



LIST OF HOLIDAYS:

<u>Holiday List</u>			
Sr. No	Fixed Holiday Leaves		Optional Holidays Leaves (please select any 3 holidays from the list)
1	Makar Sankranti / Pongal		1st January - New Year
2	Republic Day		Vasi Uttarayan
3	Dhuleti		Eid
4	Raksha Bandhan		Janmashtami
5	Independence Day		Mahatma Gandhi Jayanti
6	Dussehra / Durga Puja / Vijayadashami		Bhai – Bhij
7	Diwali		Any other Religious Holiday for respective community - Please specify
8	New Year (Next day of Diwali)		

**Note:**

- The list of holidays will be considered from the Financial year i.e. April to March month.
- Optional Leaves are part of our Holiday Calendar wherein 08 holidays are fixed and employees have the flexibility to choose 03 holidays from the holiday list mentioned above.
- Employees are required to choose 03 optional holidays and inform the HR/Accounts Department at the start of the financial year (April) after approval of RM.
- Any employee who forgot to opt for any optional leave will have to take 7 days prior approval from the MD directly marking CC to the HR and Reporting Manager. If he / she fails to do so, It will be considered as Unapproved Leave.

- The optional holiday will be on pro-rata basis as follows:

Sr. No	Joining Month	Optional Holiday applicability
1	April to July	3
2	August to November	2
3	December to March	1

- Interns having an internship period of 03 months will be entitled to avail 1 Optional Holiday and interns having an internship period of 06 months will be entitled to avail 2 optional holidays from the given list.
- There shall be no encashment against Optional Holiday if an employee has not availed the same and it cannot be carried forward to the next year in the form of a leave or additional holiday.
- Incase if any employee is unable to avail selected optional holiday due to office work requirements, in such cases, employees can select any other optional holiday out of the list in that financial year itself and send an email to Reporting Manager CC to HR & MD.



- Employees are requested to send an email to the Reporting Manager before at least 1 week of selected optional holiday with CC to HR & MD. In case if any employee is unable to follow this, such leave will be considered as unapproved leave.
- Any employee seeking for Leave / WFH 2 day prior to the Optional holiday they have not opted for will have that day as unapproved leave.

Management Team reserves the right to amend / change the policy as and when required and in case of any dispute regarding the policy, the decision of Management Team will be full & final.