leave granted by Indian Office letter dated Aug. 6, 1903*

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

*M. T. Burgess*  
(Sign full name.)

*Supt. of Printing*  
(Position of applicant.)

Respectfully forwarded. This applicant has been absent since January 1st of the present year, as follows: Annual leave, ✓ 19 days; sick,        days; without pay,        days. This application is therefore        approved, with recommendation that the same be        granted with pay, for the following reasons:

*To cover leave already taken as above.*

Very respectfully,

*Edmund 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

1903

Incl. No. 2

Indian Industrial School

CARLISLE, PA Agency

Sept. 24, 1903

Edgar A. Allen  
United States Indian Agent  
Acting Supt

Reports leave of absence taken by

Minnie L. Perree  
(Name.)  
Asst. Matron School  
(Position.) at this agency.

A.

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



5-247.

# Department of the Interior,

UNITED STATES INDIAN SERVICE,

Indian Industrial School

CARLISLE, PA. Agency,

Sept. 24, 1903.

TO THE HONORABLE

THE COMMISSIONER OF INDIAN AFFAIRS,

WASHINGTON, D. C.

SIR:

I have the honor to report Winnie L. Ferree (Name.)  
Asst. Matron (Position.) School, at this agency, who was granted leave of  
 absence for 25 days by your office letter of June 11, 1903  
 was absent from duty under said leave from Aug. 7, 1903.  
 to Aug. 17, 1903, { and Sept. 1, 1903. } both dates included, a total of 25  
Sept. 16 " }  
 days, Sundays and legal holidays excepted.

Very respectfully,

Edgard Allen

United States Indian Agent.

Acting Supt.



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Indian Office

1903

Incl. No. 3

Indian Industrial School

CARTERSVILLE, GA. Agency

Sept. 24, 1903

Edgar A. Allen

United States Indian Agent

Acting Supt

Reports leave of absence taken by

V. M. Burgess

(Name.)

Supt. Printing school at this agency.

(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,

Sept. 24, 1903

To the Honorable

The COMMISSIONER OF INDIAN AFFAIRS,

Washington, D. C.

SIR:

I have the honor to report that

M. Burgess

(Name.)

Supt. Printing

(Position.)

School

at this agency, who was granted leave of absence for 19 days by your office letter of Aug. 6, 1903,

was absent from duty under said leave from {and Aug. 6, 1903, " 24 "}

to Aug. 10, 1903 {both dates included, a total of 24 days, Sundays and legal holidays excepted. See request this date for 5 days not covered by letter of Aug. 6, 1903.

Very respectfully,

Edward Allen

United States Indian Agent

Acting Supt.