

OFFICE OF
Indian Affairs

66536

Rec. SEP 26

1904

79/12³

Indian Industrial School,

Carlisle, Pa., Sept 24 1904.

Mercer, W. A.

Capt. 7th Cav. Supt.

Forwards request of Mrs.
Jessie M. Cook for 13
days annual leave with
pay, to be used if request
in letter of Sept. 14th. To have
her leave charged to the Riverside
School cannot be granted.

2 m

To Sept. 9/28/04

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DEPARTMENT OF THE INTERIOR,
UNITED STATES INDIAN SERVICE,

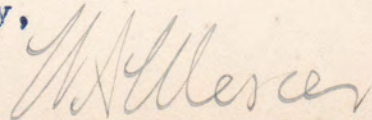
Carlisle, Pa., Sept. 24, 1904.

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

Sir:

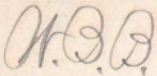
Referring to my letter dated September 14th., in regard to leave of absence with pay desired by Mrs. Jessie W. Cook before reporting to Supt. Hall of the Riverside School, California, I have the honor to forward herewith, with my approval, Mrs. Cook's request for 13 days annual leave with pay, and to request that it be granted if it is found impracticable to charge the leave to the Riverside School, as requested in my letter referred to above.

Very respectfully,



Captain 7th Cavalry, Supt.

H.E.K.



66536

Indian Office,

Incl. No. /

1904

5-244.

APPLICATION FOR LEAVE OF ABSENCE.

Indian Industrial School,

CARLISLE, PA.

School,

Agency

Sept. 24

, 1904

W. A. Mercer

[Agent or Supt.]

Super. 1th Cavy, Supt.

Forwards application of

Chas. V. Yeager

Fireman

[Applicant's position.]

for 7 days leave of absence.

without pay.

E.

14170b3m7-04

To Supt. 9/28/04

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. Employees on leave with pay are not permitted to hire substitutes.
8. Applications for summer leaves must be forwarded not later than June 15.

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

Sept. 24, 1904

The Honorable
The Commissioner of Indian Affairs.

Sir:

I have the honor to request a leave of absence for *Seven* days, from *Sept 9th* to *Sept 15th*, both inclusive, ~~but excluding legal holidays and Sunday.~~

* To cover my absence during the above period.

Very respectfully,

Chas W Yeager

[Sign full name.]

Fireman

[Position of applicant.]

Applicants will read carefully remarks on back of this blank.

Respectfully forwarded. This applicant has been absent since January 1st of the present year, as follows: Annual leave, with pay, *no* days; sick, with pay, *no* days; detail, with pay, *no*, without pay, *7* days. This application is therefore approved, with recommendation that the same be ^[or dis] granted *without* pay, for the following reasons:

Mr. Yeager is a temporary employee.

See Indian Office letter, Sept. 20, 1904, Education 64424-1904

Very respectfully,

W. H. Mercer

Capt. 7th Cav. Supt.

[Superintendent.]

I recommend that the above application be

U. S. Indian Agent.

66536

Incl. No. 2

Indian Office,

1904

6-244.

APPLICATION FOR LEAVE OF ABSENCE.

Indian Industrial School,

CARLISLE, PA.

~~School,~~~~Agency,~~

Sept. 23, 1904
W. A. Mercer
Capt. (Agent for Supt.)
Capt. for Cady. Supt.

Forwards application of

Jessie M. Cook
Girls' Field Agent
[Applicant's position.]

for 13 days leave of absence.

with pay.

E.

14170b3m7-04

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. Employees on leave with pay are not permitted to hire substitutes.
8. Applications for summer leaves must be forwarded not later than June 15.

Department of the Interior,

INDIAN SCHOOL SERVICE
Indian Industrial School,

CARLISLE, PA. School,

Sept. 23, 1904

The Honorable

The Commissioner of Indian Affairs.

Sir:

I have the honor to request a leave of absence for 13 days, from Sept. 26th to Oct. 10th, both inclusive, but excluding legal holidays and Sundays.

*

Very respectfully,

Jessie W. Cook

[Sign full name.]

Girls' Field Agent.
~~Outing Station~~

[Position of applicant.]

Applicants will read carefully remarks on back of this blank.

Respectfully forwarded. This applicant has been absent since January 1st of the present year, as follows: Annual leave, with pay, no days; sick, with pay, no days; detail, with pay, no, without pay, no days. This application is therefore — approved, with recommendation that the same be — granted ^[or dis] with _[with or without] pay, for the following reasons:

Annual leave

Very respectfully,

M. M. Mexas

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.