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OFFICE OF
Indian Affairs
Rec. SEP 20
5-244.

1906

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APPLICATION
FOR
LEAVE OF ABSENCE.

Indian Industrial School,

Carlisle, Pa. Agency,

Sept. 18, 1906

W. A. Mercer

Major, 11th Cavalry (Agent of Supt.) Superintendent

Forwards application of

Anne S. Ely

Supt. of Outing
[Applicant's position.]

for 30 days leave of absence.

with pay and 7 days
without pay.

E.

File

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To Supt. 9/21/06

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[Signature]

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.

MAILED SEP 20 1906
 RECEIVED
 MAJOR W. A. MERCER
 11th CAVALRY
 CARLISLE, PA.
 [Faint handwritten notes and stamps]

Department of the Interior,
INDIAN SCHOOL SERVICE,

Carlisle Indian Ind'l School, September 18 th., 1906.

The Honorable
The Commissioner of Indian Affairs.

Sir:

I have the honor to request a leave of absence for **Thirty-seven** days, from **September 29th.** to **November 10th.**, both inclusive, but excluding legal holidays and Sundays.

*

Very respectfully,

Anne J. Ely
[Sign full name.]

Outing Agent
[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, 0 days; sick, with pay, 0 days; detail, with pay, 0, without pay, 0 days. This application is therefore [or dis] approved, with recommendation that the same be [not] granted **30 days with pay,** ~~for the following reason~~ **and seven (7) additional days asked for above without pay.**

Very respectfully,

J. R. Mice, asst supt.
[Superintendent]

I recommend that the above application be **granted.**

M. A. Mercer

Major 11th Cavalry, U. S. Indian Agent,
Superintendent.

* If leave of absence is asked at a time when the school is not in session, the applicant should state here specifically the reason therefor.