

HR Policies

I. Public Holidays in 2021

Sl.No	Month	Day	Festival	Declared/Optional
01.	January	01	New Year	(Optional)
02.	January	14	Sankranti	(Optional)
03.	January	26	Indian Republic Day	
04.	March	11	Shiv Rathri	(Optional)
05.	March	29	Holi	(Optional)
06.	April	02	Good friday	(Optional)
07.	April	13	Ugadi	
08.	April	21	Ram Navami	(Optional)
09.	May	12	Ramadan	(Optional)
10.	May	26	Buddha Purnima	(Optional)
11.	August	30	Janmastami	(Optional)
12.	September	10	Vinayaka Chavithi	(Optional)
13.	October	15	Dasara	
14.	November	04	Diwali	

II. Public Holidays on Weekend in 2021

- 01. May - 01 -> Labour Day
- 02. August - 15 -> Independence Day
- 03. October - 02 -> Gandhi Jayanthi
- 04. December - 25 -> Christmas

Note:

A. Everyone can avail total 10 Public Holidays. There will be 4 declared public Holidays and you can avail 6 Optional Holidays (There are 10 Optional Holidays - you are entitled for 4 from the 10 Optional Holidays)

B. Update your Calendar (tech.at.core) whenever you are using Optional Holiday

III. Leave Policy

01. Every Employee is entitled 18 paid holidays in a Year which is 1.5 per Month.