# List of Holidays 2022

| **Sl. No.** | **Date** | **Day** | **Holiday** |
| --- | --- | --- | --- |
| 1. | 1 January | Saturday | New Year |
| 2. | 10 January | Monday | Annual Retreat |
| 3. | 26 January | Wednesday | Republic Day |
| 4. | 5 February | Saturday | Saraswati Puja |
| 5. | 1 March | Tuesday | Mahashivratri |
| 6. | 18 March | Friday | Holi |
| 7. | 3 May \* | Tuesday | Eid-ul-Fitr |
| 8. | 1 July | Friday | Rath Yatra |
| 9. | 11 July \* | Monday | Bakri Id |
| 10. | 15 August | Monday | Independence Day |
| 11. | 31 August | Wednesday | Ganesh Chaturthi |
| 12. | 3 October | Monday | Maha Ashtami |
| 13. | 4 October | Tuesday | Maha Navami |
| 14. | 5 October | Wednesday | Vijaya Dashami |
| 15. | 24 October | Monday | Diwali |

***Notes:***

* Holidays with the (\*) marks are to be decided the week before.
* Second and Fourth Saturdays in a month are weekly offs.
* In the event of any unprecedented office closure because of Bunds, Strikes, etc. the corresponding second or fourth Saturday will be a working day.

# Updated Leave Policy

1. A maximum of 2 miscellaneous leaves and 2 half-day leaves in a month are allowed for valid reasons provided and are subject to your supervisor’s approval.
2. Monthly leaves cannot be accumulated and used later.
3. For every in excess of the 2 leaves in a month the team member is liable to a loss of pay unless there is prior approval for otherwise.
4. Miscellaneous leaves cannot be clubbed or bound with holidays unless and until it is approved at-least 4 days in advance (unless in-case of emergencies). In-case of unapproved miscellaneous leaves bound or clubbed with holidays, the corresponding holidays shall be liable to loss of pay.
5. Minimum 5 working hours is required for a leave to be considered as half-day, otherwise it will be considered as a full-day leave.
6. Every 6 months a team member is entitled for a planned leave for upto 5 or 6 working days (1 work week).
7. Planned leaves cannot be combined with miscellaneous leaves.
8. Planned leaves can be clubbed in a single year only if there has been no miscellaneous leaves claimed in the previous quarter.
9. Planned leaves cannot be accumulated and used beyond the single calendar year.
10. Team members must inform about planned leaves at-least one month beforehand and plan the project roster accordingly.
11. Planned Leaves are allocated on a roster basis and can be declined if necessary.
12. Sick Leaves and Miscellaneous Leaves shall be considered on a case-by-case basis. In-case of Sick Leaves the monthly 2 Miscellaneous Leaves shall not be considered.
13. All team members must be intimate about their absence via email (addressed to their respective manager, **hr@nettantra.com** & **slt@nettantra.com** ) with a subject prefix of **“<Leave>”** without the **“** (quotes).
14. **Leave Encashment Bonus**: Every 3 months, if an individual has taken less than 3 leaves and less than 2 “work from home” (only when approved by client or the head of Human Resources) an additional payout of an equivalent salary for the remaining of the 6 leaves shall be awarded as a bonus at the end of every three month period. Also, at the end of each year all unclaimed planned leaves can be encashed.

***Trivia:***

1. ***Maximum Number of paid day offs*** *in 2022 can be 52 Sundays + 12 Second Saturdays + 12 Fourth Saturdays + 15 Holidays + 12 Planned Leaves + 24 Miscellaneous Leaves that is 127 Days i.e. 18.14 Weeks or 4.23 Months.*
2. ***Maximum leave encashment*** *that can be achieved in 2022 = 24 miscellaneous leaves + 12 planned leaves = 36 days = 1.2 Months worth of additional salary*