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Ada Hayden

November 23, 1916

My dear Dr. Buchanan:

A month or so ago Miss Hayden came to me and said that she was in rather poor health and asked what she had better do in the matter. I told Miss Hayden I would do all I could for her and if necessary, would take some of her classes. She has continued faithfully and the work has been satisfactory to the Department.

Mrs. Scheerer, an aunt from Minneapolis, called on me this morning and we talked over Miss Hayden's case. Mrs. Scheerer thinks it would be wise for Miss Hayden to get a rest. In the meantime, Miss Hayden has received a letter from Dr. Jones of Minneapolis as follows:

"I am writing in regard to Miss Ada Hayden, and consider her condition such that she should be relieved from work temporarily on account of her health. I think a good rest is necessary and hope you can see that she has it as soon as can be arranged."

Miss Hayden writes me as follows:

"Because of poor health I feel that I am not able to do my work as efficiently as usual and would like to have leave of absence for at least this semester in order to regain my equilibrium"

Miss Hayden is very conscientious and feels she is not doing what she should for the Department.

I am asking that Miss Hayden be given leave of absence for the remainder of the semester or until the end of the second semester.

I recommend that we employ a substitute for the laboratory work, the pay to come out of Miss Hayden's salary.

I will take care of the lecture work for Miss Hayden.

Miss Hayden has done long and faithful work and I hope this request will be granted.

Yours truly,