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OFFICE OF
Indian Affairs
Rec. JUL 12

1905

8th/M

Major W. A. Mercer

Carlisle S

July 10.

Appls for Leave of
Absence.

copy & 2 in.

To Suplt. 7/15/05

✓ File.

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File

APPLICATION
FOR
LEAVE OF ABSENCE.

Indian Industrial School,
CARLISLE, PA.

School,
Agency,

July 10, 1905
W. A. Mercer
Major W. H. Leary, Sup.

[Agent or Supt.]

Forwards application of

Elle Albert
Asst. Laundress

[Applicant's position.]

for 27 days leave of absence.

with pay.

E.

53972

Indian Office,

Incl. No.

2

1905

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 in left margin:
 1. Application 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 in right margin:
 1. Application 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.

El. K.

Department of the Interior,

INDIAN SCHOOL SERVICE,

Indian Industrial School, ~~School,~~

CARLISLE, PA

July 10, 1905

The Honorable
The Commissioner of Indian Affairs.

Sir:

I have the honor to request a leave of absence for ~~Thirty~~ 27 days, from July 17th to August 16th, both inclusive, but excluding legal holidays and Sundays. Also 3 days to

* cover my absence from duty March 21st, May 10th, and June 23rd.

Very respectfully,

Ella Albert

[Sign full name.]

Assistant Laundress.

[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, ~~as above,~~ 3 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 with pay, for the following reasons:

[not]

[or dis]

[with or without]

Annual leave.

Very respectfully,

W. M. Merner

Major 11th Cav., Supt.

[Superintendent.]

I recommend that the above application be

11

W. B. B.

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.

APPLICATION
FOR
LEAVE OF ABSENCE.

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

July 8, 1905.

M. H. Mercer
[Agent or Supt.]
Major in the Army, Supt.

Forwards application of

H. B. Deitzel
Clerk

[Applicant's position.]

for 26 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. 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 in the right margin, including a large signature that appears to read "M. H. Mercer".

Department of the Interior,
INDIAN SCHOOL SERVICE,

Indian Industrial School

CARLISLE, PA

JOHN
July 8, 1905

The Honorable
The Commissioner of Indian Affairs.

Sir:

I have the honor to request a leave of absence for 26 days, from July 27, 1905 to Aug. 25, 1905, both inclusive, but excluding legal holidays and Sundays.

*

Very respectfully,

N. D. Beitzel
[Sign full name.]

Clerk
[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, Feb. 16 to 20 = 4 days; sick, with pay, no days; detail, with pay, no, without pay, no days. This application is therefore [or dis] approved, with recommendation that the same be [not] granted [with or without] pay, for the following reasons:

Annual leave

Very respectfully,

M. Mercer, Major 11th Cav, Supt.
[Superintendent.]

I recommend that the above application be

11

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.