

80059

OFFICE OF
Indian Affairs
Rec. DEC 12

1903

75/216

Carlisle school

Dec 11

Forwards applica.
certain persons for
leave abs.

wrap 24 mi

To Rept. 12/15/03

FILE

B

80059

Indian Office

Incl. No.

1903

APPLICATION

FOR

LEAVE OF ABSENCE.

Indian Industrial School

School,

CARLISLE, PA

Agency,

Dec. 11 1903

Edgar A. Allen
(Agent or Superintendent) Acting Supt

Forwards application of

Effie Moul
Asst. Matron
(Applicant's position.)

for 1 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

CARLISLE, PA *School,*

Dec. 11, 1903

The Honorable
The Commissioner of Indian Affairs.

SIR:

I have the honor to request a leave of absence for *One* (*1*) days,
from *19th* day of *Oct.* to *19th* day of *Oct.*
both inclusive, but excluding holidays and Sundays.

* *To cover my absence on above ~~named~~ day,
attending funeral of my aunt.*

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

Effie Moul
(Sign full name.)

Asst. Matron
(Position of applicant.)

Respectfully forwarded. This applicant has been absent since January 1st of the present
year, as follows: Annual leave, *29* days; sick, _____ days;
without pay, _____ days. This application is therefore _____ approved,
with recommendation that the same be _____ granted *with* pay, for the following
reasons: _____
(not) (with or without)

*To cover absence attending funeral, as above.
See office letter "Ed. 73369-1903, Nov. 16, 1903."*

Very respectfully,

Edgar M. Allen
(Superintendent.)

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.

80059

Indian Office

1903

Incl. No. 2

Indian Industrial School

CARLISLE, PA. Agency,

Dec. 11, 1903.

Edgar A. Allen
United States Indian Agent.
Acting Supt

Reports leave of absence taken by

✓ Effie Moul
(Name.)

Asst Matron, school
(Position.), at this 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~~
 Dec. 11, 1903,

To the Honorable

The COMMISSIONER OF INDIAN AFFAIRS,

Washington, D. C.

SIR:

I have the honor to report that Effie Moul (Name.)
Assistant Matron (Position.), at this ~~agency~~ Nochool, who was granted leave of
 absence for 8 days by your office letter of Nov. 16, 1903,
 was absent from duty under said leave from Nov. 16, 1903,
 to Nov. 24, 1903, both dates included, a total of 8
 days, Sundays and legal holidays excepted.

Very respectfully,

Edward Allen
~~United States Indian Agent~~
 Acting Supt.

80059

Indian Office

1903

Incl. No. 3

Indian Industrial School

CARLISLE, PA Agency

Dec. 11, 1903

Edgar A. Allen
United States Indian Agent
Acting Supt

Reports leave of absence taken by

Wm. D. Gray
(Name.)

Dairyman, 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, _____

Dec. 11, 1903

To the Honorable

The COMMISSIONER OF INDIAN AFFAIRS,

Washington, D. C.

SIR:

I have the honor to report that

Wm. B. Gray

(Name.)

Gairman

(Position.)

at this ^{school} ~~agency~~, who was granted leave of

absence for 7 days by your office letter of Oct. 2, 1903,

was absent from duty under said leave from Oct. 1, 1903,

to Oct. 8, 1903, both dates included, a total of 7

days, Sundays and legal holidays excepted.

Very respectfully,

Edgar Allen

United States Indian Agent.

Acting Supt.

80059

Indian Office

Incl. No.

4

1903

5-247

Indian Industrial School

CARLETON PA Agency

Dec. 11, 1903

Edgar A. Allen
United States Indian Agent
Acting Supt.

Reports leave of absence taken by

Howard E. Gansworth
(Name.)
Asst. Disciplinarian 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,

Dec. 11, 1903.

To the Honorable

The COMMISSIONER OF INDIAN AFFAIRS,

Washington, D. C.

SIR:

I have the honor to report that

Howard E. Gansworth,
(Name.)

Asst. Disciplinarian, at this ^{*school*} ~~agency~~, who was granted leave of
(Position.)

absence for *26 1/2* days by your office letter of *Aug. 29*, 1903,

was absent from duty under said leave from *Sept. 9*, 1903,

to *Oct. 1*, 1903, both dates included, a total of *20*

days, Sundays and legal holidays excepted.

Very respectfully,

Edward Allen

United States Indian Agent.

Acting Supt.