

73151

OFFICE OF
Indian Affairs
Rec. NOV 11

1903

15/97

Indian Industrial School,

Carlisle, Pa. Nov. 10 1903.

~~Pratt, P. M.~~

Edgar A. Allen
Acting Supt.

Forwards requests for
leave of absence without
pay for Frances R. Seales
and William Davis,
asked for in Indian Office
letter Oct. 2, 1903.

2 mi

To Supt 4/14/03

FILE

DEPARTMENT OF THE INTERIOR,

UNITED STATES INDIAN SERVICE,

Carlisle, Pa., Nov. 10, 1903.

To the Honorable,
The Commissioner of Indian Affairs,
Washington, D.C.

Sir:-
✓ Referring to your letter dated October 2, 1903, marked "Education 59418, 59625, 61469, 61660, 61951-1903," and office letter dated November 3, 1903, marked "Education 59418, 59625-1903" calling attention to the former letter, I have the honor to inform you that the paragraph relating to request of Anne S. Ely for leave of absence was answered October 5th., and that the answers to the other paragraphs were deferred until the present time on account of the pressure of work in our accounting department in making up the accounts for the first quarter, 1904.

✓ The application of Frances R. Scales to cover her leave of absence without pay from August 19 to 24 is enclosed herewith.

✓ William Davies was in the service only ten months during the fiscal year 1903 and therefore entitled to only 25 days annual leave with pay. Sunday August 30th. having also been included in his annual leave we will include his pay for that day in our receipt roll for November, 1903. His application for three days leave without pay (Aug. 31 to Sept. 2 inc.) is enclosed.

✓ Mr. Sherry went from Carlisle, Pa., to Valparaiso, Ind., during the evening and night of June 30th., and part of July 1st.

✓ Minnie L. Ferree occupied the night of July 6th., and morning of July 7th., in going from Carlisle to Chautauqua, N.Y.

✓ Both Mr. Sherry and Miss Ferree registered at their respective summer schools immediately upon their arrival and received credit for that day

2-- Commissioner of Ind. Affrs.

in their certificates.

Very respectfully,

Eugene M. Munn
Acting Supt.

(S. J. N.)

H. B. B.

73151

Indian Office

Incl. No. 1

1903

Aug 30

APPLICATION

FOR

LEAVE OF ABSENCE.

Indian Industrial School

CARLISLE, PA

School,

Agency,

Nov. 6

1903

Edgar A. Allen, Acting Suph.
(Agent or Superintendent.)

Forwards application of

William Davies

Music Teacher

(Applicant's position.)

for three days' leave of absence,

without 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.

Department of the Interior,
INDIAN SCHOOL SERVICE,
Indian Industrial School,
CARLISLE, PA. School, Nov 6, 1903

The Honorable

The Commissioner of Indian Affairs.

SIR:

I have the honor to request a leave of absence for three (3) days,
from 31st day of August to 2nd day of Sept. 1903,
both inclusive, ~~but excluding holidays and Sundays.~~

* To cover absence from duty without pay
in excess of what I had originally asked for.

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

William Davis Music Teacher
(Sign full name.) (Position of applicant.)

Respectfully forwarded. This applicant has been absent since January 1st of the present
year, as follows: Annual leave, 25 days; sick, _____ days;
without pay (June 4 to 30 incl) 30 days. This application is therefore _____ approved,
(Aug 31 to Sept 2 incl) (or dis)
with recommendation that the same be _____ granted _____ pay, for the following
reasons: To cover leave of absence without pay as above.
SEE Indian Office letter October 2, 1903.

Very respectfully,

Edgar M. 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

APPLICATION

FOR

LEAVE OF ABSENCE.

Indian Industrial School

CARLISLE, PA

School,

Agency,

Nov. 6 1903

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

Forwards application of

Frances R. Scales
Teacher
(Applicant's position.)for Six days' leave of absence,
without 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.

Department of the Interior,
INDIAN SCHOOL SERVICE,
Indian Industrial School
CARLISLE, PA

School,

Nov. 6, 1903.

The Honorable

The Commissioner of Indian Affairs.

SIR:

I have the honor to request a leave of absence for six (6) days,
from 19th day of August to 24th day of August 1903,
both inclusive, ~~but excluding holidays and Sundays~~

* To cover absence from duty without pay
in excess of what I had originally asked for.

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

Frances R. Scales, Teacher
(Sign full name.) (Position of applicant.)

Respectfully forwarded. This applicant has been absent since January 1st of the present
year, as follows: Annual leave, 30 days; sick, days;
without pay, 12 days. This application is therefore approved,
(or dis)
with recommendation that the same be granted pay, for the following
(not) (with or without)
reasons: To comply with directions in Indian Office
letter dated Oct. 2, 1903.

Very respectfully,

Edgar M. Allen Acting Supt.
(Superintendent.)

I recommend that the above application be

, U. S. Indian Agent.