

22828

OFFICE OF  
Indian Affairs

1904

Rec. APR 6

77/23

APPLICATION

FOR

LEAVE OF ABSENCE.

Indian Industrial School.

CARLISLE, PA

School,

Agency,

April 4

1904

R. H. Pratt, Col. Supr

(Agent or Superintendent)

Forwards application of

Beckie L. Goodyear  
Asst. Seamstress

(Applicant's position)

for 24 days' leave of absence,

without pay.

E.

To Supr

1632b3m-11-01

4/8/04

FILE

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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-employment 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.

*Handwritten notes in left margin:*  
The agent on this case...  
The school is a good school...  
The applicant is a good worker...  
The school is a good school...  
The applicant is a good worker...

*Handwritten notes in right margin:*  
The school is a good school...  
The applicant is a good worker...  
The school is a good school...  
The applicant is a good worker...  
The school is a good school...  
The applicant is a good worker...

# Department of the Interior,

## INDIAN SCHOOL SERVICE.

Indian Industrial School

CARLISLE, PA

~~School,~~

April 4, 1904.

The Honorable  
The Commissioner of Indian Affairs.

SIR:

I have the honor to request a leave of absence for twenty-four (24) days,  
from 8th day of March to 31st day of March  
both inclusive, ~~but excluding holidays and Sundays.~~

\* To cover my leave of absence without pay.  
I was absent taking care of my sick mother

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

Beckie L. Goodyear Asst. Seamstress  
(Sign full name.) (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, 24 days. This application is therefore \_\_\_\_\_ approved,  
with recommendation that the same be \_\_\_\_\_ granted without pay, for the following  
reasons: (not) (with or without) (or dis)

A temporary employee was on duty during Miss Good-  
year's absence, March 8 to 31, inclusive, as per my letter dated March 25, 1904.

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.