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OFFICE OF  
Indian Affairs  
Rec. NOV 29  
5-244.

1904

80/74

APPLICATION  
FOR  
LEAVE OF ABSENCE.

Indian Industrial School, School,  
CARLISLE, PA. Agency,

Nov. 28, 1904

John R. Wise  
Acting Supt.

Forwards application of

C. M. Stauffer  
Music Teacher  
[Applicant's position.]

for One days leave of absence.  
without pay.

E.

File ✓

14170b3m7-04

To Supt. 12/1/04

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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 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.

*Handwritten notes and signatures on the right side of the page, including a large bracketed area and various scribbles.*

## Department of the Interior,

INDIAN SCHOOL SERVICE,

Indian Industrial School

CARLISLE, PA.

Nov 28, 1904

The Honorable  
The Commissioner of Indian Affairs.

Sir:

I have the honor to request a leave of absence for One  
 days, from Nov. 10, 1904 to both inclusive  
 but excluding legal holidays and Sundays.

\* To cover my absence from duty  
 on that day.

Very respectfully,

C. M. Stauffer.

[Sign full name.]

Music Teacher

[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, one days. This application  
 is therefore — approved, with recommendation that the same be  
— granted <sup>[or dis]</sup> without pay, for the ~~following~~ reasons: given above  
 [not] — <sub>[with or without]</sub>

Very respectfully,

J. R. Mice,

Active Sup

[Superintendent.]

I recommend that the above application be

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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.