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More than what you think.

HOLIDAY CALENDAR FOR

YASH INDIA - 2019

Table of Content

❖ **GUIDELINES :**

1) Holiday calendar is applicable for a calendar year i.e. from 1st January to 31st December and mainly applicable for the employees working on the rolls of YASH Technologies Pvt. Ltd. (YTPL). Employees working on the rolls of YASH group of companies other than YTPL also, have to refer the calendar of YTPL as applicable to them as per their base location, business group/units & work timings.

2) Per policy, the holiday list has 10 holidays on working days. Holidays falling on weekends (Saturdays / Sundays) are just for reference. Holiday Calendar is inclusive of mandatory National, Regional holidays and an option to choose three optional holiday (OH).

S.No.	Occasion	Holiday Date	Day	Hyderabad	Bangalore	Pune	Indore	Mumbai	Gurgaon	Chennai
				List of Optional Holiday : 2019						
1	Pongal/ Makar Sankranti	15-Jan-19	Tuesday		✔	✔	✔	✔		
2	Maha Shivratri	4-Mar-19	Monday	✔	✔	✔	✔	✔	✔	✔
3	Holi (Dhulandi)	21-Mar-19	Thursday	✔	✔					✔
4	Rang Panchmi	25-Mar-19	Monday	✔	✔	✔		✔	✔	✔
5	Mahaveer Jayanti	17-Apr-19	Wednesday	✔	✔	✔	✔	✔	✔	✔
6	Good Friday	19-Apr-19	Friday	✔	✔	✔	✔	✔	✔	✔
7	Eid-Ul-Fitr	5-Jun-19	Wednesday	✔	✔	✔	✔	✔	✔	✔
8	Eid-Ul-Adha/Zuha/Bakrid	12-Aug-19	Monday	✔	✔	✔	✔	✔	✔	✔
9	Ananta Chaturdashi/Ganesh Visarjan	12-Sep-19	Thursday	✔	✔	✔	✔	✔	✔	✔
10	Deepawali (Govardhan Pooja)	28-Oct-19	Monday	✔	✔	✔	✔	✔	✔	✔
11	Guru Nanak Jayanti	12-Nov-19	Tuesday	✔	✔	✔	✔	✔	✔	✔
12	Christmas	25-Dec-19	Wednesday	✔	✔	✔	✔	✔	✔	✔

Holiday shown with Grey box represents Regional Off for a particular location and hence, not available as an optional holiday

Eligibility for Opting Optional Holiday:

Criteria for accrual of OH	OH Balance in leave card
Existing Employee & who have joined before 30th Apr'19	3 OH
DOJ- 1-May-19 to 30-Aug-19	2 OH
DOJ- 1-Sep-19 to 31-Dec-19	1 OH

3) Employees have a flexibility to choose optional holidays as per their base location and fix it for the year or can choose it one by one.

4) If due to any business exigency employee has to come to office on the day of selected optional holiday, in that case he/she can cancel the current OH and reapply from the upcoming Optional holiday list. In case if it is the last Optional holiday for the calendar year in that case employee will be eligible for a compensatory-off. (Process for availing comp-off will be same as per policy)

5) Employees working at other location's development center in India apart from their base location shall follow calendar as applicable to that location.

6) Employees working at client site/projects shall preferably follow client holiday calendar as necessary and themselves can change their holiday calendar through Infogram.

7) The given list is not applicable to LMG unit & to those who follows US/ other countries calendar.

8) Please refer below, holiday calendar for this year.

COLOR CODES AND LEGENDS

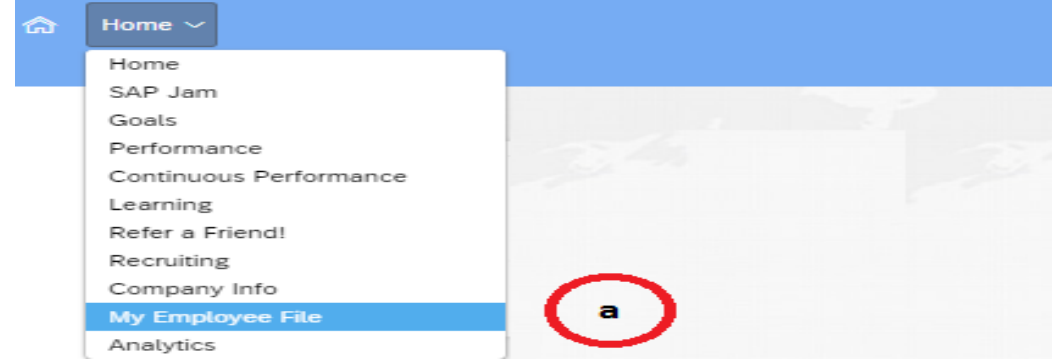|		Holidays falling on week off/Not Applicable
	RF	Regional Fixed
	F	Fixed
	OH	Optional
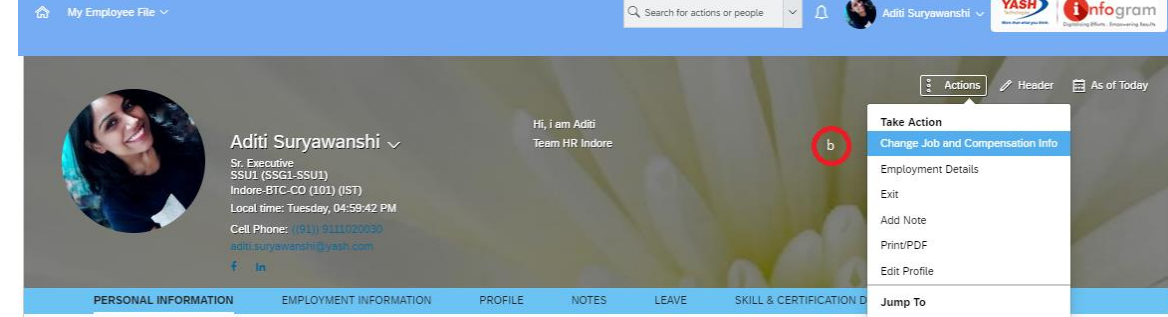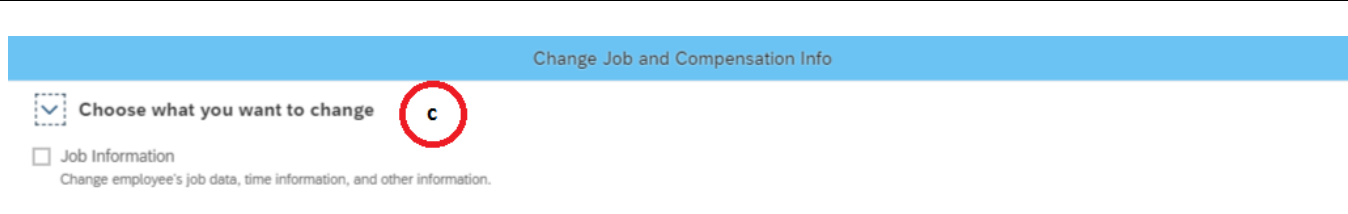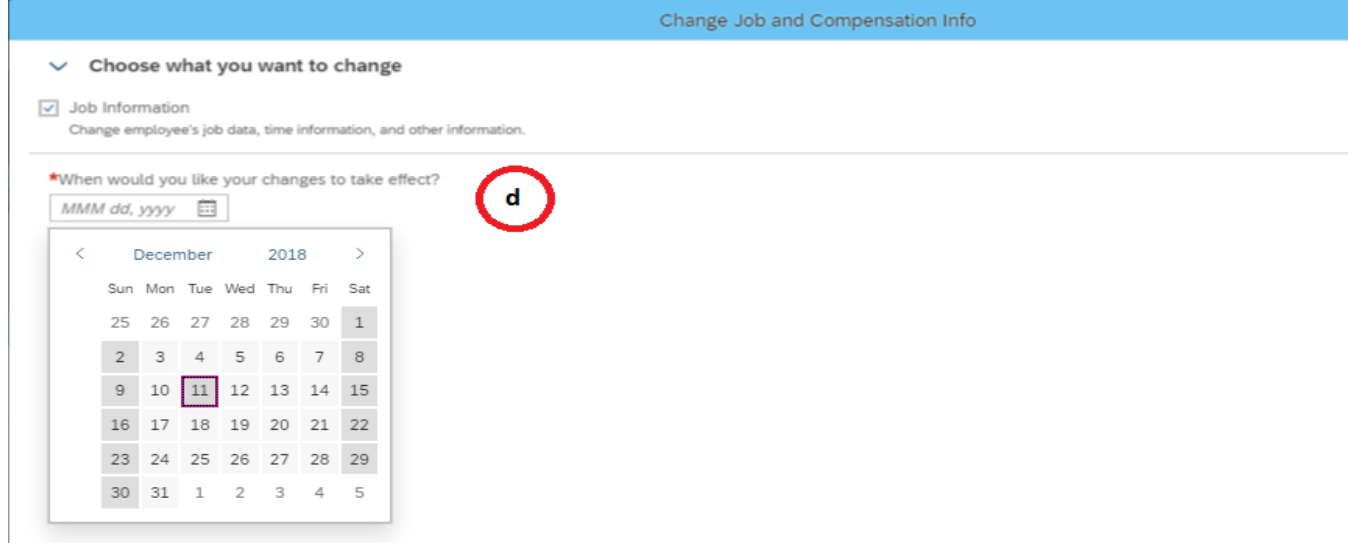
Holiday Calendar 2019

S.No.	Occasion	Holiday Date	Day	Hyderabad	Bangalore	Pune	Indore	Mumbai	Gurgaon	Chennai
1	New Year	1-Jan-19	Tuesday	F	F	F	F	F	F	F
2	Pongal/ Makar Sankranti	15-Jan-19	Tuesday	RF	OH	OH	OH	OH	RF	RF
3	Republic Day	26-Jan-19	Saturday							
4	Maha Shivratri	4-Mar-19	Monday	OH	OH	OH	OH	OH	OH	OH
5	Holi (Dhulandi)	21-Mar-19	Thursday	OH	OH	RF	RF	RF	RF	OH
6	Rang Panchmi	25-Mar-19	Monday	OH	OH	OH	RF	OH	OH	OH
7	Gudi Padwa/Ugadi	6-Apr-19	Saturday							
8	Tamil New Year's Day (Puthandu)/ Ambedkar Jayanti	14-Apr-19	Sunday							
9	Mahaveer Jayanti	17-Apr-19	Wednesday	OH	OH	OH	OH	OH	OH	OH
10	Good Friday	19-Apr-19	Friday	OH	OH	OH	OH	OH	OH	OH
11	Maharashtra Day/May Day	1-May-19	Wednesday	RF	RF	RF		RF		RF
12	Telangana Formation Day	2-Jun-19	Sunday							
13	Eid-Ul-Fitr	5-Jun-19	Wednesday	OH	OH	OH	OH	OH	OH	OH
14	Eid-Ul-Adha/Zuha/Bakrid	12-Aug-19	Monday	OH	OH	OH	OH	OH	OH	OH
15	Independence Day/Raksha Bandhan	15-Aug-19	Thursday	F	F	F	F	F	F	F
16	Ganesh Chaturthi	2-Sep-19	Monday	F	F	F	F	F	F	F
17	Ananta Chaturdashi/Ganesh Visarjan	12-Sep-19	Thursday	OH	OH	OH	OH	OH	OH	OH
18	Gandhi Jayanti	2-Oct-19	Wednesday	F	F	F	F	F	F	F
19	*Mahanawami	6-Oct-19	Sunday							
20	Dussehra/Vijaya Dashami	8-Oct-19	Tuesday	F	F	F	F	F	F	F
21	Deepawali (Laxmi Poojan)	27-Oct-19	Sunday							
22	Deepawali (Govardhan Pooja)	28-Oct-19	Monday	OH	OH	OH	OH	OH	OH	OH
23	Karnataka Formation Day	1-Nov-19	Friday		RF					
24	Guru Nanak Jayanti	12-Nov-19	Tuesday	OH	OH	OH	OH	OH	OH	OH
25	Christmas	25-Dec-19	Wednesday	OH	OH	OH	OH	OH	OH	OH

Date may vary for Mahanavami; in case of any change we will release the calendar with revision before the due date.

❖ **How can I update my Holiday calendar?**

Employees working at client site/projects shall preferably follow client holiday calendar as necessary and themselves can change their holiday calendar through Infogram following the below steps :

Employee files> Change Job and compensation info> Select Job information> Effective date> Select your calendar from Time information> Submit
(Please find below path for the same)

Employment file	
Change job and compensation Info	
Job information	
Effective date	

Holiday Calendar

Note- Incase Holiday calendar is not available in Infogram, raise a ticket at helpdesk and get it added post which can add /change the same on Infogram.

❖ **How to regularize Client Holiday on Infogram?**

Employees who are working at a client location and following YASH US Calendar are required to regularize their client Specific Holidays, along with weekly regularization else deduction might happen.

a) On Infogram Home page click on My Info Links
b) My Employee File > Attendance (Time Sheet)
c) Select time type as "Client Holiday" > Duration = 9 hours
d) Submit

Home

Attendance (Time Sheet)

❖ Please contact OH coordinator for any queries or assistance needed.

S. No	Name	HR E-Mail ID
1	YASH L&A-India	l&a.india@yash.com

Thanking You

Team HR