

OFFICE OF
India Affairs
65169 Rec. SEP 20 1904

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W. A. Innes
Carlisle sch.

Sept 17

Forwards applicatio
for leave abs.
unop & 3 mi

To Rept. 9/23/04

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65169

Indian Office,

Incl. No. 1

1904

APPLICATION

FOR

LEAVE OF ABSENCE.

Indian Industrial School,

~~School,~~

CARLISLE, PA.

~~Agency~~

Sept. 17

1904

W. A. Mercer

(Agent or Superintendent)

Capt. 7th Cav. Supt.

Forwards application of

Geo. L. Gottwerth

Fireman

(Applicant's position.)

for 7 days' leave of absence,

with 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.

Edk

Department of the Interior,

INDIAN SCHOOL SERVICE,

Indian Industrial School,

CARLISLE, PA.

School,

Sept 17, 1904

The Honorable

The Commissioner of Indian Affairs.

SIR:

I have the honor to request a leave of absence for *Seven* (*7*) days, from *20th* day of *Sept.* to *27th* day of *Sept.* both inclusive, but excluding holidays and Sundays. *Also 3 days to cover my absence from duty April 15 and Aug. 18 and 29.*

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

Geo L Gotherth Fireman
(Sign full name.) (Position of applicant.)

Respectfully forwarded. This applicant has been absent since January 1st of the present year, as follows: Annual leave, *Apr. 15, Aug 18 + 29 = 3* days; sick, *no* days; without pay, *no* days. This application is therefore _____ approved, with recommendation that the same be _____ granted _____ pay, for the following reasons: *Annual leave.*

Very respectfully,

A. Merce

Capt. 7th Cav. 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.

Department of the Interior,

INDIAN SCHOOL SERVICE,

Indian Industrial School,

CARLISLE, PA.

School,

Sept. 17, 1904

The Honorable

The Commissioner of Indian Affairs.

SIR:

I have the honor to request a leave of absence for fourteen (14) days, from 30th day of August to 12th day of Sept 1904, both inclusive, ~~but excluding holidays and Sundays.~~

* To cover my absence from duty after the expiration of my annual leave

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

Enoch M. Sherry
(Sign full name.)

Teacher
(Position of applicant.)

Respectfully forwarded. This applicant has been absent since January 1st of the present year, as follows: Annual leave, thirty days; sick, no days; without pay, fourteen days. This application is therefore _____ approved, (or dis) with recommendation that the same be _____ granted without pay, for the following reasons: To cover absence from duty as above

Very respectfully

W. A. Mercer

Capt. 7th Cav. 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.

65169

Indian Office,

Incl. No. 3

1904

APPLICATION

FOR

LEAVE OF ABSENCE.

Indian Industrial School, ~~School,~~

CARLISLE, PA. ~~Agency,~~

Sept. 17 1904

N. A. Mercer

Capt. 7th Cav., Supt.
(Agent or Superintendent.)

Forwards application of

Mabel B. Sherry
Teacher

(Applicant's position.)

for *42* 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.

made by the agent...

M. B. Sherry

Department of the Interior,

INDIAN SCHOOL SERVICE

Indian Industrial School,

CARLISLE, PA. ~~School,~~

Sept 17, 1904

The Honorable
The Commissioner of Indian Affairs.

SIR:

I have the honor to request a leave of absence for forty-two (42) days,
from 1st day of August to 11th day of Sept 1904.
both inclusive, but excluding holidays and Sundays.

* To cover my absence from duty after the
expiration of my annual leave.

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

Mabel B. Sherry
(Sign full name.)

Teacher
(Position of applicant.)

Respectfully forwarded. This applicant has been absent since January 1st of the present
year, as follows: Annual leave, thirty days; sick, no days;
without pay, forty two days. This application is therefore _____ approved,
with recommendation that the same be _____ granted without pay, for the following
reasons: To cover absence from duty as above.

Very respectfully
W. A. Mercer

Chas. T. Cary, 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.