

January 15, 1918.

Miss Annie T. Sale;
Harrisonburg, Va.

Dear Miss Sale:

I am glad that thru your sister we have arranged for you to take her place during the time she is on furlough at Columbia University. I am writing simply to give you something in writing as a sort of contract.

We will pay your sister her regular salary for one-half the school year, namely, for four-and-one-half months, and will pay you for the other half-year, four-and-one-half months, which we will consider to cover the time from February 1st, or thereabout, when your sister leaves, to the end of the session in June. We will pay you at the rate of One Hundred Dollars (\$100.00) per month, or Four Hundred and Fifty Dollars (\$450.00) for the half-year.

A word of explanation should be made as to the form of payment. The check each time will be made at the rate of your sister's regular salary (\$133.33) per month, with the understanding that \$33.33 will go to her. I presume this has already been mentioned to her. It is a way of giving her a furlough with part pay and at the same time keeping our records in the office straight.

I am very glad to know that we can have your services for this substitute work and trust that you will find it satisfactory and that it will be a success in every way.

Very sincerely yours,

President.

*{ Oct. - Nov. - Dec. - Jan. - 1/2 Feb. to Miss S. T. Sale
1/2 Feb. - March - April - May - June to " A. T. Sale*

*Pay Feb. 1 to Miss S. T. S. 1/2 regular amount
" " 15 " " A. T. S. " " " "*